



OneEastside  
**SPARK**

# **Preparing Your Workplace for the Winter: What You Need to Know**

**September 30, 2021 | 1:30 PM – 2:30 PM**

**OUR WEBINAR WILL BEGIN SHORTLY**



OneEastside  
**SPARK**  
**WEBINAR**

**KRISTINA  
HUDSON**

CEO  
**OneRedmond**

Founding Partner  
**OneEastside**





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# 23 Eastside Cities & Towns



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Town of  
Beaux Arts  
Village



City of Bothell



HUNTS POINT  
*Washington*



# Eastside Supporting Partners



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[www.OneEastside.org/SPARK](http://www.OneEastside.org/SPARK)

**OneEastside SPARK** provides our small businesses and nonprofits with essential support to recover and grow!

### Offerings include:

- Database of financial opportunities and other resources
- No cost one-on-one advising services
- Programs and webinars in collaboration with our partners
- Businesses and non-profit are invited to connect with your peers on our Facebook Group <https://tinyurl.com/OneEastside-SPARK-Group>



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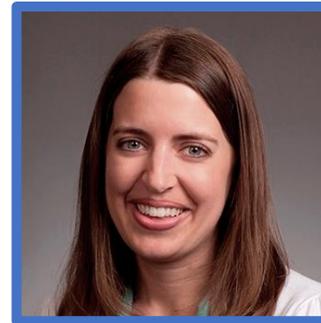
***Confidential, No Cost  
One-on-One Advising***

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## **Need to talk to a CPA?**

**Receive up to two hours of tax and accounting advising**

**Sarah Huang**  
**Clark Nuber** PS



**Next steps:** contact Samantha Paxton at [samanthap@oneeastside.org](mailto:samanthap@oneeastside.org), (425) 885-4014  
ext. 5 for more information



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***Confidential, No Cost  
One-on-One Advising***

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**Need help promoting your business?**

**Connect with our OneEastside SPARK Marketing Advisor**

**Daphné Leblanc**  
Social Media Strategist



**Next steps:** Contact Samantha Paxton at [samanthap@oneeastside.org](mailto:samanthap@oneeastside.org), (425) 885-4014  
ext. 5 for more information



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One-on-One Technical Assistance***

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# General business questions?

**Connect with our East King County SBDC Business Advisor**

**Shawn Palmer**  
ASBC, MSML | Business Advisor  
Washington Small Business  
Development Center



Contact Shawn at [shawnp@oneeastside.org](mailto:shawnp@oneeastside.org) (425) 885-4014 ext. 3

# Upcoming Webinars



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## Update on Regional Grant Opportunities

*Commercial rental relief grants*

*...and more*

**Wednesday, October 6, 2021**

**1:30 PM – 2:30 PM**

*Save the date!*

# Upcoming Webinars



Entrepreneur's Roadmap Series:

## Simplifying the Complexities of Component Business Financing

**Thursday, October 14, 2021**

**1:30 PM – 2:30 PM**



**Shawn Palmer**, ASBC, MSML  
Business Advisor  
Washington Small Business  
Development Center

From startup through expansion and finally transition – This is the entrepreneur's guide to developing, marketing, and confidently executing your cohesive financing plan.

# Recent Webinars

*Learn at your own pace - all on demand*

*<https://oneeastside.org/programs/>*

- **Boost Your Business: tools and resource for going digital** *Sept. 25*
- **New King County Vaccination Verification Requirement Information Session** *Sept. 23*
- **SBA Economic Injury Disaster Loan (EIDL) Program Update** *Sept. 23*

Interpretation available in Amharic, Arabic, Chinese (Mandarin), Korean, Spanish, & Vietnamese. Somali, Ukrainian, and Tagalog coming soon



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**WEBINAR**



Chat

Need technical help during  
the webinar?  
Use the **Chat Box**



Q&A

Questions for the  
Speakers?  
Use the **Q&A Box**



Record

Recording will be available  
following the webinar

# Featured Speakers

## **Anne Alfred**

Community Toxics, Science and Policy Section, Public Health - Seattle & King County

## **Roda Mohamed**

Community Toxics, Science and Policy Section, Public Health - Seattle & King County

## **Jenna Truong**

Community Toxics, Science and Policy Section, Public Health - Seattle & King County

## **Michael Reis**

Business Impact NW and (re)Startup425, expert in restaurant accounting and control & accredited small business consultant

# Welcome!

September 30, 2021

Anne Alfred, Roda Mohamed & Jenna Truong  
**COVID-19 Recovery Program**  
Public Health –Seattle & King County  
Environmental Health Services



King County

# Agenda

- Overview & Objectives
- Indoor Air Quality
  - Why is it important?
  - How does it work?
  - How can we improve it?
- Various Sector Considerations
- Examples
- Resources
- Q&A



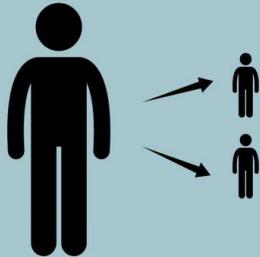
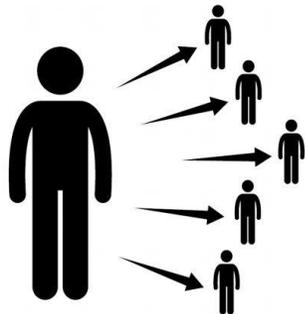
# Today's Objectives

- Having awareness of the importance of healthy indoor air
- Understanding natural ventilation, local exhaust, and mechanical ventilation, and how they affect the air flow in your building or spaces
- Using your understanding of the directional airflow in your spaces to maximize air quality



# Why Is Indoor Air Quality Important?

The Delta variant spreads more easily than previous variants—it may cause more than **2x** as many infections

ORIGINAL COVID-19 STRAIN	DELTA VARIANT
	

Vaccines protect you from hospitalization, severe infections, and death

 [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

CS 322041-AA 08/25/2021

The average person spends 87% of their time indoors

Good Indoor air quality can help reduce the airborne transmission of COVID-19 and other viruses.

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# Indoor air can be more polluted than the air outside due to common household products and activities



## Activities we do inside

(cooking fumes, non-HEPA\* vacuuming, cleaning w chemicals)



## The items inside our homes

(toys, furniture, carpets, sprays, fragrances)



## Materials used to build homes

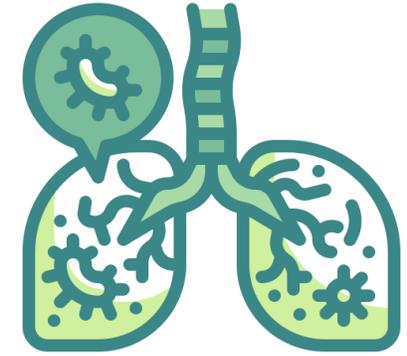
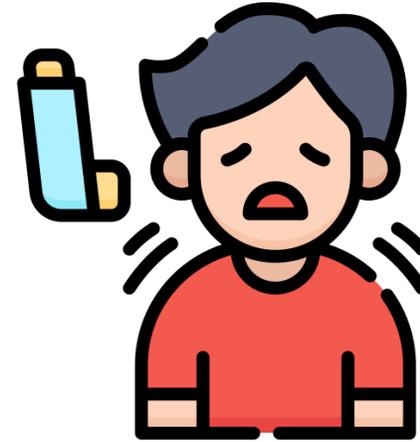
(paint, sealants, flooring, insulation)

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# Impacts of Poor Indoor Air

- Immediate
  - Irritation of eyes, nose, and throat
  - Headaches
  - Dizziness
  - Fatigue
  - Cold or flu-like symptoms
- Long-term
  - Cancer
  - Respiratory diseases (asthma, COPD, etc.)
  - Worsen existing health conditions



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# Why do we want to lessen impacts of poor indoor air? To protect our most sensitive

- Young children
- People with respiratory disease or illness, heart disease, or chronic diseases
- People over 65 years of age
- People who have (or have had) COVID 19
- People experiencing the effects of environmental racism
- Pregnant women



# How do viral particles spread?

Coughing, talking, and breathing!



