

EASTERN TOWNSHIPS SCHOOL BOARD	<i>Title:</i> POLICY ON INDOOR AIR QUALITY IN SCHOOLS	
<i>Source:</i> Education Act Council of Commissioners Secretary General Director of the Buildings and Grounds Service	<i>Adopted:</i> ETSB17-06-27 Effective as of June 27, 2017	<i>Reference Number:</i> P-038

1.0 PREAMBLE

To promote educational success, and being conscious of the importance of guaranteeing a safe and healthy environment for its students and staff, the Eastern Townships School Board (ETSB) is implementing the hereunder policy. It meets the requirements of the *Ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche* (MEESR), related to higher education and research, which recommends the establishment of a systematic approach concerning the management of air quality (1).

2.0 COMMITMENTS (POLICY STATEMENT)

As owner of a significant piece of public real estate, the ETSB commits itself to take the required measures in order to ensure indoor air quality based on the existing regulatory framework.

3.0 SCOPE

This policy applies to all schools within the ETSB.

4.0 DEFINITIONS

For the purpose of the application of the policy herein, the following terms, unless indicated otherwise, are to be interpreted as follows:

Regulatory framework: all current protocols and standards recognized in the field;

(1) *Ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche* (formerly *Ministère de l'Éducation, du Loisir et du Sport*) (2014). Reference document on air quality in schools in Quebec.

ETSB: Eastern Townships School Board;

Administration: the School Principal or his/her designate;

Student: all students, youth or adult, enrolled in an establishment of the ETSB;

Establishment: the institutions of the ETSB, which include primary and secondary schools, child care, vocational training centres and adult education as well as the administrative centre;

Facilities: the delineated spaces within a building of the ETSB;

Occupants: any person regularly or sporadically moving about within the institutions of the ETSB;

Personnel: any employee working in an establishment of the ETSB;

Indoor Air Quality: The state of the interior air of an establishment that is measured based on parameters related to ventilation, temperature and the presence or absence of contaminants generated by the occupants, their activities, equipment, furnishings and construction materials (2).

Person in charge of air quality: A person designated by the ETSB to fill this role.

5.0 OBJECTIVES

The objective of the policy herein is to establish principles that ensure the quality of indoor air, respecting the regulatory framework and to clarify the responsibilities of various stakeholders in relation to indoor air quality.

- 5.1 To establish collaborative management tools with public health and safety stakeholders for the effective management of indoor air quality;
- 5.2 To develop intervention strategies tailored to different needs, in order to prevent or correct situations that could be harmful to the health and safety of students and staff;
- 5.3 To develop mechanisms so as to prevent and control the risk factors that may affect the quality of indoor air in establishments;

(2) NGUYEN, Van H. Christian Beaudry, Paolo RENZI and Giovanna Donnini (2007). Interior air quality: technical, medical and legal aspects. Cowansville, *Les Éditions Yvon Blais*.

- 5.4 To establish methods and practices that serve to maintain good indoor air quality in order to ensure a healthy learning environment for the students and staff;
- 5.5 To detect problematic or troubling situations and to respond appropriately so as to control the problem or to refer them to resources with the required level of expertise;
- 5.6 To put in place a process for management and follow-up of indicators related to indoor air quality.

6.0 ROLES AND RESPONSIBILITIES

6.1 The Council of Commissioners

- 6.1.1 Hereby adopt the following policy.

6.2 The Principal

- 6.2.1 Oversees the implementation and application of this policy.

6.3 The Buildings and Grounds department

- 6.3.1 The latter is responsible for the implementation of a systematic approach to control the quality of indoor air in establishments;
- 6.3.2 Develops programs and mechanisms that will ensure good indoor air quality;
- 6.3.3 Supports management in the application.

6.4 The individual responsible for indoor air quality

- 6.4.1 Coordinates activities related to indoor air quality;
- 6.4.2 Implements an action plan for all buildings, such as:
 - major repairs and regular maintenance to ensure the water tightness of the architectural envelope;
 - preventive and regular maintenance of the various building systems;
 - regular visual inspections of the elements that can degrade the quality of indoor air;
 - appropriate ventilation and aeration of rooms by way of either mechanical systems or by opening windows and corridor doors;
 - housekeeping;
 - control the occupants' activities.

6.4.3 Establish principles related to the supervision and control of activities related to interior air quality to ensure appropriate application;

6.4.4 Receives reports and follows up on them;

6.4.5 Collaborates in producing the action plan.

6.5 The Human Resources department

6.5.1 Ensure a follow-up on the employee files where symptoms related to indoor air quality are indicated;

6.5.2 Ensure a contact with the Comité de santé et de sécurité (CSS), la Commission de la sécurité et de la santé du travail (CSST), et la Direction de santé publique, in particular with the transmission of information;

6.5.3 Coordinate training programs adapted in relation to the quality of indoor air;

6.5.4 Ensure support for management.

6.6 The Communications department

6.6.1 Elaborate a communications plan and coordinate its implementation;

6.6.2 Ensures support for management.

6.7 The Establishment School Principal/Centre Director/Buildings and Grounds manager

6.7.1 Diffuse and make known the policy within his establishment;

6.7.2 Apply the guidelines and procedures issued in connection with the policy in his establishment;

6.7.3 Monitor the compliance with the recommendations and good practices by all occupants within his establishment;

6.7.4 Forward alerts according to the directives and procedures in effect;

6.7.5 Point out the deficiencies and areas for concern related to the maintenance of the establishment;

6.7.6 Support housekeeping activities (adherence to the program and quality control).

6.8 The personnel, students and other users of the establishment

6.8.1 Conform with the regulations and guidelines of the establishment in regards to the quality of indoor air;

6.8.2 Apply the recommendations and best practices issued as part of the quality of indoor air;

6.8.3 More specifically, the concierge staff adheres to the program for housekeeping (cleaning) as per the standards and schedule set forth.

7.0 REPORTING RELATED TO THE QUALITY OF INDOOR AIR

The management of the establishment, together with the Human Resources Department, the Buildings and Grounds Department and the person responsible for indoor air quality, are responsible for the management of reports concerning indoor air quality in establishments.

As such, the Buildings and Grounds Department must develop a reporting mechanism for the quality of indoor air, based on the application of this policy. The person responsible for indoor air quality must convey this mechanism to the appropriate individuals.

8.0 EFFECTIVE DATE

The policy comes into effect on June 27, 2017.