



## **PVUSD Standard Operating Procedures Mold Information and Prevention (SOP 2) Updated: July 2019**

The best approach is preventing mold before it becomes a concern. The key to mold prevention is simple: moisture control. Here are tips to curb moisture indoors, and prevent mold from developing:

1. Eliminate clutter in the classroom to improve airflow and HVAC performance in the classroom.
2. Dry wet areas immediately or report them for proper clean up.
3. Prevent moisture build up by opening windows to provide ventilation as needed.
4. Correct any areas where water might come indoors. (Report any water leaks as soon as you notice them).
5. Report any areas of the room that have potential for mold and have them corrected.

### **Standard Operating Procedure to Address Mold Concerns:**

- Teacher or staff contacts site principal regarding possible mold concern
- Site principal texts the Secondary Assistant Superintendent (Kristen Shouse 408 813-5195) or Elementary Assistant Superintendent (Kasey Klappenback 714 501-7162) and Superintendent (Dr. Michelle Rodriguez 831 440-6137) to share potential closure information.
- Site principal contacts Darrell Daniels, 831 588-6421, and email: Darrell\_daniels@pvusd.net
- After contact is made, M & O will proceed to work with the site principal to allow time to notify the affected teachers, students and parents.
- Prior to releasing plan, M & O will contact HR (Dr. Chona Killeen 702 577-5077) and let them know if a teacher will need to relocate and whether it will be for an extended period of time.
- M& O and Principal develop a relocation plan if a teacher will need to move for an extended period of time.
- Principal contacts Technology Department and let them know if any technology equipment will need to be removed from the classroom. Share specific timeline.
- M & O will proceed to close the classroom following the steps below:
  1. Enter a work order into the School Dude System
  2. Secure the room and limit access to trained staff only
    - The M & O department will give a 24 hr. notice to the principal and teacher, unless all parties agree to an earlier move
    - If principal is not present, coordination will fall onto Assistant Principal (AP) or Academic Coordinator (AC)
    - Principal/AP or AC will determine where the classroom is re-located until remediation has been completed
  3. Order air quality test with Environmental Hygienist.
    - The Hygienist will be hired and purchase orders requested (3-4 week duration)
    - Testing and reports will be published and shared with Cabinet and affected sites (3-6 week duration)
  4. Air quality report of the air test with assessment and recommendations
    - Testing and reports will be published and shared with Cabinet and affected sites (4-6 week duration)
  5. Positive result will constitute remediation (4-8 week duration)
  6. Negative result will require deep cleaning of the room
  7. Give staff and students authorization to enter the classroom upon completion of processes