

**The Public Schools
West Orange, New Jersey 07052**

Recommended Guidelines for Elevated Levels of Carbon Dioxide

1. Carbon Dioxide is an inert gas that is produced by human respiration. When the number of people within a given interior space (Classroom, Gym, Office, etc.) exceeds the balance of fresh air being introduced into that space, concentrations of carbon dioxide can increase until the air within that space is dispersed or diluted with fresh air.

2. If staff notice that a room feels “stuffy” or if occupants of a space appear to exhibit traits such as drowsiness, it is possible that there is an elevation of carbon dioxide within that space.

3. There are several quick fixes that can be easily undertaken:
 - Building maintenance will make sure unit-ventilators are operational. Unit-ventilators, if present, have dampers which automatically open supplying fresh air into the spaces where they are present. If unit ventilators are not working, staff should complete a work order and report the same.
 - Staff should check that unit-ventilators exhaust (Top) and intake (Floor level) are unobstructed by instructional materials, such as: alongside the windowsills or by book cubbies on the floors.
 - When necessary, staff should crack one or several windows 1”- 2” for a brief period of time (15 minutes).
 - Leave windows cracked during space down time. Lunch break, off periods, recess, etc. are all chances to lower any interior concentrations.
 - If present, activate fans. Air movement creates a draft effect and encourages fresh air from adjoining spaces to be distributed.

Proper operation of the unit-ventilators and any HVAC equipment that services a space will be checked periodically and repairs made as needed or if necessary.