

NHPS Filter Program Updates

Department of Facilities

Monday, March 8, 2021



NEW HAVEN PUBLIC SCHOOLS

Background

CUTS

- Elimination of “Custodial Engineering” position due to budget cuts
- Relocation of Facilities offices eliminated warehouse space used to store backup filter inventory. Creates delays when ordering on an “as-needed” basis.

Background: Evolution of Building Manager

- Arbitration Award added responsibility to “Head Custodian” position, promoting them to “Building Managers”.
- Building Manager had diligently completed these additional tasks such as filter, light bulb and ceiling tile changes.
- Independent 3rd party engineering firm (Sightlines) evaluated entire district. Determination was that an annual investment of \$41M is required per year to maintain BOE facilities.

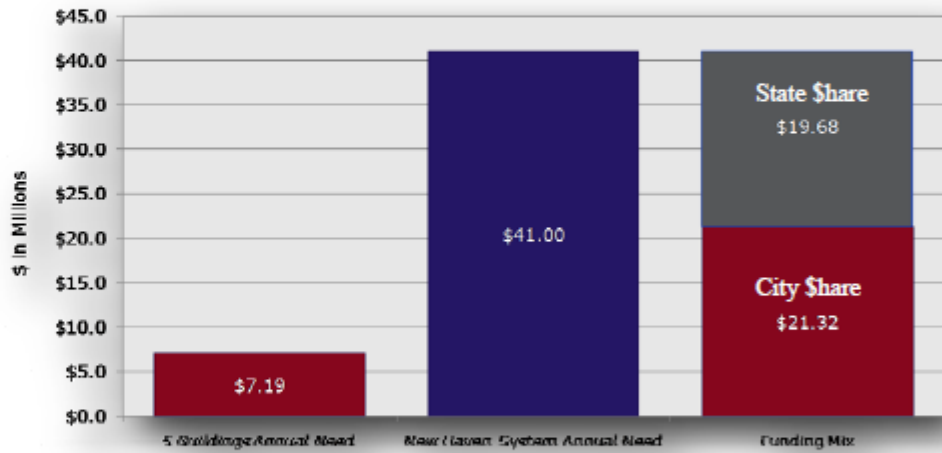


Third party engineering company states that a \$41M annual investment should be made to maintain buildings throughout the district

The annual stewardship investment in the facilities should be tempered by the capital invested to renew facilities. We know that educational spaces are modified not because they are worn out but because they are functionally obsolete. We also know that funding from other sources, such as state appropriations; offset a significant part of such improvements. Therefore a long term strategy should coordinate the City's investment in its facilities with the other sources of capital investment to optimize investment.

To define the coordination of resources, the components of the buildings were reviewed and a plan created. This plan began by extrapolating the life cycle investment need for the five buildings assessed to the 50 buildings in the school system. This defined a total annual investment of \$41 million. The coordination of resources with state funded renovations targeted the New Haven portion of the total at \$21.3 million and the state funded renovations at \$19.7 million.

The targeted investment of \$21 million is significantly greater than the existing annual investment (refer to page 5) of \$4 million. There are opportunities to lower operating costs and to reallocate these savings to stewardship. We estimate that these savings will range from \$400 thousand to \$1 million. Therefore, the shortfall in funding can only be modestly offset by savings opportunities. New resource allocations will be necessary.



Filters

- Filter budget cut from \$100K to \$50K
- Had to get creative, do more with less funds
- 6,244 filters exist in district
- In collaboration with Filter Sales, program was developed to use high quality filters being changed based on static pressure, not only a PM timeline
- Filter change program was revised based off improved quality filter with greater longevity
- Letter from Filter Sales



March 2, 2021

New Haven Board of Education
375Quinnipiac Ave
New Haven, CT 06511
Attn: John Barbarotta

Dear John,

In response to our earlier discussion, I wanted to clarify some information concerning the Board of Education's filters and what had been purchased before and after the COVID 19 pandemic.

Several years ago, we were tasked to find a more efficient filter program to address the filters' longevity in use and any available alternatives. The schools had been using ring panel filters which were being changed at 3-4 month intervals. Although this may seem like an appropriate program (based on a PM schedule), it was neither cost-effective from a material nor labor standpoint. Technologies in the filtration industry has evolved immensely over the last 10-20 years. Filter Sales & Service, in collaboration with the NHPD Facilities Department, devised a program utilizing a superior filter (MERV-8) with considerably more surface area, leading to a lower pressure drop, higher dust holding capacity, and significant stability and filter strength. This stability helps deter any filter failure ("Blowouts").

