

Putting strategies in place to ensure adequate ventilation and filtration in school buildings is critical for providing healthy indoor air to students and staff. To **reduce pollutants in the air** and **limit the spread of viruses and bacteria**, schools should maximize ventilation rates to the extent possible by bringing in as much outdoor air as weather and outdoor air quality permit. When sufficient HVAC adjustments are not possible, consider other means of bringing in outdoor air, and also consider increasing HVAC filter efficiency and using portable air cleaners as a supplemental filtration strategy.

Increase Ventilation Rate



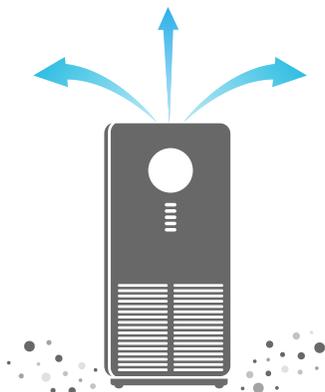
- Conduct an HVAC assessment to evaluate the condition of the existing HVAC system components and unit ventilation equipment.
- Ensure a scheduled inspection and maintenance program for HVAC systems is in place to allow for repair, modification or replacement of equipment.¹
- Assess and service your ventilation system to ensure it continues to perform as designed.
- Adjust the HVAC system to bring in more outdoor air.
- When HVAC adjustments are not possible, consider other means of bringing in outdoor air, such as opening windows and using window fans, if weather and outdoor air quality permit.
- Keep unit ventilators clear of books, papers and other items that could reduce airflow.

Increase HVAC Filter Efficiency



- Increase filter efficiency in existing HVAC systems by using filters with the highest Minimum Efficiency Reporting Value (MERV) rating possible (per equipment specifications). If possible, increase the level of the air filter to MERV 13 or higher.
- Make sure the filters are sized, installed and replaced according to the manufacturer's instructions.

Supplement with Portable Air Cleaners



- Consider using portable air cleaners as a supplemental filtration strategy. Choose portable air cleaners that use proven technology and are appropriately sized for the spaces they will service. Replace filters according to the manufacturer's instructions.
- Do not use air cleaners that intentionally generate ozone in occupied spaces or that do not meet state regulations or industry standards for ozone generation.
- If air cleaners are used, they should be placed so that air is not blown directly from one person to another, as this could potentially facilitate the spread of viruses and bacteria to others. Air flow to and from air cleaners should not be obstructed.

¹ Ensure HVAC assessments and maintenance are in accordance with minimum inspection standards of the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)/Air Conditioning Contractors of America (ACCA) Standard 180, ASHRAE handbooks, or other equivalent standards and guidelines.

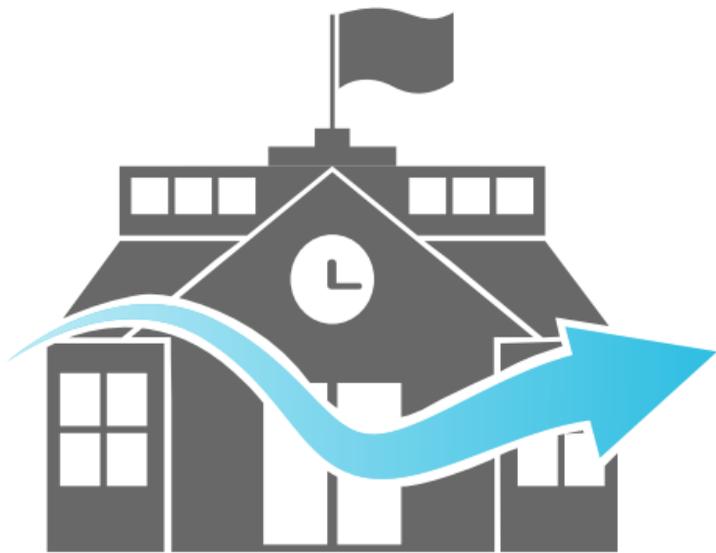




Proven Strategies to Improve Indoor Air Quality in Schools

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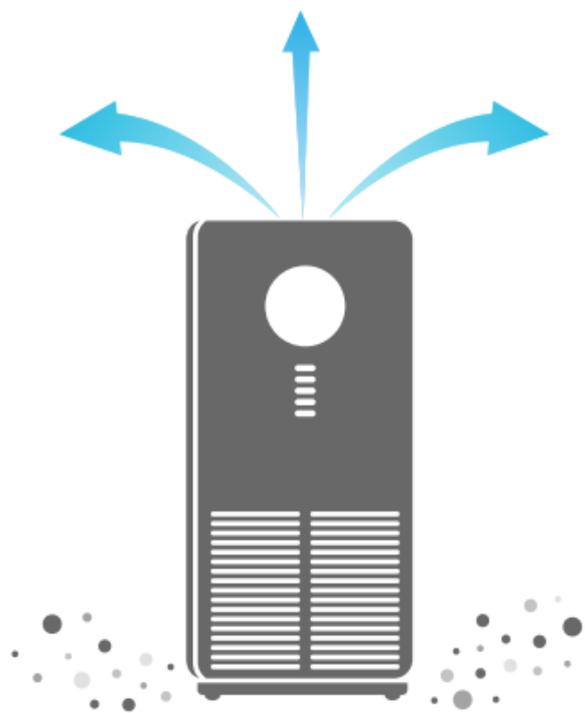
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