

SECTION: Health & Safety		GUIDELINE #: JHS-027
Date Approved:		Maximizing Fresh Air - Keeping a Positive Air Balance
Revision Date:	Review Date:	
Authority: Joint Health & Safety Committee		

PURPOSE

To assure fresh, outdoor air is being provided to the occupied spaces. Heating, Ventilating and Air Conditioning (HVAC) units supply outside air in the offices to maintain indoor air quality and maintain a positive pressure in the building compared to outside.

SCOPE

This guideline applies to:

- All Town Employees
- Hanover Public Library Employees
- Launch Pad Youth Activity and Technology Centre Employees
- Council Members
- Contractors and Visitors

GUIDELINES

Keep HV units and HVAC units running longer hours to enhance ventilation. Ensure all required HV units and HVAC units are running for at least 2 hours before shift starts and two hours after shifts end. Running units 24/7 is preferred. Unit settings should be reviewed on a shift by shift basis or on significant changes in outdoor temperatures.

Maximize operation of HVAC unit in economizer mode to increase the supply of outside air in the offices by increasing the set points as required. It should be noted that when increasing the ventilation outside air, HVAC unit may not be able to maintain space design temperature and humidity set points on hot or cold days.

HVAC system should operate in the mode that does not promote re-circulation of air. General exhaust fans / toilet exhaust fans should be "ON" either automatically or manually during cleaning and disinfection of spaces for prevention of Covid-19 as required.

Natural Ventilation - If the location has windows and outdoor temperatures allow, shut off mechanical systems and open the windows to maximize the fresh air supply.

HVAC units with a dedicated minimum outdoor damper, must have this damper open 100% during all operating modes. This will typically provide 20% outside air through the HVAC unit.

For HVAC units with a single outside air damper, make sure damper position results in at least 20% of unit volume as outside air. More is better (up to full open on outside air dampers), but consideration must be made for things such as building exit doors closing and ability to maintain a suitable space temperature.

Spaces served by window air-conditioning units or wall mounted packaged HVAC units with no outside air supply and/or no mechanical ventilation will require portable ventilation system to purge the room during extraordinary cleaning activities.

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Disable demand-controlled ventilation (DCV), such as occupancy sensors and CO2 control.

To maximize supply outside air manual override of the HVAC unit to supply 100% outside air and eliminate recirculation of return air will be required. This is especially important during cleaning and disinfection of spaces if initiated to prevent the spread of Covid-19.

RELATED DOCUMENTS

Hanover Return to Work Reintegration Plan for COVID-19