These filters were installed in schools throughout the district while monitored quarterly and tested with our in-house test duct for pressure drop results. These results were fairly dramatic in which the pre-filters lasted 12 months (triple the amount the previous filters lasted). The final filter results were also very good, resulting in the annual change outs being pushed back to every two years. Again, these schedules were all based on testing and the pressure drop readings. Filters should be changed based on pressure drop readings, NOT on a predetermined schedule. This program has been in place for several years and has worked well in all locations where it has been implemented.

In early 2020 as COVID became more prevalent, the CDC issued guidelines recommending MERV 13 filtration in HVAC systems. These MERV 13 pre-filters, although higher in initial efficiency, are not built the same as the previous filter used by the Board of Education (Camfil 30/30). These filters have lower dust holding capacity and a quicker loading curve, which causes the pressure drop to increase quicker, requiring more frequent change-outs.

As always, we look forward to our continued partnership. Please feel free to contact me with any questions.

Sincerely,

Kurt Skovinski
Branch Manager

CORPORATE HEADQUARTERS:

15 Adams Street
Burlington, MA 01803
Tel: 781-272-0080 Fax: 781-272-0227

BRANCH OFFICE:

15 Kimberly Avenue
West Haven, CT 06516
Tel: 203-932-4800 Fax: 203-934-4884



Filter Program Evolution

- Cost of CDC recommended MERV-13 is triple cost of MERV-8
- MERV-13 filters must be changed twice per year (6,244 filters district wide)
- Filter change accountability log will verify each time filters are changed
- Funds need to maintain new requirements \$225K

Old Filter Program: Ring Panel Filter

Lower quality
Requires frequent changes

Updated Filter Program: MERV-8 Filters

Higher quality than ring panel
Less frequent change required
Longevity of filter saved on installation costs

Current Filter Program: MERV-13 Filters

Higher quality than MERV-8
Traps Bacteria, most tobacco smoke, droplet Nuceli (sneeze / respiratory droplets)
Requires change twice annually



MERV 8



MERV 13



4 Year HVAC Filter Expenditures

4 Year HVAC Filter Expenditures	
Duct Cleaning 2016-17	
	\$75,000
Spent \$66,914.09	
Duct Cleaning 2017-18	
	\$75,000.00
Spent \$71,869.28	
Contracted Vendor 2018-19	
	\$33,000.00
Spent \$0	
Filter Sales & Service 2019-20	
	\$50,000.00
Spent \$47,903.44	
Filter Sales & Service 2020-21	
	\$50,000.00
Spent \$50,000.00	
COVID	\$221,290.34
Spent	\$74,569.27

Accountability

Sign-off filter change log

Filter Change Acknowledgement Log for RTU's AHU's
(into below as verification that all filters have been changed to MERV 13's)

