Air Quality Monitoring & Control Policy
_____ School/District

1. Determine outdoor air quality using the DEQ PM 2.5 readings and/or Air Quality and Activity Guidelines. If there is uncertainty about the air quality in the area, the school may contact the local county air quality specialist if available or the DEQ Air Quality Monitoring Section (406-444-6695) for assistance.

2. Teachers and staff will be asked to close classroom windows to prevent smoke from easily entering the building through these openings.

3. Signage will be placed on exterior doors with instructions to keep doors closed as much as possible and discourage propping doors open during times of poor outdoor air quality.

4. HVAC system efficiency will be assessed and adjustments will be made to reduce the amount of outdoor air introduction into the classroom. Changes made to the operation of the HVAC system are in compliance with the most recent building and mechanical codes adopted by the state of Montana.

5. HVAC system filters will be changed to efficiency MERV 13 or greater depending on system capabilities.

6. Individual air conditioning units will be switched to recirculate if possible. If recirculate option is not available, the units will be closed to outside air.

7. HEPA air purifier units will be placed in classrooms, with the priority being classrooms with sensitive individuals (i.e. students with asthma and other lung or heart conditions).

8. A clean air space will be established where sensitive individuals can go for relief from elevated levels of PM 2.5. (A clean indoor air space is a room with little to no outdoor air infiltration. HEPA air purifiers can help clean the air in these spaces).

9. Passive vents allowing outdoor air to infiltrate the building will be shut if possible.

10. School officials will notify parents of the precautions taken to maintain the cleanest indoor air possible.

(Replace with school logo)

DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES