



COVID-19
RESPONSE

Safe Shut Down Recommendations for Schools

About this guide

Your local power company and TVA EnergyRight have partnered to provide the enclosed school shutdown strategies in response to the COVID-19 situation impacting schools around the Valley.

While you understand how to handle facility shutdowns for typical breaks and closures, you may be asking how to handle your classroom and school equipment during longer-term shutdowns.

In the following pages, you will find answers, including safety precautions for entering a school; recommendations for turning off or adjusting electronics, appliances and energy systems; and suggested communication and maintenance practices to undertake while your school is unoccupied.

The TVA EnergyRight team empathizes with you during this challenging period. We hope you and your maintenance personnel find this guide useful and we are here to assist if you have any questions.

Sincerely,
TVA EnergyRight



About TVA EnergyRight®

EnergyRight for Business & Industry partners with your local power company to provide energy management advice and resources, and to offer incentives to offset some of the costs associated with smart energy technology upgrades.

Visit [EnergyRight.com](https://www.energyright.com) to find out more.

Safety precautions for entering a school

A priority during this time of uncertainty is making sure your school is healthy and safe for personnel. Follow these tips to protect your staff:

- When entering a school, supply workers with Personal Protective Equipment (PPE) to prevent exposure, for example: gloves, goggles, face masks, respiratory protection, etc.
- If you are issuing respirators, you must have a respirator policy or procedure in place, and documented training.
- Ensure PPE is consistently and properly worn and properly removed, cleaned, and stored or disposed of when applicable, to avoid contamination of self, others or the environment.
- Provide personnel with alcohol-based hand sanitizers containing at least 60% alcohol for decontamination in the field.
- Clean frequently and disinfect all high-touch surfaces, such as tables, chairs, counter tops, drinking fountains, elevator buttons, door handles, kitchens and restrooms.
- Install hand sanitizer stands near entrances and elevators.



CLEANING TIPS TO KEEP IN MIND

- Continue routine cleaning and disinfecting
- Make sure you are using products safely
- Dispose of waste properly
- Clean AC vents and units

Find more
information at
[cdc.gov](https://www.cdc.gov)

Shutdown procedures

When your school closes for COVID-19, there are steps you should take to maintain a safe environment, save energy and prevent damage to your systems.

Short-term

UNPLUG

- TVs, radios, VCRs, DVD players
- Classroom telephones (unplug power supply only, leave network cable connected)
- ELMO, document cameras, scanners, overheads
- Interactive white boards, Promethean displays
- Printers, copiers, laminators (unless networked, then just turn off)
- Lamps, fans, space heaters
- Pencil sharpeners, staplers, calculators
- Cellphone chargers, air fresheners, decorations
- Microwaves, toasters, coffee makers
- Refrigerators (clean out, defrost and leave door ajar)

TURN OFF

- Lights (unless on an occupancy sensor)
- Computers, monitors, speakers, projectors
- Network equipment (router, wi-fi access point)
- Media systems, audio equipment
- Kiln, kiln exhaust fans

MISCELLANEOUS

- Consolidate refrigerators/freezers and shut down those not used (reach-in coolers, milk boxes, etc.)
- Close windows, blinds, shades, doors
- Ensure security and emergency lighting is operating normally (these do not need to be shut down)
- Arm all building security systems

Long-term

UNPLUG

- Clocks
- Vending machines
- Kitchen and cafeteria equipment like convection cookers, range hoods, dishwashers, exhaust fans

TURN OFF

- Exhaust fans (electrical rooms excluded)
- Hot water recirculating pumps

MISCELLANEOUS

- Shut-off leaky faucets, urinals, or commodes and tag for repair
- De-energize or unplug wired water fountains and wired bathroom exhaust fans

HVAC adjustments

- Set building automation system to "unoccupied" if applicable
- Set thermostats to appropriate unoccupied set points (55 heat / 85 cool)
- Set HVAC fans to "Auto" mode
- Set HVAC to maintain relative humidity below 60%
- Ensure units are not heating and cooling simultaneously
- Ensure unit fans are not short cycling
- Close outside air dampers
- Drain or continue treatment for cooling tower systems
- HVAC units serving computer servers should not be set back

Final walk-through

CLASSROOMS/OFFICES

- Computer equipment off
- Miscellaneous items unplugged
- Blinds closed
- Lights off

CAFETERIA

- Small appliances unplugged
- Unnecessary equipment off
- Blinds closed
- Lights off

GYMNASIUM

- Locker room exhaust fans off
- Water fountains de-energized
- Doors closed
- Lights off

GENERAL

- HVAC setback
- Blinds closed
- Lights off
- Security systems armed

Other tips

COMMUNICATE IMPACT

- Notify utility providers of extended vacancy
- Communicate and engage with other school districts to share and develop best practices

CONTINUE BUILDING MAINTENANCE

- Inspect roof, hydronic systems and building envelope for leaks or infiltration
- Continue preventative maintenance activities

Fighting future viruses

Consider installing an ultraviolet germicidal irradiation (UVGI) system in your buildings. UVGI improves indoor air quality by reducing airborne biological contaminants, including coronaviruses. Incentives available now through TVA EnergyRight – visit [EnergyRight.com](https://www.energyright.com) for more information.

