

## **Government of Newfoundland and Labrador Natural Ventilation Protocol for Schools**

**Purpose:** To increase air circulation and maximize the amount of fresh/outside air entering a classroom space in the absence of mechanical ventilation systems.

**How:** This is accomplished by opening classroom doors and windows on a regular schedule throughout the day.

**Why:** Regularly opening classroom doors and windows increases air circulation rates and can greatly improve air quality.

### **Protocol:**

- Open classroom doors and all operable windows to a minimum opening of 2 inches, if classroom activities and weather/outside temperature permits.
- Keep windows open during class whenever possible as weather/outside temperature permits. Small openings during inclement weather can still be effective.
- Open all windows 3 to 6 inches, as weather permits, following the schedule below. This will increase air circulation and reduce carbon dioxide levels in classrooms over a short period of time.
- Windows can be subsequently lowered back to a minimum 1-2 inches, unless outdoor conditions are favorable enough to maintain larger opening.

### **Schedule of Daily Protocol**

**1) Early Morning/School Opening**

**Responsibility:** Classroom teacher / Maintenance personnel

**Duration:** 5 to 10 minutes, 15 minutes prior to class beginning

**2) Recess/Mid-Morning**

**Responsibility:** Classroom teacher

**Duration:** 10 minutes minimum

**3) Lunch/Mid Day**

**Responsibility:** Classroom teacher

**Duration:** 10 minutes minimum

**4) Mid Afternoon**

**Responsibility:** Classroom teacher

**Duration:** 10 minutes minimum

**5) End of Classes**

**Responsibility:** Classroom teachers

**Duration:** 15 minutes minimum

**6) End of School Day**

Ensure all classroom windows and doors are closed and locked if possible before leaving for the day as per school security policy/end of day routine.

**Note: Protocol should be followed fully each day but may be limited when weather conditions do not permit or school operation is negatively impacted.**