Sign off

Location	Qty	Completed	Change by	Sign off/Initials	Type	Date of change
Adult and Continuing Education Center	30	X	Filter Sales		MERV 13	1/21
Barack Obama Magnet	51	X	Silo & Bryan	JES	MERV 13	2/20
Barrard Magnet	110	X		JES	MERV 13	10/20
Beacher	144	X			MERV 13	10/20
Betsy Ross Arts Magnet	42	X			MERV 13	10/20
Bishop Woods	194	X	charley/paul	ADG	MERV 13	9/20
Brennan K.	64	X			MERV 13	10/20
C. Rogers	19	X			MERV 13	10/20
Coleraine (Patty McCabe)	75/30	X	Ben Marks	JB	MERV 13	10/20
Clemens Leadership Academy	76	X	Danell Moore		MERV 13	8/20
Clay Hall	115	X	Dom		MERV 13	10/20
Columbus Academy	106	X			MERV 13	10/20
Crista West Hills Magnet	186	X	Sai Indigo	SAI	MERV 13	10/20
Crop Arts & Humanities	205	X	LEWIS		MERV 13	10/20
Cross High	555	X	M. Little		MERV 13	10/20
Davis Street Magnet	80	X			MERV 13	10/20
Dr. Reginald Mayo Early Learning Center/ECAT	124	X	Alight	Al M	MERV 13	11/20
East Rock Magnet	117	X	Scott Fisher	EV	MERV 13	10/20
Fig Wood Magnet School	46	X	Tom Lander	TL	MERV 13	10/20
Engineering & Science University Magnet School	328	X	AL RAUCCI	AL RAUCCI	MERV 13	10/20
Fishaven School	303	X	Rich Kahson		MERV 13	11/20
High School in the Community	118	X	HVAC Trades		MERV 13	10/20
HI Central Music Academy	30	X	F. YAKERS	FY	MERV 8	6/20
HI Regional Career High School	206	X	Filter Sales		MERV 13	9/20
Hillhouse High School	606	X	M. Little	M.L	MERV 13	10/20
Hipsh Magnet School	97	X	MACK		MERV 13	10/20
John C. Daniels Magnet	132	X			MERV 13	8/20
John S. Martinez Magnet	78	X			MERV 13	10/20
King/Robinson Magnet	144	X	Ben Miller	DB	MERV 13	10/20
Lights Broom	157	X	Filter Sales		MERV 13	9/20
Mauro/Whitman Magnet	234	X	Kevin Wachs	KW	MERV 13	10/20
Metropolitan Business Academy	70	X	HVAC Trades		MERV 13	10/20
Nathan Hall	96	X	HVAC Trades		MERV 13	10/20
New HS Academy	100	X	HVAC Trades		MERV 13	12/19
Riverside Ed. Academy	23	X	HVAC Trades		MERV 13	10/20
Ross/Wood	193	X	Filter Crew		MERV 13	10/20
Severald School - Anderson Bldg, Greenway Bldg, McNeil Bldg & Thomas Bldg (Dove & Nth)	186	X	HVAC Trades		MERV 13	10/20
Troop	286	X	Fred Jenke	FJ	MERV 13	10/20
T. ...	119	X	Anthony	AC	MERV 13	10/20
W. Hunter Middle	100	X	F. Holcrow	FS	MERV 13	10/20
W. Hack ...	68	X	Filter Crew		MERV 13	10/20
West Rock Valley St.	9	X	Filter Crew		MERV 13	0/20
Weston/Grant School	67	X	HVAC Trades		MERV 13	0/20
Others						
Central Kitchen	20	X		TD	MERV 13	10/20
Floyd Little Fieldhouse	60	X	Duct Clean		MERV 17	Feb 12/20

Accountability

Sign-off filter change log

Filter Change Acknowledgement Log for RTU's AHU's

initial below as verification that all filters have been changed to MERV 13's

Sign offs

Location	Qty	Completed	Change by	Sign off initials	Type	Date of change
Adult and Continuing Education Center	30	X	Filter Sales		MERV 13	1/21
Barack Obama Magnet	51	X			MERV 13	2/20
Barnard Magnet	110	X			MERV 13	10/20
Beecher	144	X	Madam Ben LUCIANO	RB	MERV 13	10/20
Betsy Ross Arts Magnet	82	X			MERV 13	10/20
Bishop Woods	194	X			MERV 13	9/20
Brennan K.	64	X		ZIS	MERV 13	10/20
C. Rogers	19	X		ZIS	MERV 13	10/20
Celentano / Polly McCabe	75/30	X			MERV 13	10/20
Clemente Leadership Academy	76	X			MERV 13	8/20
Clinton Ave.	115	X			MERV 13	10/20
Columbus Academy	106	X		MTB	MERV 13	10/20
Conte West Hills Magnet	186	X			MERV 13	10/20
Coop Arts & Humanities	205	X			MERV 13	10/20
Cross High	555	X			MERV 13	10/20
Davis Street Magnet	80	X		ML HR	MERV 13	10/20
Dr. Reginald Mayo Early Learning Center/ECAT	124	X			MERV 13	11/20
East Rock Magnet	117	X			MERV 13	10/20
Edgewood Magnet School	46	X			MERV 13	10/20
Engineering & Science University Magnet School	328	X			MERV 13	10/20
Fairhaven School	303	X			MERV 13	11/20
High School in the Community	118	X	HVAC Trades		MERV 13	10/20
Hill Central Music Academy	30	X			MERV 8	6/20
Hill Regional Career High School	206	X	Filter Sales		MERV 13	9/20
Hillhouse High School	606	X		ML MR	MERV 13	10/20
Jepson Magnet School	97	X			MERV 13	10/20
John C. Daniels Magnet	132	X			MERV 13	8/20
John S. Martinez Magnet	78	X		MLD for Brew Pen	MERV 13	10/20
King/Robinson Magnet	144	X			MERV 13	10/20
Lincoln-Bassett	157	X	Filter Sales		MERV 13	9/20
Mauro/Sheridan Magnet	234	X			MERV 13	10/20
Metropolitan Business Academy	70	X	HVAC Trades		MERV 13	10/20
Nathan Hale	96	X			MERV 13	10/20
New Haven Academy	109	X			MERV 13	12/19
Riverside Ed. Academy	23	X	HVAC Trades	RB	MERV 13	10/20
Ross/Woodward	193	X			MERV 13	10/20
Solind School Anderson Bldg., Emerson Bldg., McNeil Bldg. & Thomas Bldg. (Dave & Mike)	186	X	HVAC Trades		MERV 13	10/20
Troup	286	X			MERV 13	10/20
Truman School	119	X			MERV 13	10/20
W. Hooker Middle	100	X			MERV 13	10/20
W. Hooker Elementary	68	X			MERV 13	10/20
West Rock/ Valley St.	9	X	Filter Crew		MERV 13	10/20
Wexler/Grant School	87	X			MERV 13	10/20
Others						
Central Kitchen	20	X			MERV 13	10/20
Floyd Little Fieldhouse	60	X				

We are in compliance with State Mandates

IAQ

Radon

Pest Management

Chemical Hygiene

Asbestos (AHERA)

AED

Green Cleaning

Mandates and programs can be found in the Facility Reference Guide that is distributed annually by the Facilities Department.

Example of IAQ Investigation

NEW HAVEN PUBLIC SCHOOLS
INDOOR AIR QUALITY PROGRAM

Indoor Air Quality Investigations			
Phase I Exterior Building Walk Through Assessment			
Building/Location	BARNARD LIBRARY		
Building history and information			
Date of construction:		Size of building:	
Type of construction:		Type of ventilation:	
	OK	NOT OK	NOTES
Roofs: leaks,damage	X		<p>I WAS CALLED TO THE BARNARD LIBRARY ON THE MORNING OF 8/14.20 ACCOMPANIED BY MARVIN BIVENS. UPON ENTERING I DID NOT EXPERIENCE ANY MOLDY ODORS. WE BOTH OBSERVED, HOWEVER, THAT ABOUT 25 (HALF) OF THE CHAIRS HAD A BLOTCHY APPEARANCE, WHICH LOOKED LIKE POSSIBLE MOLD TO THE EYE. IT MUST BE NOTED THAT THE OTHER HALF OF THE CHAIRS DID NOT APPEAR TO SHOW THAT CONDITION, AS I OBSERVED IT.</p> <p>I ALSO NOTED THAT AT THE SAME TABLES WITH THE BLOTCHY CHAIRS, WE OBSERVED THAT THERE WERE BOOKS THAT DID NOT APPEAR TO EXHIBIT THAT SAME CONDITION TO THE NAKED EYE. ALSO THE SHELVES APPEARED CLEAN TO THE EYE.</p> <p>MR. BIVENS DID WIPE A NUMBER OF CHAIRS AND SURFACES IN THE ROOM AND I HAVE PICTURES OF SOME OF THE CHAIRS.</p> <p>MY RECOMMENDATION WOULD BE TO WIPE ALL OF THE CHAIRS IN THE ROOM WITH AN APPROPRIATE CLEANER FOR WOOD. THEN, PLACE THEM BACK IN THE ROOM AND MONITOR FOR THIS CONDITION IMMEDIATELY. SECONDLY, CONSIDER REPLACING THESE CHAIRS WITH NON WOODEN CHAIRS.</p> <p>I WOULD ALSO RECOMMEND CHECKING THE HVAC CONDITIONS IN THE LIBRARY.</p>
Walls: Excessive moisture,craks,signof damage	X		
Doors: Condition of weather stripping	X		
Windows:Good Condition	X		
Rooftop and air handling units: operating properly, appropriate filters in good condition,outdoor air mix working,fans,belts in good condition,no excessive dirt buildup or condensate pan leaks/biological growth	N/A		
Cooling tower: water treated and no visible color or biological growth.leaks or excessive moisture from overspray on adjacent walls or vents.	N/A		
Emergency generator: Stack not adjacent to building air intakes,leaks	N/A		
Odors: Noticeable odors from outdoor (e.g. roof tar,vehicle exhaust)	X		
Air Intake: Obstructed, bird droppings,or nests	X		
Pollutant sources: No sources within 25 ft.of air intake(e.g. sanitary vents,loading dock,trash collectio area)	X		
Bird screens:obstructed ;nests	X		



