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## Going Forward: 2021-22 School Year Guidance & New Investment

Building on what has been achieved to date, for the 2021-22 school year, school boards are expected to continue implementation of best practice measures to improve ventilation and/or filtration to support healthy and safe learning environments for students and staff.

School boards are expected to continue to plan for and make upgrades to improve ventilation

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## Introduction of Standardized School Ventilation Measures Report

For the 2021-22 school year, the ministry is also launching a standardized ventilation report. School boards will be required to communicate school-level ventilation measures

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Appendix A: Updated Ventilation Best Practice Guidance

This guidance also applies to schools with mechanical ventilation for parts of schools, such as additions.

For schools or parts of schools without mechanical ventilation, school boards are expected to place standalone HEPA filter units in all occupied learning environments, including gyms, libraries, lunchrooms, childcare spaces, administrative spaces and portables with no or poor mechanical ventilation, before students return to class. These units provide particle filtration of airstreams and improve air exchange. These units must be sized for the classroom or learning environment that is being used. In larger classrooms and learning environments, more than one HEPA unit may be required.

For schools with mechanical ventilation, school boards are expected to place a standalone HEPA filter unit in every occupied Full-Day Kindergarten (FDK) classroom as an additional health and safety measure to recognize that JK-SK students are not masked in the classroom.

School boards are asked to have these units in place prior to the start of the school year(e)13(c)8Kva4()(ho)2(o

directed to occupants. Consider placement near the center of the room or near

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## Best Practices: Ongoing/Daily/Monthly/Annual Maintenance

Checklist to consider at various frequencies during the academic year. A few examples of the many HVAC-related measures are listed below:

### A. Ongoing / Daily Maintenance

System reviews to undertake on an ongoing basis	
Review control sequences to verify systems are operating as designed to maintain required ventilation and temperature in occupied areas.	•
Maintain proper indoor air temperature to maintain human comfort.	•
Verify filtration in all mechanical equipment: verify filters installed correctly and are being maintained.	•
If Demand-Controlled Ventilation (DCV) systems using CO2 sensors are installed, trend and monitor.	•
Perform initial air flush of all spaces prior to occupancy (e.g., two hours prior to occupant entry with consideration to school and childcare start-times and two hours post occupancy with similar considerations).	•

### B. Monthly Maintenance

Air Handling Units: Monthly	
Check for particulate accumulation on filters, replace filter as needed.	•
Check for particulate accumulation on outside air intake screens.	•
Check the control system and devices for evidence of improper operation.	•
Check variable-frequency drive for proper operation.	•
Check drain pans for cleanliness, proper slope and drainage.	•
Check P-trap.	•
Verify control dampers operate properly.	•
Confirm AHU is bringing in outdoor air and removing exhaust air as intended.	•
Verify filters are installed correctly and reasonably clean.	•
Review condition and cleanliness of coils and heat recovery wheels in air handling equipment.	•
Roof Top Units: Monthly	
Check for particulate accumulation on outside air intake screens and filters. Replace filter as needed.	•
Check P-trap.	•
Check drain pans for cleanliness and proper slope.	•
Check the control system and devices for evidence of improper operation.	•
Check variable frequency drive for proper operation.	•
Check refrigerant system for leaks.	•
Check for evidence of leaks on gas heat section heat-exchanger surfaces.	•
For fans with belt drives, inspect belts and adjust as necessary.	•
Verify control dampers	

C. Annual Maintenance

Pumps: Annually	
Inspect pumps and associated electrical components for proper operation.	•

## Appendix B: Board-by-Board Allocation of New Investment

The Board-by-Board (BBB) allocation of the centrally procured standalone HEPA units and incremental funding were developed using school level data submitted by school boards in June and July 2021 and reflects the type of ventilation in place for each facility, as well as the number of standalone HEPA units the boards have reported as already being in place in these schools. The new investment is intended to provide the incremental units needed by school boards to meet the new requirements set out by the ministry for the 2021-22 school year.

The allocation methodology of units and funding assumes that in schools or relevant part of schools:

- x Without mechanical ventilation:
  - 1 HEPA unit per classroom (including portable)
  - 1 HEPA unit per specialized classroom (e.g., music rooms, art rooms, labs, etc.)
  - 2 HEPA units per JK/SK room
  - 2 HEPA units per childcare room
  - 4 HEPA units per gym (based on average size of gym)
  - 2 HEPA units per library (based on average size of library)
  - 4 HEPA units per lunchroom
  - 1 HEPA unit per administrative space
- x With mechanical ventilation
  - 1 HEPA unit per JK/SK room
  - 1 HEPA unit per portable with poor mechanical ventilation

In determining the need of standalone HEPA units and funding, the allocation below takes into account the number of HEPA units reported to be already deployed in schools/school spaces that are not mechanically ventilated. It is also important to note that gym and library allocations reflect the average of gyms and libraries. School boards should adjust the number of new portable HEPA units to reflect the actual size of gyms/libraries in in-scope facility.

No.	School Board Name	Total HEPA units	Total funding for HEPA units \$
1	DSB Ontario North East	109	18,000
2	Algoma DSB	132	28,000
3	Rainbow2 261.PAlg 61BDCq61.08r9 0.72 0.72 ref3		



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28,000