



Air Circulation Policy and Procedure

Created: June 24, 2021

Revised: November 9, 2023

Reference: Public Health Ontario, Focus on Heating, Ventilation and Air Conditions (HVAC) Systems in Building and COVID-19

Approved by the Board of Directors: July 14, 2021

Policy

Orde Day Care is committed to providing a safe and healthy environment for staff, children, and families. Orde Day Care will take every reasonable precaution to prevent the risk and spread of airborne illnesses within our centre.

Orde Day Care Centre must follow all applicable Health and Safety Legislation to ensure the safety, health, and well being of the children in our care. The safety and wellness of our staff is paramount, and modifications will be made to current policy and practice requirements as the Ontario Ministry of Health and Toronto Public Health directives evolve.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by Ontario Public Health, regarding indoor air circulation.

There is evidence that air flow e.g., fans moving air from an infected individual to others nearby, can be an important factor in transmission. Avoiding direct air flow around people's breathing zones will reduce respiratory droplets being dispersed from person to person. Rather than air flow at head level, options would be to direct the air upwards or to exhaust room air out of an open window while other open windows draw fresh air in

Recommendations:

- HVAC systems are most ideal in reducing the transmission of illnesses/COVID-19
- Open windows whenever possible to allow fresh air into the indoor environment
- The use of Air cleaner/purifiers in program rooms not designed with internal HVAC system whenever program room are occupied by children/staff. Portable air cleaning units can be considered to help control concentrations of particles in the air
- Maintenance/changes of air filters as required
- Fans are not recommended to be used- if they must be used the air flow must be directed upward and not near children or staff
- Single unit air conditioners – air flow must be directed upwards
Area in front of fans and single unit air conditioners should be set up to discourage individuals from congregating in front of these fans/units



Policy and Procedure Review:

This policy and procedure will be reviewed and signed off by all employees before commencing employment, annually, and at any time changes are made.

I acknowledge receipt of Orde Day Care Centre **Air Circulation Policy and Procedures**. I understand it is my responsibility to read, understand, and comply with the **Air Circulation Policy and Procedures**. I understand that if I have questions, at any time, regarding the **Air Circulation Policy and Procedures**, I will consult with my immediate supervisor.

Please read the **Air Circulation Policy and Procedures** carefully to ensure that you understand the policy and procedures before signing.

Staff Name	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: