



Minnesota Educational Facility Management Professionals

The Messenger

MASMS VOLUNTEER COMMITTEE STRUCTURE

EACH OF THE MASMS COMMITTEES CONTRIBUTE TO A SPECIFIC AREA OF MASMS. OVER THE NEXT FEW MONTHS WE WILL BE HIGHLIGHTING EACH OF THE MASMS COMMITTEES IN THIS NEWSLETTER, COVERING THEIR PURPOSE AND OVERALL CONTRIBUTION TO MASMS.

IF YOU HAVE IDEAS AND SUGGESTIONS THAT COULD ENHANCE MASMS COMMITTEES, PLEASE LET THE MASMS OFFICE KNOW.

CONFERENCE COMMITTEE | The Convention Committee plans the program for the annual convention and product show.
Chairperson for 2020/21: Chris Wirz, St. Francis Schools

EDUCATION/CERTIFICATION COMMITTEE | The Education & Certification Committee plans and coordinates a variety of educational programs for the annual conference; developed and maintains the MASMS Certification Program.
Chairperson: Maureen Mullen, Prior Lake-Savage Schools

FACILITY MAINTENANCE STANDARDS | The Facility Maintenance Committee keeps the facility maintenance standards manual up dated.
Chairperson: Don Hanson, Osseo Schools

HEALTH & SAFETY | Keeps members up to date on Health and Safety issues. Provides information for the monthly newsletter in respect to Health and Safety issues.
Chairperson: Amy Satterfield, Institute for Environmental Assessment

HISTORY | Keeps the history files for the Association.
Chairperson: Mike Boland, North St Paul-Maplewood-Oakdale Schools

LEGISLATIVE/DEPT. OF EDUCATION | Works with the MASMS Lobbyist; keeps membership informed on matters that affect them on the legislative level and Department of Education issues.
Chairperson: Heather Nosan, Rosemount-Apple Valley-Egan

MEMBERSHIP & RECOGNITION | Identifies MASMS members that are recognized through the MASMS award process; meets with groups to build membership.
Chairpersons: Kevin Hildebrandt, ISG & Kevin Johnson, Retired Red Wing Schools

SCHOLARSHIP | Coordinates the MASMS scholarship program, and selects recipients of the MASMS student scholarships.
Chairperson: Scott Clemente, ServPro Minnetonka

TECHNOLOGY/COMMUNICATIONS | Involved with keeping MASMS up to date on technology.
Chairperson: Kevin Johnson, Retired Red Wing Schools

TURF & GROUNDS | Acts as the liaison between MASMS and turf and ground associations.
Chairperson: Tracy Closson, Northfield Schools

If you are interested in serving on any of these committees, please contact the MASMS office or any MASMS Officer.

PROJECT HIGHLIGHT
Northwoods Elementary School | Plymouth, MN
Wayzata Public Schools
Submitted by Kraus Anderson
Check it out on page five!

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MESSAGE FROM THE BOARD



Seth Putz
Northwest
Chapter Director

I want to take a little time to introduce myself. My Name is Seth Putz. I am the Building and Grounds Supervisor for Lake of the Woods School Isd #390. I am new to the industry of Public Education. I have been in private industry all my life until one and a half years ago. I came from Polaris where I was a trainer of Lean Manufacturing. I learned many ideas I was able to bring with me to the new position.

When I made the transition, I was fortunate enough to be able to have three months with a mentor before I was on my own. Reed McFarlane has been a MASMS member and leader for many years. One of the first things Reed taught me was how important the MASMS group was. I now am in total agreement with him. This group has opened many doors and helped me through tough times.

One of the best features of the group, in my opinion, is the constant opportunities for continuing education. It will help you become a better and more informed person in your position. Because of these amazing tools they supply, I have been recently voted in as the new Chapter Director of the Northwest Chapter. This group has been an absolute help and blessing for me.

One of the tools that is available is the weekly zoom meeting on Thursday mornings at 9:00am. It is an open forum to discuss issues that we face due to covid. It is also a tremendous support group in these stressful times. I have been able to learn so much, and also contribute.

Please take advantage of everything this group has to offer. Through MASMS, I recently completed the Facility Manager Certification Program

Get involved and step up to leadership roles.

Seth Putz, Northwest Chapter Director

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Health & Safety The MASMS Health & Safety Committee supplies information for this section. If you have a specific topic you would like to see covered, let the MASMS office know.