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# Covid and other viruses with airborne transmission can come from mouths and noses

- Think of every person as a potential source of the virus. Particles come out of our mouths and noses and circulate as droplets or particles in the air:
  - We are trying to keep the particles from being in the air,
  - We are trying to dilute the particles in the air,
  - We are filtering the air to remove particles.



# Covid and other viruses from mouths and noses

- Masks- can contain 20-60% of droplets coming from mouths and noses.
- Limit time people use a room or space if you can.
- Open windows, doors as safety and weather permit. You may want to put a fan in a window that blows OUT. Not IN.
- We don't want to push or pull "dirty air" over lots of people.
- Keep bathroom exhaust fans on all the time while the building is occupied.



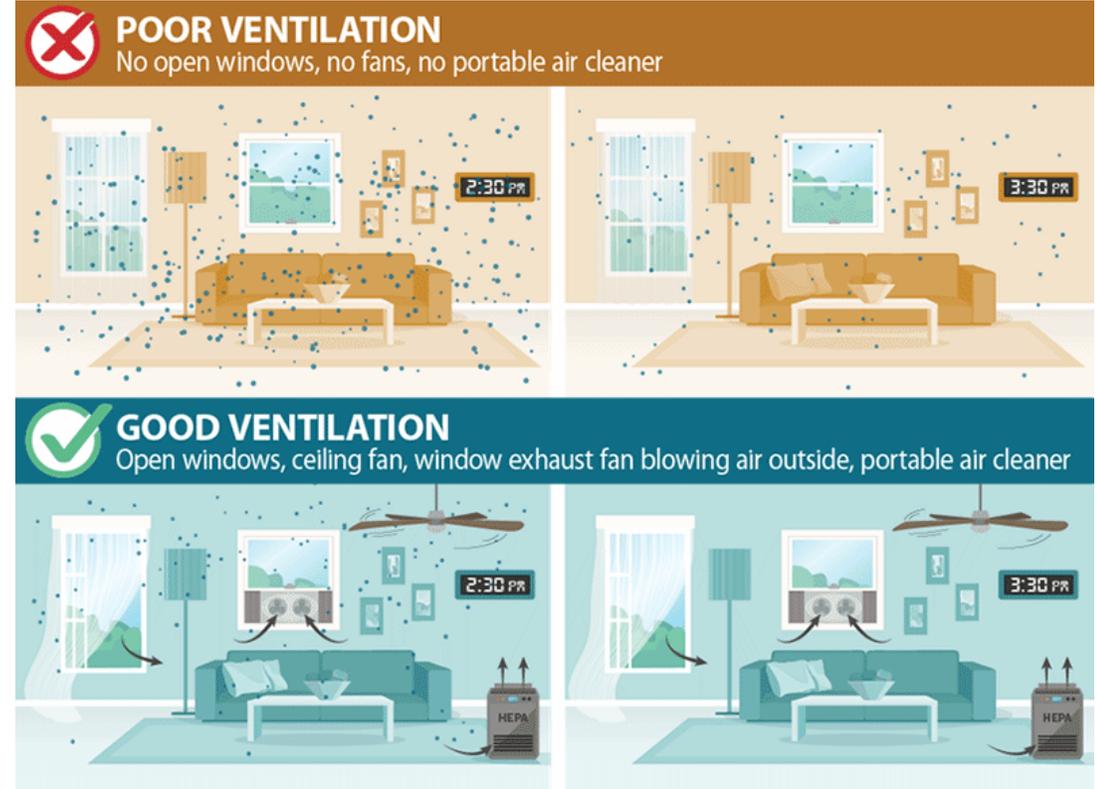
# Ventilation & Filtration

- Ventilation: bringing in fresh air
- Filtration: Capturing and removing particles from the air



# Natural Ventilation

- If weather permits, bring in as much fresh air as possible by opening doors and windows.
- Fans in a window to blow potentially contaminated air out and pull new air in through other open windows and doors



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# Mechanical Ventilation

- Local exhaust, bathrooms or kitchen hoods, should be running whenever the building is occupied. This pulls air out of the building which pulls new air in.