BARNARD LIBRARY
AUGUST 14, 2020

PICTURE 1:

THIS SHOWS THE TYPE OF PRESENCE OR SOILING THAT APPEARED ON ABOUT HALF (25) OF THE CHAIRS IN THE LIBRARY.

PICTURE 2:

SHOWS ONE OF THE CHAIRS THAT DID NOT HAVE ANY BLOTCHES OR SOILING EVIDENT.

PICTURE 3:

AT THIS TABLE WAS A CHAIR WITH SOME OF THE APPEARANCE OF STAIN OR GRAYING, WHILE THE BOOKS AND MATERIALS ON THE TABLE WERE NOT IN ANY WAY IN THAT CONDITION TO THE NAKED EYE.

PICTURE 4:

THIS CHAIR HAD SOME DUST OR PRESENCE THAT WAS CLEANED OFF BY MR. BIVENS DURING OUR WALKTHROUGH.

In Conclusion

Filters have been getting changed on a regular basis throughout the years, throughout the district.

Filters maintenance program will continue to improve as technology evolves and as necessitated by health and wellness standards

An accountability log will be maintained by the Facilities Department for each round of filter changes

IAQ

IAQ Program

Bill #6426 effective July 1, 2003 - Towns shall undertake maintenance of its facilities, including but not limited to, maintenance that is necessary to protect indoor environmental quality and shall implement an ongoing prevention program to protect the indoor environmental quality of its facilities. Use the work order system to report any possible moisture infiltration such as wet ceiling tiles or leaky faucets.

INDOOR AIR QUALITY PLAN

Introduction:

Indoor Air Quality program as mandated by Public Act No. 03-022 effective July 1, 2003.
Deadline for compliance is January 1, 2008.

Mission Statement:

To provide the highest quality, energy efficient, clean, safe, environmentally friendly learning, working and playing environments for the students, staff, and citizens of New Haven Public Schools in the most cost effective manner so that the facilities remain fully operational, functional and accessible. Develop an inspection and evaluation program for Indoor Air Quality (IAQ) issues in schools.

Program Objectives.

1. Identify and remove any existing IAQ problems
2. Comply with Green Cleaning mandate
3. Comply with Integrated Pest Management Plan
4. Perform testing and track Radon levels in schools
5. Continue to monitor and remove hazardous waste and chemicals as required by OSHA
6. Continue to monitor the AHERA Plan
7. Implement a vehicle idling plan
8. Train staff and instill an IAQ awareness that leads to preventive actions
9. Provide and maintain adequate airflow by repairing and maintaining ventilation equipment
10. Resolve IAQ complaints and incidents as they occur

Program Checklist:

IAQ is defined as: The Physical, Chemical and Biological characteristics of the air inside of a building

- ✓ Train Building Manager with background information and checklists for inspections
- ✓ Define IAQ to committee and discuss Public Act No. 03-022
- ✓ P.A. #03-022 mandates action on IAQ issues
- ✓ Set meeting date: must be annually and recommended bi-annually
- ✓ Perform monthly inspections on: HVAC systems, radon levels, chemical storage and removal, pesticides, moisture incursion (leaks), plumbing (water distribution and drainage systems)
- ✓ Investigate mold and bacteria issues and pest infestation issues
- ✓ Provide Material Safety Data Sheet
- ✓ Distribute an inspection checklist (to be provided at meeting), evaluate and access inspection results (create action plan)
- ✓ Implement an action plan (get repairs done)
- ✓ Monitor the action plan (record work being done)
- ✓ Report all results to the Board and make report accessible to the public (provide all proper documentation)
- ✓ Create IAQ File (for future access)

