

This document is to provide understanding of how the ventilation system at Franklin Elementary functions, and how it will operate during the COVID-19 pandemic. It is based on strategies from the "District Wide" plan to minimize COVID-19 risk. Maintenance staff inspected every room and all HVAC components of this building. Included in this document is a summary of the ventilation system, how the ventilation will operate during COVID-19, key action items for staff, and detailed space specific ventilation descriptions and instructions.

Summary of Franklin's Ventilation System

- All classrooms have individual ventilation systems that supply fresh outside air and filter existing air before recirculating. Air exhausts from the building passively through windows, doors and leaks in the building construction. Air is not shared between classrooms.

Ventilation Operation During COVID-19

- The maximum supply of fresh outside air allowing for 70°F will be used, beginning 1 hour prior to students arriving and end 1 hour after students leave. The temperature and air mixture is controlled remotely by facilities. Classrooms have ventilator fans that are controlled in the room and must always be on.
- The building temperature will be kept at 68°F minimum 3 hours before and after students are present. This is controlled remotely by facilities.
- Air conditioning units can be set to "fan mode" to assist circulation of air. Note: These AC units do not introduce fresh outside air.
- To increase ventilation, ventilator fans can be set to "high", doors and or windows can be opened. This can be done during breaks to accelerate ventilation with minimal disruption to "Flush" the room.
- HVAC filters have been upgraded to MERV-11
- Maintenance staff will inspect equipment for proper operation twice per month.

Key Action Items for Staff

1. **Masks:** Wearing masks is the single most effective measure for air quality in the school during the COVID-19 pandemic, followed by the operational blueprint, and then HVAC ventilation measures (See Corvallis School District COVID-19 Air Quality Plan - District Wide).
2. **Fan On:** Staff commonly turn the unit ventilators fan off in classrooms because of noise or temperature. Unit ventilator fans must always be on to supply fresh outside air, and circulate air in the room, even in warmer temperatures when cooling is being used.
3. **Keep Clear:** To ensure proper ventilation HVAC equipment such as vents, heaters, fans, and radiators should not be obstructed, or have items stored on or within 2ft.
 - a. Classrooms have unit ventilators under the windows. Ensure items are not obstructing air flow, in front of, on or within 2ft of the unit ventilator.
4. **Small Enclosed Spaces:** Small enclosed spaces with poor ventilation where a person remains unmasked for extended periods of time can be higher risk for aerosolized

COVID-19. Staff should increase air circulation by opening windows, doors, reduce the number of people utilizing the space, and ventilate for 20 min between users.

- a. Principal's Office
- b. Campus Stewards Office

Detailed Space Specific Ventilation Descriptions and Instructions

- **Classrooms:** Classrooms have their own HVAC unit located underneath the windows. Fresh outside air is drawn in from directly outside, filtered, heated if needed, and then blown into the room. The air moves around the room, is drawn back in through a vent at the bottom of the HVAC unit, mixed with the fresh outside air, filtered, and then recirculated. Air is passively exhausted through doors, windows and leaks in the building construction. The fan on these units is designed to run at all times to circulate air. If additional outside air is desired, the most effective method is to increase the fan speed. Opening doors can be done as well: Windows at Franklin do not operate.
- **Restrooms:** Air is supplied and exhausted from doorways and leaks in the building construction.
- **Hallways:** Air is supplied and exhausted from doorways and leaks in the building construction.
- **Front Office:** Air is supplied and exhausted from doorways and leaks in the building construction. Open doors or district approved air purifiers can be used to increase ventilation.
- **Staff Room:** Air is supplied and exhausted from doorways and leaks in the building construction. If staff intend to remain unmasked in the space for extended periods of time, additional ventilation such as portable air purifiers should be added.
- **Staff Restrooms:** Air is supplied and exhausted from the doorway, a vent in the ceiling, and leaks in the building construction.
- **Copy Room #6:** Air is supplied and exhausted from doorways and leaks in the building construction.
- **Principal's Office:** Air is supplied and exhausted from doorways and leaks in the building construction. If doors to the space are kept shut and the office staff intend to remain unmasked for extended periods, the room doors should be left open for 20 min to ventilate between users.
- **Gym:** The gym has one large HVAC unit. Air is recirculated and combined with outside air, heated, and then distributed through vents in the ceiling. The gym HVAC unit is typically off, and only operating when requested. This HVAC unit should be on if the space is used by more than 10 people, or during physical activities.
- **Library:** The library has its own unit ventilator, and a ductless air conditioner for cooling. This space operates in the same manner as the classrooms plus cooling. The cooling system cools and recirculates existing air in the room. Fresh air is to still be supplied by the unit ventilator. As such, the unit ventilator fan should always be on to supply fresh air, even during warm days.
- **Kitchen:** The kitchen is supplied with air from doorways. It is exhausted through the hood fan above the stove, and doors.