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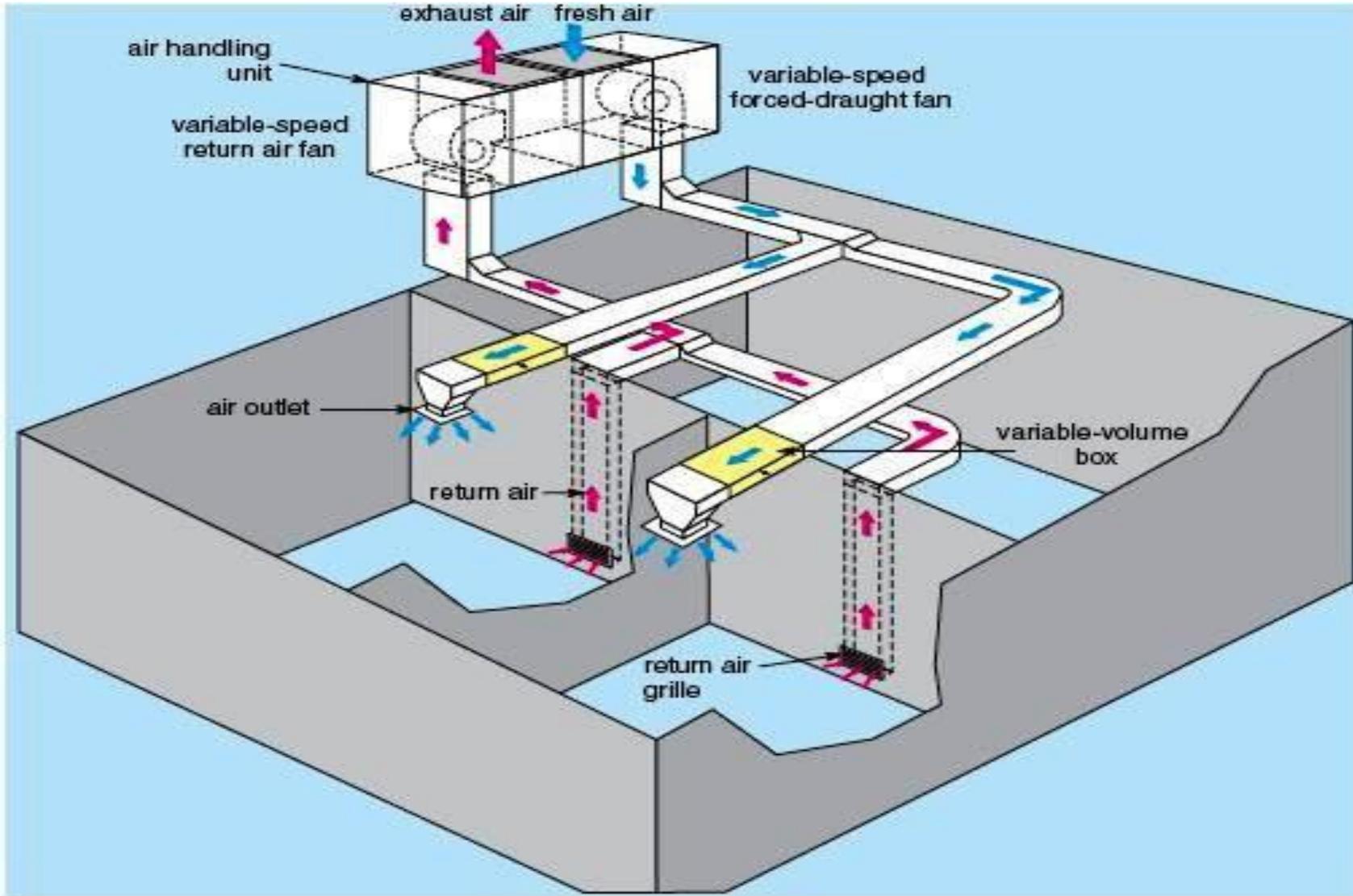
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# Your HVAC System, if you have one, is the most reliable way to move air in a building

- The HVAC (Heating, Ventilation, and Air Conditioning) system is comprised of one or more air handling units that pull air in from the outside and circulate the air through the building.
- Outside air intake is important for diluting inside air
- Filtering the recirculating air is important for removing particles in the air.
- Maintain the system – clean, replace filters, and make sure they are properly seated