NEW HAVEN PUBLIC SCHOOLS INDOOR AIR QUALITY PROGRAM

Indoor Air Quality Investigations			
Phase I Interior Building Walk Through Assessment			
Building/Location		Building history and information	
Date of construction:		Size of building:	
Type of construction:		Type of ventilation:	
	OK	NOT OK	NOTES
Air Quality (odors, stuffiness)			
Signs of occupants discomfort (e.g. heaters, fans)			
Thermal conditions (excessively warm/cold)			
Thermostat setting appropriate for season			
Exhaust fans working and clean			
Air plenums, grill, ducts(ducts connected ,no excessive dirt, odors, no evidence of pests)			
Supply and return air diffusers. present, working, and clean(not blocked or dirty)			
Work area clean and meets housekeeping standards (e.g. minimal dust buildup, no overflowing trash)			
Evidence of pests, pets, stored food in desks, plants			
No moisture damage or visible mold growth			
Floors and carpet (wet, damaged, odors)			
Doors and windows (no leaks or gaps in weather stripping)			
Ceilings tiles (no stains, leaks)			
Drains clear and no standing water			
Chemicals, cleaning, and building material containers stored properly (not leaking, no odors)			
Recent changes in cleaning products			
New paint or other finishes, equipment, carpet or other materials in area			
The following areas are clean, with no odors, leaks, condensation, moisture buildup on surfaces, visible mold			
Storage rooms			
Stairwell(e.g. no evidence of smoking, spills, leaks			
Mechanical and equipment rooms(no leaks or odors; all equipment functioning)			
Other areas:			
List major thermal or contaminant sources in this space (e.g. outdoor sources, equipment, occupant			



RADON

Wellness Initiatives

Carbon Monoxide The New Haven Public Schools District has installed carbon monoxide detectors throughout the district.

Purell™ In an effort to help prevent absenteeism due to illness such as H1N1, the New Haven Public Schools District purchased and installed Purell™ hand sanitizer stations in proper locations in each school throughout the district.

Radon Program All radon testing in Connecticut school buildings must be performed by radon measurement professionals who are trained in the U. S. Environmental Protection Agency (EPA) school measurement protocols by the CT DPH Radon Program.

OSHA Compliance with the Occupational Safety and Health Administration (OSHA) mandates including training and maintaining proper paperwork for the following:

1. Slip, Trip and Fall Training
2. Blood borne pathogens
3. Proper bending and lifting techniques
4. Hazardous Waste
5. Safety Data Sheets (S.D.S.)
6. Lock Out - Tag Out, (The control of Hazardous Energy)
7. Confined spaces

For all OSHA related emergencies or inquiries:

Contact: 475-220-1662

Mandatory Inspections

(Inspections are conducted by the appropriate Vendors)

1. Elevators
2. Boilers
3. Emergency Lighting
4. Public Address systems
5. Fire Alarm systems
6. Fire Sprinklers
7. Fire Suppression systems
8. Fire Extinguishers

PEST MANAGEMENT

IPM Program

For all Pest Control Issues call (475-220-3900)

Bill # 5418 effective October 1, 2010 - IPM is a term used to describe a systematic method to control pests using non-chemical pest management methods and the judicious use of pesticides when pest populations exceed acceptable levels. The bill specifies that it does not authorize pesticide application at day-care centers, any public or private preschool, or public or private schools with students in grades eight or below in violation of current law that prohibits its use **EXCEPT IN EMERGENCY SITUATIONS.**

Requirements for Board of Education employing Integrated Pest Management Policies:

1. At the beginning of each school year, a Board of Education having an Integrated Pest Management Policy must provide staff of each school with written guidelines on how the IPM plan (which must be consistent with the DEP's model plan) is to be implemented and provide parents/guardians of enrolled students with a statement that includes a summary of the IPM plan for the school. Each school is responsible for maintaining a registry of persons who wish to be notified.

That statement must:

- Indicate that staff, parents/guardians may register for prior notice of pesticide applications at the school
- Describe notification procedures for emergency applications

2. The school shall provide notice to any that have registered to be notified by any means practicable on or before the date of application at the school.

