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Subject: Association of Career Employees' questions about indoor air quality in state facilities
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To: paula.veltum@wisconsin.gov

The Association of Career Employees (ACE) has been active since the 1970's advocating for state employee benefits, civil service protections, and working conditions.

During this time when the improvement of indoor air quality has been spotlighted as a key factor in reducing the risks of Covid transmission, ACE is writing to request information on what the Division of Facilities and Transportation Services is doing to monitor and improve Indoor air quality in all buildings, leased or state-owned, where state employees work.

Specifically, we are asking the following questions:

- Are MERV-13 air filters required in all buildings where state employees work? If that is not the case, is the Division working toward an installation plan?
- Are portable air cleaners being installed to increase air cleaning rates in areas where air flow and central filtration are currently insufficient?
- Are HVAC systems in the buildings run at least two hours prior to state employee arrival and at least two hours after close of business?
- Are employees permitted to open windows, when weather and safety conditions allow, to increase outdoor air flow?
- Is the fan operation on the HVAC systems set to run continuously, even when heating or air-conditioning is not required?
- Does the Division require each building in which state employees work to have an indoor air quality action plan that includes regular inspections and maintenance, including filter replacements, and HVAC system upgrades or improvements as needed?
- What opportunities are available to state employees to provide feedback to the Division on the Indoor Air Quality in their workplaces?

We note and appreciate that your Division has posted on your website the *Clean Air in Buildings Challenge* from the EPA, and information from the CDC on Ventilation in Buildings, from which these questions were developed.

Thank you for your attention to this request for information on a critical health issue for state employees.

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