

This document is to provide understanding of how the ventilation system at Wildcat 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 Wildcats' Ventilation System**

- Classrooms utilize a common rooftop HVAC unit that supplies 100% fresh outside air, heats as needed, and supplies it to the room. Air circulates through the room, is then drawn into ducting and exhausted outside by a fan to the roof. 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. This is controlled remotely by Facilities.
- The building temperature will be kept at a minimum 68°F three hours before and after students are present.
- The office area should open windows slightly to increase fresh air supply. Each room in the office will be provided an air purifier.
- The counselors office and Room 26 have poor ventilation and should avoid being used by multiple people.
- 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. **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. Exhaust vents above coat racks: Do not block with items on the shelves.
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. The counselors office
  - b. IMC Room 26

### **Detailed Wilson 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, filters, 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 through exhaust vents above the coat rack area, doors, windows and leaks in the building construction. Air is exhausted outside and does not recirculate. 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.
- **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, Facilities should be notified to increase the percentage of outside air.
- **Hallways:** Air is drawn in passively when doors are opened and then passively exhausted outside through doorways.
- **Restrooms:** Exhaust fans draw air from the doorway, through the space, and then exhaust outside through ductwork to the roof.
- **Kitchen:** The kitchen air is supplied by its own HVAC unit, doors and windows. It is exhausted outside through the hood fan above the stove, doors and windows.
- **Office:** The office air is supplied by doors and windows. There are no fans or mechanical means to circulate air. Windows should be opened slightly to increase ventilation.
- **Counselors Office:** The counselors office does not have any air supply or exhaust system. This space should not be used for multiple people at the same time. The space should be left with the door open and a fan or air purifier on for 20 minutes between users.
- **IMC Room 26:** Outside air is supplied in the same manner as the classrooms, however, there is not exhaust ducting. If this space is to be used by multiple people the hall door should be opened to increase ventilation.