Ventilation Guidance for Schools: COVID-19

Provided by Minnesota Department of Health

While ventilation is important for good indoor air quality, consider it as part of a larger effort to provide a healthy school environment during the pandemic.

COVID-19 spreads mainly between people who are in close contact with one another. When indoors, there is less airflow to disperse and dilute viral particles when exhaled, so the risk of spread of COVID-19 to another person nearby is higher than being outdoors.

Protect yourself and others and promote health

Improvements to indoor air alone will not stop the spread of COVID-19, but proper ventilation used with other actions (face coverings, 6 foot distancing, hand hygiene, disinfecting surfaces, etc.) can help reduce the spread of the disease. Ventilation changes should be part of the indoor air quality assessment for your buildings.

Ventilate with outdoor air

Large buildings, such as schools, rely on heating, ventilating, and air conditioning (HVAC) systems to bring in fresh air from outside. In recent years, adjusting HVAC systems to bring in less outdoor air lowered heating and cooling energy costs. However, during the pandemic, increasing the amount of outdoor air brought into buildings reduces the amount of virus in the air, and minimizes recirculated air.

- Operate all HVAC systems in the mode for an occupied building for a minimum of one week before people occupy the building to ensure correct operation of the system.
- Open system dampers for the HVAC system you have already to allow for maximum outdoor intake. Increase the intake of air to above the ASHRAE minimum.
- Minimize re-circulation of air within the building and instead bring in more air from outside.
- Demand control ventilation (DCV) should be disabled during the pandemic.
- Outdoor intakes should be more than 10 feet from the outdoor exhaust vents.
- Maintain negative pressure in the health office and bathrooms, to the extent possible.
- Each day the building is occupied, ventilation systems should be started at least two hours before people enter the building, and kept on for at least two hours after people have left the building.

Continued on Page 6

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PROJECT HIGHLIGHT

Northwoods Elementary School | Plymouth, MN Wayzata Public Schools

Description: 105,000 SF, 2-Story new elementary school and site improvements features including a cafeteria, media center, commons, administration area, and gymnasium.

Construction Manager: Kraus-Anderson **Architect & Engineer:** Wold Architects and Engineers



PROJECT HIGHLIGHT SECTION

**THIS SECTION HIGHLIGHTS
SCHOOL BUILDING PROJECTS
THAT HAVE BEEN
HAPPENING IN MASMS
MEMBERS SCHOOLS!**

The “Tool Box” for Educational Facility Management Professionals

Vendor Corner



Never Give In

I hope you and your family have been healthy and weathering this ongoing Covid crisis OK. These are trying times no doubt, but with Thanksgiving on the horizon try to remind yourself (I keep reminding myself) how truly fortunate you are, when you look at how many people are seriously ill and how many people are in serious financial

trouble, it's a time to take stock of your blessings as often as you can. I just stumbled across a speech that Winston Churchill gave at Harrow School on October 29, 1941, and I wanted to share an excerpt from that speech as some of the issues are very relevant today:

"You cannot tell from appearances how things will go. Sometimes imagination makes things out far worse than they are; yet without imagination not much can be done. Those people who are imaginative see many more dangers than perhaps exist; certainly more than will happen; but then they must also pray to be given that extra courage to carry this far-reaching imagination. But for everyone, surely, what we have gone through in this period – surely from this period of ten months this is the lesson: never give in, never give in, never, never, never, never – in nothing, great or small, large or petty – never give in except to convictions of honor and good sense. Never yield to force, never yield to the apparently overwhelming might of the enemy." Winston Churchill

I wish you and your loved ones a healthy and Happy Thanksgiving and Happy Holidays!

Conversations with other
MASMS members on Covid19

To keep MASMS members connected and informed, we created a weekly virtual meeting for directors/supervisors to discuss current topics. We hold this meeting every Thursday at 9:00 AM. To participate please email the MASMS office at ruth@masms.org.

