

Richmond Public Schools Mold and Air Quality Reporting Policy

Richmond Public Schools is committed to providing a safe school community and healthy work environment for our staff, students, and visitors. In accordance with School Board Policy 6, this policy outlines guidelines and procedures for reporting mold issues and air quality concerns within school buildings and all RPS offices, as well as steps to test for these conditions.

I. Reporting Mold Concerns:

1. **Identification of Mold:** Any staff member, student, or visitor who observes or suspects the presence of mold within an RPS school building should report it promptly.
2. **Reporting Procedure:**
 - Notify the school's administration or principal immediately.
 - Use the designated reporting form (Appendix A), if available, to provide details about the location, extent, and any related health concerns.
 - If the issue is not addressed satisfactorily at the school level with the custodial staff, contact the RPS Facilities Department.
 - If there are health concerns, inform the supervisor or principal to provide a Risk Management Packet for workers' compensation documents and follow the steps provided in the documentation.

II. Mold Testing:

1. **Assessment:** Upon receiving a mold reporting form, RPS will initiate an assessment to determine the extent and type of mold present.
2. **Qualified Professionals:** Mold assessments and testing will be conducted by qualified and licensed professionals with expertise in indoor air quality and mold remediation.
3. **Communication:** The assessment results will be communicated to the COO, RPS Director of Facilities, and RPS Risk Manager, including steps for remediation if necessary. Principals will send the "Indoor Air Quality Update" letter, edited to include the assessment findings, to all families and staff.

III. Reporting Air Quality Concerns:

1. **Identification of Air Quality Issues:** Concerns about indoor air quality (IAQ), including but not limited to odors, pollutants, or ventilation problems, should be reported promptly.
2. **Reporting Procedure:**
 - Notify the school's administration or principal immediately.
 - Use the designated reporting form (Appendix A), if available, to provide details about the location, extent, and any related health concerns.
 - If the issue is not addressed satisfactorily at the school level, contact the RPS Facilities Department.
 - If there are health concerns, inform the supervisor to provide a Risk Management Packet for workers' compensation documents and follow the steps provided in the documentation.

IV. Air Quality Testing:

1. **Assessment:** Upon receiving an air quality reporting form, RPS will initiate an assessment to identify the cause and extent of the issue.
2. **Qualified Professionals:** Air quality assessments and testing will be conducted by qualified and licensed professionals with expertise in IAQ.
3. **Communication:** The assessment results will be communicated to the COO, RPS Director of Facilities, and Risk Manager along with recommended actions for improvement. Principals will send the "Indoor Air Quality Update" letter, edited to include the assessment findings, to all families and staff.

V. Preventive Measures:

RPS is committed to proactive measures to prevent mold and air quality issues, including routine maintenance, cleaning, and ventilation system inspections.

1. HEPA FILTER Air Scrubbers currently are placed in all classrooms, gyms, cafeterias, and offices and are highly effective at filtering out particles such as pollen, viruses, mold, and bacteria. RPS staff should keep the air scrubbers running while occupying the space. Any damaged or missing air scrubbers should be reported to the Facilities team via a work order
2. HEPA FILTER air scrubbers should remain turned on throughout the day while students and employees are occupying all rooms and facilities.

VI. Training:

RPS staff will receive training via **Safe Schools** on recognizing, reporting, and addressing mold and air quality concerns, and will be informed of this policy.

VII. Compliance:

All RPS employees and contractors are expected to comply with this policy. Failure to comply may result in disciplinary action.

VIII. Review:

This policy will be periodically reviewed and updated as necessary to ensure its effectiveness in maintaining a safe and healthy environment within RPS school buildings.

IX. Contact Information:

For reporting mold or air quality concerns, please contact:

RPS Facilities Management Department through School Dude

Effective Date: October 2023

Review Date: August 2024

Approved by: COO Dana Fox

Distribution: This policy will be distributed to all RPS employees and made available to the school community through the RPS website and other appropriate channels.

Appendix A: Richmond Public Schools Mold and Air Quality Reporting Form

Date: _____

Reporter Information

Name: _____

Contact Information: _____

School Location

School Name: _____

Building _____

Location/Room # _____

Type of Issue

Mold Issue

Air Quality Issue

Description of Issue: _____

Health Concerns: _____

Additional Comments: _____

Reporters Signature: _____