

Ministry of Education

Office of the Assistant Deputy Minister
Capital and Business Support Division

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Bureau du sous-ministre adjoint
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2021:B

Date: August 13, 2021

Memorandum to: Directors of Education
Secretaries/Treasurers of School Authorities

From: Didem Proulx
Assistant Deputy Minister
Capital and Business Support Division

Subject Standardized Ventilation Measures Report

As identified in the [2021: B14 School Ventilation](#) memo, the ministry is launching a standardized ventilation measures report for the 2021-22 school year. This will enhance transparency for students, parents and staff and provide consistent communication across the province.

Thank you to the school board working group, which included Directors, Senior Business Officials and Facility Managers, for their input and guidance during development of this reporting tool. The feedback is reflected in the final standardized ventilation measures report example attached in Appendix A. An individualized school board ventilation workbook with detailed instructions will be sent to each school board following release of this memo.

The report for public posting includes information related to:

- 1) School Board Ventilation Strategy
- 2) School Board Ventilation Investments
- 3) School-level Ventilation and Filtration Measures

To make this exercise as streamlined as possible for school boards, the ministry has taken the following steps:

- Pre-populated board-specific ventilation workbooks with previously provided information.
- Integrated worksheets to automatically populate the report required for public posting.

School boards are responsible for confirming all information and ensuring that all data posted publicly is accurate. School-level information is required to be posted for all K-12 schools that are open and operating for the 2021-22 school year, on the school board website by September 3, 2021.

School boards should be prepared to respond to any inquiries about their school board strategies and school-level information, including ventilation systems in their schools, measures taken and projects that have been completed or expected to be completed.

In advance of public posting, please send the completed school ventilation workbook to CAPITAL.POLICYBRANCH@ontario.ca by August 27, 2021.

Thank you for your ongoing cooperation. If you have any questions or require additional information, please contact

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Sincerely,

Didem Proulx
Assistant Deputy Minister
Capital and Business Support Division




c: Executive Director, Association des conseils scolaires des écoles publiques de l'Ontario (ACÉPO)
Executive Director, Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)
Executive Director, Ontario Catholic School Trustees' Association (OCSTA)
Executive Director, Ontario Public School Boards' Association (OPSBA)
Executive Director, Council of Ontario Directors of Education (CODE)
Executive Director and Secretary-Treasurer, Association des enseignantes et des enseignants franco-ontariens (AEFO)
General Secretary, Ontario English Catholic Teachers' Association (OECTA)
General Secretary, Elementary Teachers' Federation of Ontario (ETFO)
General Secretary, Ontario Secondary School Teachers' Federation (OSSTF)
Chair, Ontario Council of Educational Workers (OCEW)
Chair, Education Workers' Alliance of Ontario (EWAO)
Co-ordinator, Canadian Union of Public Employees – Ontario (CUPE-ON)
Executive Director, Association des directions et directions adjointes des écoles franco-ontariennes (ADFO)
Executive Director, Catholic Principals' Council of Ontario (CPCO)
Executive Director, Ontario Principals' Council (OPC)
Ontario Association of School Business Officials
Facilities Managers

Appendix A

The Standardized Ventilation Measures Report includes information related to:

1) School Board Ventilation Strategy

School boards are to outline key pieces of the board's strategy to optimize air quality through improved ventilation and filtration in schools.

|  DSB NAME SCHOOL BOARD VENTILATION PROFILE | |
|--|---|
| <p>School boards are optimizing air quality in schools through improved ventilation and filtration. Implemented measures are dependent on the type of ventilation and feasibility within the context of school facilities and related building systems.</p> <p>This is a key element in the multiple protective strategies being employed to reduce the risk of COVID-19 transmission and support healthier and safe learning environments for students and staff.</p> | |
| MEASURES TO HELP REDUCE TRANSMISSION RISK IN INDOOR SETTINGS | |
|  <p>Ventilation: Increasing the flow of outdoor/fresh air for diluting the concentration of any infectious particles.</p> |  <p>Filtration: Involves the use of different types of fibrous media designed to remove particles from the airstream.</p> |
| SCHOOL BOARD VENTILATION STRATEGY | |
| <p>➤ Comment 1</p> <p>➤ Comment 2</p> <p>➤ Comment 3</p> <p>➤ Comment 4</p> | |

2) School Board Ventilation Funding and Project Overview


School boards are to highlight:

- Ventilation funding allocated, projects and associated investments for the 2020-21 and 2021-22 school years
- Total number of standalone high efficiency particulate air (HEPA) filter units deployed in schools

| DSB NAME | |
|--|--|
| School Board Ventilation PROFILE | |
| SCHOOL BOARD WIDE INVESTMENTS | |
| 2020-21 School Year | 2021-22 School Year |
| Ventilation Funding* \$\$ | Ventilation Funding* \$\$ |
| # Ventilation projects completed | # Ventilation projects in progress / planned |
| # Schools receiving an investment, which is 0% of total schools in the board. | # Schools to receive an investment, which is 0% of total schools in the board. |
| Note: *This includes spending from dedicated ventilation programs, federal-provincial funding, provincial renewal funding and supplemental funding from other board sources. | |
| STANDALONE HEPA FILTER UNITS DEPLOYED # | |

3) School-level Ventilation and Filtration Measures

School boards are to identify ventilation and filtration measures being utilized in each school, including the number of standalone HEPA filter units deployed.

|  DSB NAME SCHOOL BOARD VENTILATION PROFILE | |
|--|---|
| Select your school here | |
| School Name | School Name <input type="text"/> |
| Ventilation System | Non-Mechanical Ventilation (Natural Ventilation / Exhaust Only) |
| School Ventilation and Filtration Measures* | |
| Ventilation assessed | ✓ |
| Running ventilation systems longer | |
| Higher grade filters installed | Not Applicable |
| Increased frequency of filter changes | Not Applicable |
| Increased fresh air intake (windows and/or mechanical ventilation systems) | ✓ |
| Standalone HEPA** filter units deployed in portables, as needed | ✓ |
| Standalone HEPA filter units in place | 10 |

**Some measures may not be feasible within the context of a school facility/site and related building systems.*

***High-Efficiency Particulate Air (HEPA)*