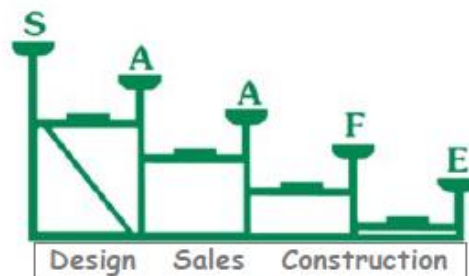


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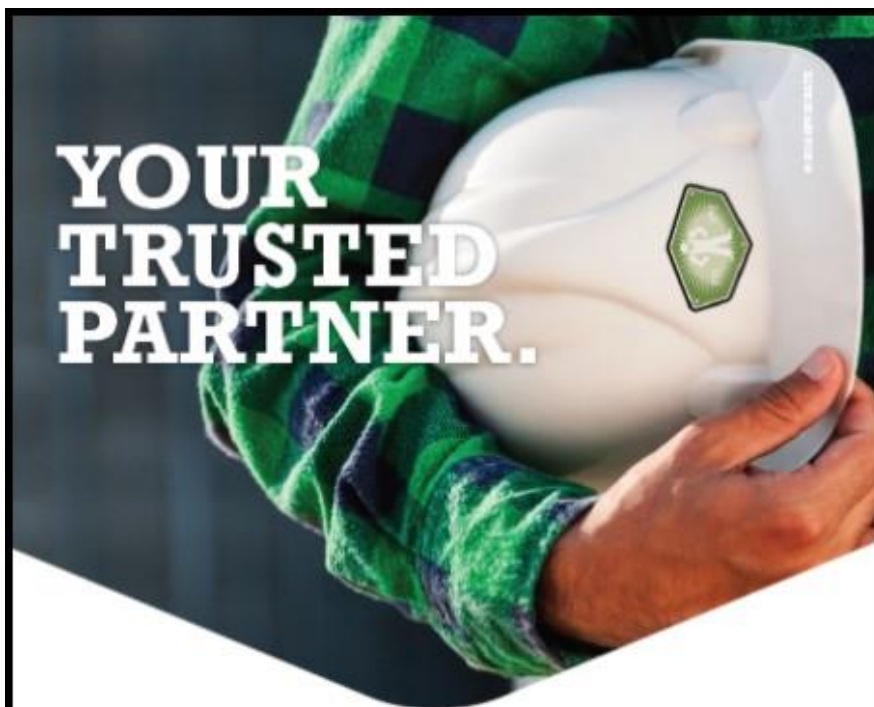
Tim Tobin
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Cell: 612-250-9606
stadiumsteve@gmail.com

Ventilation Guidance for Schools: COVID-19 (Continued from Page 3)

- Opening windows may help to bring in more fresh air to increase natural ventilation, but the amount depends on temperature and pressure differences between the indoor and outdoor air.
- Keep in mind that pollen, traffic-related air pollution, and other factors can trigger asthma attacks in some people. Air filtration may help relieve potential issues that bring outdoor air into a building can make worse.

Increase filter efficiency

- Optimize your current HVAC system. ASHRAE recommends filters with a Minimum Efficiency Reporting Value (MERV) rating of 13 or higher for SARS-CoV-2.
- Upgrade system filters to a MERV 13 filter or to the highest MERV-rated filter that your HVAC system allows.
- Regularly inspect filters to make sure they are installed and fit correctly, with no gaps or air bypass.
- Change or maintain filters based on manufacturer recommendations
- Supplement with portable air cleaners
- Portable air cleaners can be used in addition to an HVAC system's filtration of air. Select only filtering types of air cleaning devices, with high efficiency particulate air (HEPA) filters.
- If you need to prioritize the use of HEPA filters, the health office should be at the top of the list.
- Devices selected should be based on the size of the room, using the clean air delivery rate (CADR). This rate reflects the amount of air that a unit can process per unit of time.
- Consider using multiple units in various areas of the room.
- Airflow patterns and where people are located in the room should be considered.
- Consider noise generated from the air cleaning device.
- Some portable and in-duct air cleaning devices are capable of producing ozone, which could be harmful to health.
- In complex systems, evaluate ventilation and filters to optimize HVAC performance or before making major changes and verify changes afterwards to confirm expected results, called "commissioning" and "re-commissioning."
- Evaluate with an expert how the HVAC system functions.
- To prevent blocking airflow, keep a 3-foot clearance around unit ventilators in classrooms.
- Make sure that supply air diffusers, exhaust, and return grills in classrooms are not blocked. They should be clear, clean, and dry.
- For rooms with high occupancy rates, use carbon dioxide (CO₂) as a proxy for ventilation effectiveness. Carbon dioxide levels are easy to check with a low-cost, auto-read instrument. Ideally, keep CO₂ levels at or below 800 ppm during the pandemic.
- Maintain indoor air relative humidity levels between 40% and 60% during spring and fall. Winter conditions may warrant lower levels of relative humidity to prevent excess moisture. Too much humidity can allow for the presence of dust mites and mold, which can be triggers for people with allergies and/or asthma.
- It is unknown how effective ultrasonic waves, high intensity UV radiation, LED blue light, and other alternative disinfection methods are against the virus that causes COVID-19.



