



## INDOOR AIR QUALITY

Legal References: *Education Act S265*  
*Occupational Health and Safety Act*  
*Ontario Building Code, Section 62.2.1 – Required Ventilation*

Related References: *ASHRAE Standard – 62.1*  
*Administrative Procedure 4180 – Extreme Temperatures*  
*Facility Services Procedure 1140 – Extreme Heat Conditions*  
*Facility Services Procedure 1150 – Extreme Cold Conditions*  
*Facility Services Procedure 1170 - Indoor Air Quality Investigations*  
*Facility Services Procedure 1165 – No Heat or Ventilation Response*  
*WRDSB Asbestos Management Program – 5.3 Air Monitoring*  
*Residential Air Quality Guidelines (Health Canada - March 2021) CO<sub>2</sub>*  
*Administrative Procedure XXXX – Indoor Air Quality (to be developed)*

Effective Date: *October 21, 2024*

Revisions:

Reviewed:

### 1. Purpose

It is the policy of the Waterloo Region District School Board to promote educational success. This, in part, is accomplished through focus on a safe and healthy environment for its students and staff. This policy also meets the requirements of the Ministry of Education, and as per the Education Act S265 1(j), as it relates to ventilation.

### 2. Scope

- 2.1. It is a goal that each student, employee, volunteer, and trustee will be provided a safe and comfortable working/educational environment. The WRDSB commits itself to take the required measures to meet all current legislative standards.
- 2.2. This policy applies to all schools and administration buildings within the WRDSB.
- 2.3. Acceptable Indoor Air Quality is defined by the American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE).
- 2.4. It is not within this policy to address the concerns of individuals who report adverse health effects and/or symptoms of discomfort even when generally accepted industry standards are met. Concerns of individuals with medically documented conditions must be addressed on a case-by-case basis through the WRDSB's medical accommodation processes.

### 3. Objectives

The objective of the policy is to establish principles that ensure the quality of indoor air, respecting applicable legislative and regulatory frameworks. The WRDSB is committed to:

- 3.1. Ensure all regulatory obligations and certifications (e.g., Education Act, Building Code, Occupational Health and Safety Act, CSA standards or equivalent, etc.) are complied with in relation to the planning, construction, renovation, and maintenance of schools and workplace infrastructures/equipment;
- 3.2. Ensure protocols exist to prevent and control the risk factors that may affect the quality of indoor air in schools and board workplaces
  - 3.2.1. The Board will have a preventative maintenance program implemented and performed executed for all mechanical ventilation equipment;

- 3.2.2. The board will have a program to detect, identify and respond to malfunctioning mechanical ventilation equipment;
  - 3.2.3. The board will have a program to monitor and replace end of life mechanical ventilation equipment.
- 3.3. Utilize standalone air purifiers in a manner consistent with Ministry of Education guidelines and board direction.
- 3.4. Enhance the Board's building automation system to ensure timely response to system anomalies (e.g., CO2 levels).
- 3.5. Invest in air quality infrastructure will occur in a manner consistent with Ministry of Education funding and Board direction. Investments in air quality infrastructure will align with the Board's energy conservation priorities.
- 3.6. Provide specialized ventilation systems to support specific programming (science, arts, technology, family studies, hospitality, etc., when supported by the Ministry of Education).
- 3.7. Provide specialized ventilation systems for purpose built Special Education Spaces. Students who have medically validated needs, but are studying in a regular classroom environment, will be accommodated through existing accommodation procedures.
- 3.8. Monitor new air quality technologies, as they are developed and available and deemed suitable by the Ministry of Education for use in schools. These will be monitored, evaluated, and where appropriate, upgraded and thus aligning with the objectives of this policy.
- 3.9. Ensure air quality policy and procedures will be made available to staff, students, families and caregivers, school councils, including the process for sharing concerns about air quality. Concerns will be addressed and status updates will be provided in a timely manner.