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## School Operations

### Check List for School IAQ Operations

- ✔ Maintain indoor carbon dioxide (CO2) between 800 and 1,000 parts per million (ppm).
- ✔ Install both fresh air supply and exhaust ventilation systems in occupied areas.
- ✔ Avoid recirculating previously exhausted contaminants when ventilating.
- ✔ Ensure adequate make-up air in boilers to minimize backfires and carbon monoxide (CO) contamination.
- ✔ Maintain indoor air relative humidity (RH) below 70 percent.
- ✔ Maintain indoor air temperature at comfortable levels (68-72°F when the room is being heated and 70-78°F when the room is being cooled).
- ✔ Change filters and clean drip pans according to manufacturer’s instructions. (Filters in high-pollution areas may require more frequent service.)
- ✔ Ventilate occupied areas at a minimum rate of 15 cubic feet per minute per person (cfm/p).
School Leaders: While Buildings Are Empty, Get Ready for Students to Return

- **Retain in-house facility workers**: clean, disinfect, maintain building systems; assess asbestos and lead paint status; pest-proof inside and out; check water and ventilation filters; assess water damage, fix leaks.
- **Hire local trades as needed**: plumbing repairs; electrical upgrades; masonry and walkway repairs; lead and/or asbestos remediation; green-scape grounds to direct water away from foundations and reduce run-off; plant shade trees; use native species.
# School Operations

## While Buildings Are Empty, Get Ready for Students to Return: Check List

<table>
<thead>
<tr>
<th>Indoor Air/Environmental Quality (IAQ-IEQ)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a Health and Safety Committee that includes all stakeholders, parents.</td>
<td></td>
</tr>
<tr>
<td>Seek out any IAQ complaints. Create a system to log complaints.</td>
<td></td>
</tr>
<tr>
<td>Search for leaks and/or mold problems. Check around each space for musty smells. Check all the lavatories and sinks for correct operation.</td>
<td>If smells occur, ventilate the space with as much air as possible, find the source, and remove it.</td>
</tr>
<tr>
<td>Measure temperature and relative humidity (RH) in every space.</td>
<td>Any temperature and RH measuring device can be used as long as it is in good working order and is used consistently. Be careful of RH meters.</td>
</tr>
<tr>
<td>Inspect every HVAC filter visually. Replace with MERV 14 if possible (check for air pressure drop capability of the fan)</td>
<td>Record air pressure drop if available, but always visually inspect filter for clogging.</td>
</tr>
<tr>
<td>Measure total and outdoor airflow from each air handler. Measure total airflow into each space. Record airflow to each space. Enable full economizer and disable demand control ventilation.</td>
<td>Modify controls to maximize outdoor air flow but check the heating and cooling capacity of the unit. Use floor standing fan/filter units if necessary, for comfort.</td>
</tr>
</tbody>
</table>
Information on SARS-CoV-2

SARS = Severe Acute Respiratory Syndrome
Co = Coronavirus
V = Virus

• SARS-CoV-2 = severe acute respiratory syndrome coronavirus 2

There is a SARS-CoV from 2003:

• SARS coronavirus (SARS-CoV) was a virus identified in 2003. SARS-CoV is thought to be an animal virus from an as-yet-uncertain animal reservoir, perhaps bats, that spread to other animals (civet cats) and first infected humans in the Guangdong province of southern China in 2002.
Why do the virus and the disease have different names?

- Viruses, and the diseases they cause, often have different names. For example, HIV is the virus that causes AIDS. People often know the name of a disease, but not the name of the virus that causes it.

There are different processes and purposes for naming viruses and diseases.

- Viruses are named based on their genetic structure to facilitate the development of diagnostic tests, vaccines and medicines. Virologists and the wider scientific community do this work, so viruses are named by the International Committee on Taxonomy of Viruses (ICTV).
Information on SARS-CoV-2

WHO = World Health Organization
How are Viruses and Diseases Named?

• Diseases are named to enable discussion on disease prevention, spread, transmissibility, severity and treatment. Human disease preparedness and response is WHO’s role, so diseases are officially named by WHO in the International Classification of Diseases (ICD).

• ICTV announced “severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)” as the name of the new virus on 11 February 2020. This name was chosen because the virus is genetically related to the coronavirus responsible for the SARS outbreak of 2003. While related, the two viruses are different.
Information on SARS-CoV-2

Co = Coronavirus
VI = Virus
D = Disease
19 = 2019

COVID-19 = coronavirus disease 2019

• WHO announced “COVID-19” as the name of this new disease on February 11, 2020, following guidelines previously developed with the World Organization for Animal Health (OIE) and the Food and Agriculture Organization of the United Nations (FAO).
Information on SARS-CoV-2

Where did SARS-CoV-2 come from?

• The first human cases of COVID-19 were identified in Wuhan City, China in December 2019. At this stage, it is not possible to determine precisely how humans in China were initially infected with SARS-CoV-2 and thereby developed the disease COVID-19.