# How ventilation works – ducted system



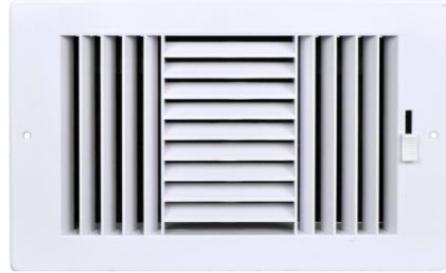
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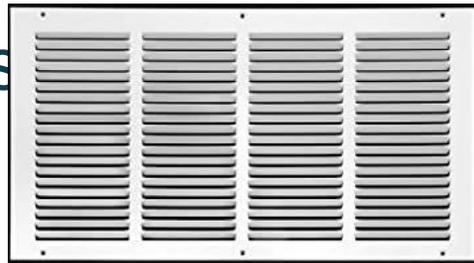
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# What does this look like inside the room?

- Supply Diffusers



- Return Grilles



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# Mitigating Covid and other viruses or particles in the air

- We want to achieve more **air changes** in the space
  - Bring in more air (dilution) by opening dampers to let in more outside air,
  - upgrade filtering ability if the system can manage it.
- Understand the directional air flow in the space.
- Consider adding extra filtration
  - Box Fans with MERV 13 filters
  - True HEPA portable air purifiers to areas that may not get many air changes.

We can help you with this <https://www.ahamdir.com/room-air-cleaners/>



# Filtering air- box fan with MERV 13 filter

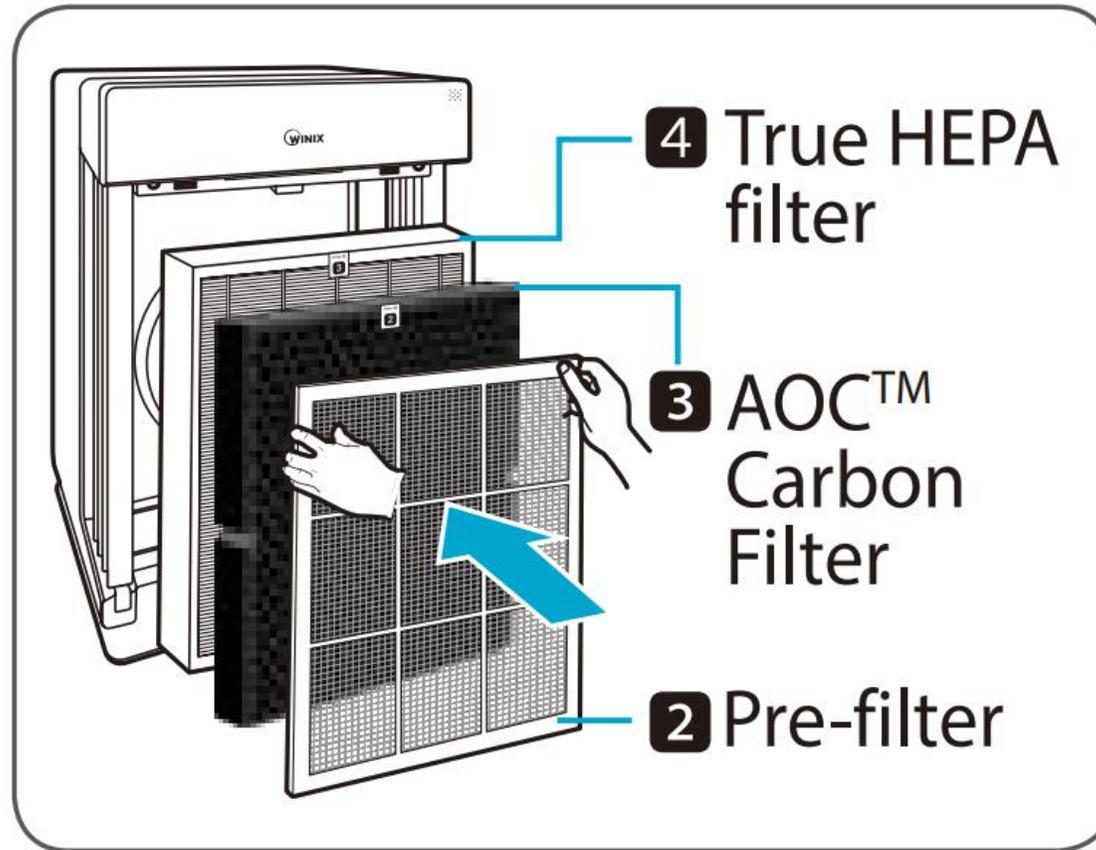


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# Extra filtering-Portable HEPA air purifier



