

This document is to provide understanding of how the ventilation system at Harding Center 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 Harding's Ventilation System**

- Classrooms utilize a common rooftop HVAC unit that supplies 100% fresh outside air, filters, heats as needed, and supplies to the room. Air circulates through the room, then 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 on site facilities.
- The building temperature will be kept at 68°F minimum 3 hours before and after students are present. This is controlled remotely by facilities.
- To increase ventilation, 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 Harding 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. **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.
3. **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
  - c. RM 35

### **Detailed Harding Space Specific Ventilation Descriptions and Instructions**

- **Classrooms:** Classrooms have a common HVAC unit that provides fresh air to all classrooms. This unit takes fresh outside air, heats it as needed, then supplies the room from vents along the top of the hallway wall. Air circulates in the room, and then leaves the building passively through windows, doors and leaks in the building construction. The air supply always uses 100% outside air, and classrooms do not mix air. If additional ventilation is desired windows and doors can be opened.
- **Cafeteria/Stage:** Air enters and exits through doors and pass-through vents to the gym. If this space is to be used by more than 5 people additional ventilation should be used. Open all the doors and run the air conditioning unit on fan mode.
- **Restrooms:** Air is supplied and exhausted from doorways and leaks in the building construction.
- **ADA Restroom in RM 13:** Air enters and exits passively through doors and windows.
- **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.
- **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 staff intend to remain unmasked for extended periods, the room doors should be left open for 20 min to ventilate between users.
- **Gym:** Air is drawn in from outside, filtered, heated, and then distributed to the gym through vents in the ceiling. Air circulates around the room, then is drawn into return vents near the floor. Part of the air is exhausted outside and the rest returned to the supply, filtered and recirculated. If the gym is to be used for physical activities or by more than 15 people, the campus steward should be notified to make sure the ventilation is on.