Notification must include:

- The name of the active ingredient of the pesticide being applied
- The location of the application on school property
- The date of the application
- The name of the school administrator or designee who may be contacted for further information
- Any modification to the IPM plan
- The IPM contractor will ensure each school has a copy of the required plan which will include all the required MSDS sheets and product labels. The IPM plan must be in the main office. The IPM plan will also include a template of the letter that must be sent yearly as well as a template of the register to be maintained at the school

CHEMICAL HYGIENE

New Haven Public Schools



CHEMICAL HYGIENE PLAN

Including Custodial "Hazardous Communication" Addendum



Tom Falzone
Safety Officer, Compliance Trainer

AHERA



Attorney Michael J. Pinto
Chief Operating Officer

NEW HAVEN PUBLIC SCHOOLS

Office: 475-220-1590
Fax: 203-946-7468

August 2020

Dear Parents and Staff:

This notification is required by the Asbestos Hazard Emergency Response Act and is in accordance with 40CFR Part 763 of the Act. Every year, we are required to inform you that an Asbestos Management Plan (AMP) has been prepared and is available at the Brennan School, 200 Wilmot Rd., New Haven, CT. The AMP includes an Operations and Maintenance (O&M) program designed to prevent asbestos fiber release through proper cleaning, maintenance and repair. The O & M program will remain in effect until all asbestos-containing building material (ACBM) is removed from the building.

The buildings are inspected every six (6) months to determine any changes in the conditions of the materials. In addition, the buildings are thoroughly reinspected every three years by licensed asbestos inspectors following the same basic criteria as the original inspection. Our next full inspection is due in May 2021.

Brennan School maintains its complete updated copy of the asbestos management plan in the Principal's Office. It is available during normal business hours for inspection.

The designated person for the school district's Asbestos program is John Barbarotta, and he can be contacted at 475-220-1644. A copy of the full plan is available at 375 Quinnipiac Ave., New Haven, CT.

Any question regarding this notice may be directed to the Facilities Services Department at 475-220-1631.

Sincerely,

A handwritten signature in blue ink that reads "Michael J. Pinto".

Michael J. Pinto
Chief Operating Officer

AED

AED Program

Bill #981 Effective July 1, 2009; On and after July 1, 2010, subject to the provisions of Bill #981, each local and regional Board of Education shall have at each school under the Board's jurisdiction:

1. An automatic external defibrillator
2. School personnel (physical education teachers and nurses) trained in the operation of such automatic external defibrillator and the use of cardiopulmonary resuscitation.

The automatic external defibrillator (AED) and school personnel trained in the operation of an AED and the use of cardiopulmonary resuscitation shall be accessible during the school's normal operational hours, during school-sponsored athletic practices and athletic events taking place on school grounds and during school sponsored events not occurring during the normal operational hours of the school

In an emergency it is important to get the right information to the right people as quickly as possible. This can help to quickly mobilize trained volunteer responders, coordinate an efficient EMS response, and improve the survivability from sudden cardiac arrest. Some facilities have the capability to activate responders through a facility-wide public address system. PA systems either operate through the facility's phone system or, in some cases, operate through the Fire Alarm system. Consider the availability of a public address system in your facility and how you might use it in the event of an emergency to activate emergency responders. In facilities where security or operations personnel carry two-way radios, these can be used to activate and coordinate responders in the event of an emergency.

The quick activation of the 9-1-1 system is key to an effective response. Plans should be developed to assure that **ANY TIME THE AED IS USED, 9-1-1 IS CONTACTED IMMEDIATELY.** This concept is stressed in AED/CPR training, but making sure telephones are accessible to contact 9-1-1 (even during after-hours events) is an important consideration in the implementation of the program.

Your employees and regular visitors should have a high level of awareness of the facility's Medical Emergency Response Plan and how to activate it. Please make sure that everyone understands what to do in the case of an emergency. Key to a strong "Chain of Survival" is a well-prepared Medical Emergency Response Plan.

A template Medical Emergency Response Plan is attached to this memo for your convenience. Please feel free to adapt this template form to suit the needs of your facility. As noted above, awareness of the plan and how to activate it in an emergency is a critical component. For this reason, additional template e-mails have been attached that you can use to announce your program and then to remind your colleagues of the program on a semi-annual basis. It is hopeful you find these resources helpful.

If you have any questions or need any further support, please feel to contact:

LifeLinkMD at (888) 627-0007

Subject: Template Medical Emergency Response Plan

When a Medical Emergency occurs, the following steps are critical:

1. Recognize the emergency
2. Activate Emergency Medical Services (EMS) by CALLING 9-1-1 and simultaneously summon colleagues for help
 - a. Your building or area may have a different emergency number. Be aware of the appropriate number for your building
 - b. Your phone system may require you to dial a "9" before dialing 9-1-1. Be aware of the procedure to make an outgoing call on your phone system
3. Activate your internal Emergency Response Team
 - a. If you have a medical team onsite, make sure they are activated to respond.
 - b. Page should include a description of the location of the emergency so volunteers can respond without delay
 - c. Know how to activate your team - know the access number for paging
4. Volunteer responders should retrieve emergency equipment (i.e. the AED) on the way to the location
5. Based on their training, volunteer responders will perform CPR and apply the AED as is appropriate
6. To facilitate a quick transfer to EMS, the ambulance should be met and directed to the location of the emergency if sufficient personnel are available. Do not forget your access card when you go to do this
7. Once the care of the victim has been transferred to EMS, the Site Coordinator must notify facilities to get the AED properly serviced and replaced

GREEN CLEANING

School Mandates

The following New Haven Public Schools Programs have a direct, positive impact on the learning and working environments and therefore the wellness of students and staff throughout our school district. In an effort to meet the compliance requirements, certain protocols must be adhered to at each school.

Green Cleaning Program

Public Act #09-81 effective on or before July 1, 2011, each local and regional Board of Education shall implement a Green Cleaning Program for the cleaning and maintenance of school buildings and facilities in its district. No person shall use a cleaning product inside a school unless such cleaning product meets guidelines or environmental standards set by a national or international environmental certification program approved by the Department of Administrative Services, in consultation with the Commissioner of Environmental Protection. Such cleaning product shall, to the maximum extent possible, minimize the potential harmful impact on human health and the environment. Our program has expanded to incorporate the use of green cleaning micro-fiber cloths as well as the use of green cleaning equipment that is operated with batteries thus saving electricity while using significantly less water and cleaning product. On or before October 1, 2010 and annually thereafter, each local and regional Board of Education shall provide the staff of each school, and upon request, the parents and guardians of each child enrolled in each school, with a written statement of the school district's Green Cleaning Program.

Such notice shall include:

1. The types and names of environmentally preferable cleaning products being applied in schools
2. The location of the application of such cleaning products in the school buildings and facilities
3. The schedule of when such cleaning products are applied in the school buildings and facilities
4. The statement, "no parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect"
5. The name of the school administrator or designee who may be contacted for further information

Such notice shall be provided to the parents or guardians of any child who transfers to a school during the school year and to staff hired during the school year. Each local or regional Board of Education shall make such notice, as well as the report submitted to the Department of Education pursuant to subsection (a) of section 10-220 of the general statutes, as amended by this act, available on its web site and the web site of each school under such Board's jurisdiction. If no such web site exists, the Board shall make such notice otherwise publicly available.

For more information on Green Cleaning, visit the following web sites:

- CT Department of Public Health www.ct.gov/dph/ieg
- CT School Green Cleaning Product Laws www.cga.ct.gov
- INFORM Cleaning for Health <http://informinc.org>
- CT Foundation of Environmentally Safe Schools www.pollutionfreeschools.org
- Best Cleaning Practices Guidance for Infection Control www.ct.gov/ctfluwatch/lib/ctfluwatch/h1n1/72209/cleaning_schools.pdf

All required information, including S.D.S. information, is available at each school in the Green Cleaning Manual located in the custodial room

The State of Connecticut is requiring that each local and regional Board of Education implement a Green Cleaning Program for all school buildings and facilities in its district. New Haven Public Schools is committed to the implementation of this law by providing the staff and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's Green Cleaning Program as well as making it available on its web site annually. The policy will also be distributed to new staff hired during the school year and to parents or guardians of students transferring in during the school year.

1. Green Cleaning Program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state-owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of two third party certified organizations: Green Seal or Eco Logo.
2. By July 1, 2011 and thereafter no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include: general purpose, bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps. The preferred green cleaning products used by this school district are listed on attachment "A".
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this law.
5. The following statement will be part of this school districts' program as stated in the new law:

"NO PARENT, GUARDIAN, TEACHER OR STAFF MEMBER MAY BRING INTO THE SCHOOL FACILITY ANY CONSUMER PRODUCT WHICH IS INTENDED TO CLEAN, DEODORIZE, SANITIZE OR DISINFECT"

The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians and facilities staff. Any questions concerning the program can be directed to the Custodial Supervisor at: 203-691-3923