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MASMS Conference Committee Overview

Chairperson: State President Elect Position
Chairperson 2020/21 is Chris Wirz, St. Francis



Purpose: The Conference Planning Committee assists in creating a rewarding and useful professional development experience and exhibit hall for members at the MASMS Annual Conference.

Charges:

- Help develop a credible, relevant, and cutting-edge conference.
- Works to create fruitful networking events and social opportunities.
- Understands and develops conference activities that meets the needs of both attendees and exhibitors.
- Helps develop new and unique opportunities for business members to reach educational member, working to provide mutually beneficial exhibitor and attendee interactions.
- Works closely with the Education Committee to provide relevant educational opportunities at the conference.
- Suggests and reviews potential keynote speakers that enhance the conference and stay within the conference budget.
- Provides input and contributes to the selection of the theme of the conference.
- Provides input and contributes to the selection of MASMS conference materials, meals and entertainment.
- Walk the exhibit floor on-site and personally thank exhibitors.

Time commitment:

- 3-4 monthly one hour meetings (to be held after the normally scheduled Metro Chapter Meeting)
- Assisting at the conference as need.
- Keynote and entertainment evaluation and selection (done through email and/or conference calls 6-7 months prior to the conference)
- Outreach to members as needed.

If you are interested in serving on this committee, please contact the MASMS Office.



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-Russ Bode, Grounds & Maintenance Supervisor,
Goodridge Schools

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INFORMATION | RESOURCES | LINKS

The following links have been updated and provided by Bianca Virnig, Regional Coordinator for Metro Area Schools:

Indoor Air Considerations Any space where respiratory procedures are performed, whether a dedicated space such as a nurse's office or another multi-use space such as a classroom, should be evaluated for airflow management. Schools are strongly recommended to consult with an HVAC professional to evaluate and optimize airflow, ventilation, filtration and air cleaning. <https://www.health.state.mn.us/diseases/coronavirus/indoorair.html>

Guidance for Delivering Direct Student Support Services: Staff Protective Equipment

The CDC and MDH have guidance around the reuse and optimization of PPE supplies. Schools should use these resources to help establish priority use when supplies are limited.

<https://www.health.state.mn.us/diseases/coronavirus/schools/directsupport.pdf>

Event and Facility Management Guidance and Information

https://www.mshsl.org/sites/default/files/2020-10/event-and-facility-management-guidance-and-information-10_8_20-v2.pdf

Other considerations for delivering direct student support service with oral and nasal suctioning: Space where respiratory procedures are performed should have frequent and careful cleaning, including hard surfaces.

If not feasible to have a separate space, the student should be separated from other in a room by a min of 6ft and up to 12 feet is possible, ideally at the back of the classroom where other students are not facing the child. A barrier such as plexiglass could be considered as a well. If suctioning is performed in the classroom, the nurse or staff member should focus suction in the oral cavity as much as possible and avoid the back of the throat where it would be more likely to generate cough.

The space should be separate with good ventilation and ability to close the door. Use of a portable HEPA filtration unit can provide additional protection and should be strongly considered.

These are worth a read:

Info An Outbreak of COVID-19 Associated with a Recreational Hockey Game – Florida, June 2020

https://www.cdc.gov/mmwr/volumes/69/wr/mm6941a4.htm?s_cid=mm6941a4_w

Safety Lasagna

<https://emilyoster.substack.com/p/safety-lasagna>

The Ultimate Guide to Cleaning and Disinfecting Surfaces in COVID-19 Times

<https://www.everydayhealth.com/coronavirus/the-ultimate-guide-to-cleaning-and-disinfecting-surfaces-in-covid-19-times/>

STRESS MANAGEMENT

SOURCE LINKS

Coping with Stress in the Pandemic - CDC

https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fmanaging-stress-anxiety.html

Public Health Nursing Practice –

Mental Well-being - MDH

<https://www.health.state.mn.us/communities/practice/research/phncouncil/topics.html>

Email Subscription Link for MDH COVID-19 Updates (Hold down Control button when clicking on link if the link doesn't activate with just clicking)

https://service.govdelivery.com/accounts/MNMDH/subscriber/new?topic_id=MNMDH_486

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INDUSTRY EXPERTS



LINKS TO THE TOPIC OF GAMIFYING FOR COVID-19

Applying gamification techniques that incentivize people to follow the best COVID-19 protocols for their situation.

