
[princi_elem] Health & Isolation Rooms

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Sender : princi_elem <princi_elem-bounces@4j.lane.edu>**Subject :** [princi_elem] Health & Isolation Rooms**To :** princi_elem <princi_elem@4j.lane.edu>**Cc :** secret_elem <secret_elem@4j.lane.edu>, HVAC
<HVAC@4j.lane.edu>

Hi All,

The District has worked hard to ensure Health and Isolation rooms are safe spaces for staff and students.

To verify your approved spaces for Health and Isolation rooms please reference your LIPI maps in [Google Drive](#).

Each building needs to help by ensuring the work performed, remains in place, and is operated correctly.

What you need to do:

A. Ensure all HEPA air recirculation devices placed in a health or isolation room, remain turned on during the day. The first person in the space should turn each unit on to the **highest setting** and the evening custodian should turn them off prior to leaving. If your site didn't get one, don't panic. We reviewed each location specifically and determined what actions were required. Please ensure you communicate with appropriate staff so they know their responsibilities.

B. Ensure doors to both the Health and Isolation areas remain closed. This is to minimize air transfer between adjacent spaces which will allow the exhaust systems or HEPA units to perform their tasks. If doors are left open the air between adjoining spaces will inter-mix causing the systems in place to be less effective.

C. Many of you have restrooms attached to your health and isolation rooms. Please keep those doors propped open either a few inches or all the way, while not in use. Exhaust fans should remain on at all times.

D. Please consider placing signs indicating the proper position on the doors, fan switches and consider training your staff so they are aware of the requirements.

E. Notify Facilities at 541-790-7400 or HVAC@4j.lane.edu if you notice any changes to ventilation systems that were blocked (coming loose or gone missing). Any ventilation systems blocked were done so purposely to ensure proper airflow patterns in each health and isolation room. It's critical they remain in place.

F. If the space gets too cold for comfort, please submit a work order so we can determine an appropriate way to temper the space for comfort.

Please let us know what questions you have and we will get back to you.

Thank you for your help!

The Facilities Dept.
HVAC@4j.lane.edu

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