



MEMORANDUM

From: Coronavirus Taskforce
To: All Employees
Date: October 30, 2020
Re: **Air Purifiers**

In order to further minimize Coronavirus risks, in addition to requiring masks and social distancing and installing barriers, we have procured multi-stage-HEPA air purifiers for all Cardiac facilities. We are in the process of deploying these devices and should have units in most facilities within the next two weeks.

A few notes regarding these devices:

- the units have been sized for the rooms in which they are being deployed, and each unit is being numbered and tracked by location for maintenance and general tracking purposes. Please DO NOT move them to other rooms without first consulting with us and confirming any relocation by email;
- all units should be run on Fan Speed 2, a speed which moves enough air and is at the same time very quiet. Do not use the “automatic” settings, which shut the machines down in no dust or VOCs are detected, since those settings do not detect virus particles;
- the units should be run at all times when Cardiac facilities are in use, and should be turned on each Monday and left on till COB each Friday;
- all units have 3 filters: pre-filter, activated carbon and HEPA. The pre-filter should be checked every 2 months and either washed or brushed clean. If washed, do not reinstall the pre-filter back in the unit until completely dry. The other filters last from 6-12 months, and we will distribute replacements when needed;
- the units all have air quality sensors, along with numerous other features. If you want copies of the manuals please let us know.

Please note that these devices will not completely protect anyone from coronavirus – they are being deployed to supplement our masks, social distancing and barrier use. Please continue to follow all other coronavirus safety rules, in the office and at home, so that we can all stay healthy and SAFE until this pandemic is behind us.

If you have any questions or concerns regarding these devices please contact the Coronavirus Taskforce at covid@cardi.com.

SAFETY FIRST !