<https://helpwithcovid.com/projects/767-gamifying-the-fight-against-covid-19>

<https://psyongames.com/the-power-of-gamified-information-and-how-to-use-it-to-defeat-the-covid-19-pandemic/>

<https://www.gartner.com/en/podcasts/thinkcast/how-gamification-plays-role-in-fight-against-covid19>

<https://www.gamificationnation.com/free-resources-for-covid-19-lockdown-serious-fun/>

Five Ways You Can Reduce Human Error in the Workplace

As the saying goes, we're only human. We make mistakes, we forget important details and we overlook certain things just because sometimes, our heads are preoccupied with other things.

It's the nature of the human beast and most of the time, a simple apology will do. However, in other incidences, mistakes can lead to more serious consequences and be much more challenging to rectify.

The latter is particularly true when it comes to our work. In our private lives, a mistake can usually be forgiven with a bunch of flowers or a box of chocolates. Within the professional realm, however, human errors – as honest as they may be – can cost valuable time and money

Here are some quick and easy advice on measures you could be taking to reduce the risk of human error in the workplace.

Don't make targets and deadlines unattainable.

If staff are rushing to achieve unrealistic objectives and deadlines, they will naturally end up making mistakes and oversights on account of not having time to do their most thorough work. Giving staff adequate time will lower stress levels as well as the risk of human error.

Make sure staff have access to the tools they need.

Time is essential but without adequate resources, you will be setting your workforce up to fail. From technology to the right kinds of workspaces, you need to ensure your workforce have everything they need to work effectively and productively. Without this, human error is inevitable.

Work on your internal communication lines.

One of the most effective ways to prevent errors from occurring is to make sure communications are clear and concise in the first place. Bolstering stronger communication lines between staff will streamline process whereby everybody is on the same page with full understanding of what needs to be done.

Offer regular training and personal development.

Providing regular training and opportunities to acquire new skills will mean your workforce is well-equipped to complete their jobs correctly.

Focus on human error prevention.

Remember that prevention is better than cure! It's essential that you create a structured program. Doing so will help you to identify common hazards and implement best practices and lower risks.



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Noel Emkes, MacCray Schools

Mary Ebert, Anoka Hennepin Schools

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Geno Mazzali, W. St. Paul-Mendota Heights

Meghan Bernard, W. St. Paul-Mendota Heights

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MASMS Education Committee Overview

Chairperson: Maureen Mullen, Prior Lake-Savage Schools

Purpose:

The MASMS Education Committee's mission is to provide professional and relevant training to MASMS membership.

Charges:

- Plan the educational programs offered at the MASMS annual conference.
- Assist in the selection of keynote speakers for the MASMS annual conference.
- Provide direction for the MASMS Certification Program, to include determination of certification and curriculum.
- Develop and offer new programs as the need arises.
- When requested, assist chapter leadership in the development and planning of educational opportunities at the chapter level.
- When requested, assist leadership in the planning of educational opportunities for the two MASMS state meetings each year.

Time commitment:

- Two in person meetings per year approximately 4 hours per year.
- Conference call meetings as required, approximately 4 hours per year.
- Keynote evaluation and selection (done through email)
- Evaluation of MASMS members reaching final certification (done through email or conference call).
- Volunteer to assist at the conference with educational sessions.
- Outreach to members as needed.

If you are interested in serving on this committee, please contact the MASMS Office.

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On-line Training Opportunities

MASMS realizes that opportunities over the past few months to receive credits for the MASMS certification program have been cancelled. You can find information for on-line courses to take on-line, and receive credit for the MASMS Certification program.

Login at www.masms.org and select the "On Line Training Opportunities". If you choose to take any of the on-line classes (listed on this site or others that you find), **you must email the MASMS office to receive credit for the class.**

Contact the MASMS office with questions (320) 685-4585 or ruth@masms.org

UPCOMING MASMS EVENTS

11/10/20	MASMS Metro Zoom Meeting
11/11/20	MASMS Southern Zoom Meeting
11/19/20	MASMS No/NW/West Zoom Meeting
12/8/20	MASMS Metro Zoom Meeting
12/16/20	MASMS Southern Zoom Meeting

Looking for a Mentor? Options Include:

Meet with your MASMS Mentor in person or phone contact only.
Contact the MASMS office at ruth@masms.org if you are interested!

MASMS EXECUTIVE BOARD

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