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# Ventilation – Where to start

Understand your current condition by asking your maintenance person or engineer:

- For a tour of your system
- Where the fresh air intakes are for resident rooms and common areas
- How air is exhausted and recirculated

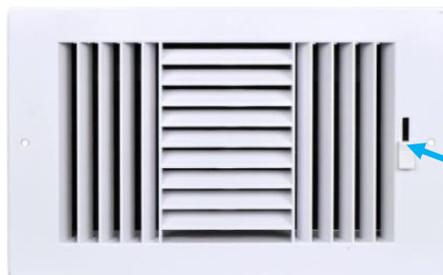
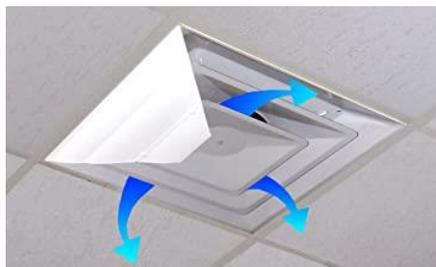


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# Ventilation – Where to start

Are supply diffusers blocked?



Is adjustable damper closed?

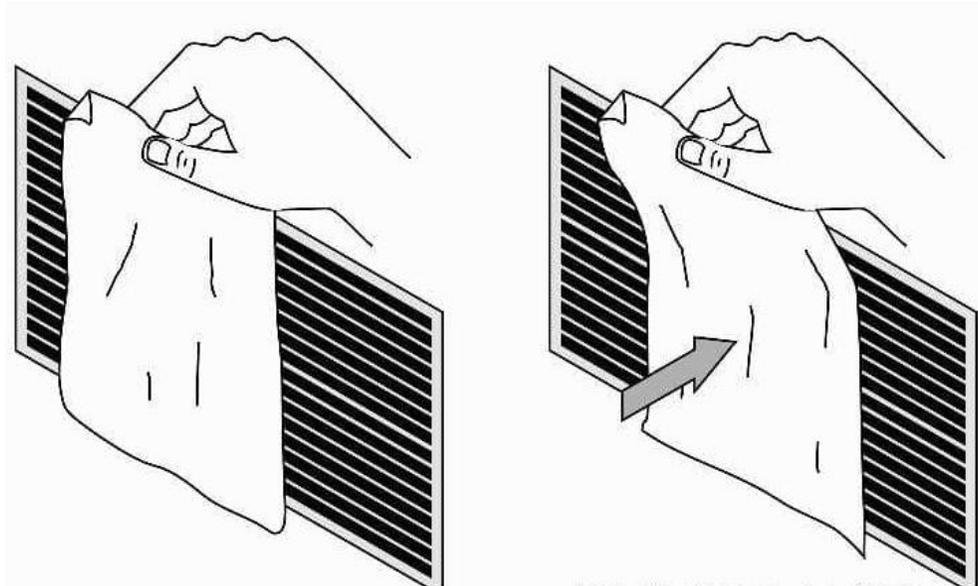
Are return grilles blocked/dirty?



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# Ventilation – Where to start

Can you detect air movement? (Tissue test)



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# Ventilation – Where to start

- Have maintenance check filters

- Is it seated properly in frame?

Look for cracks in seams-  
places for air to bypass filter



- Does it need to be changed?



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# Ventilation – Easy modifications

## Increasing Dilution

Can you open a window?

1. Be careful of air currents you may create
2. Temperature and air quality considerations

Can you remove demand/control setting on HVAC?

Can you increase airflow into your wall unit?



Adjust outside damper and internal fan to draw in more outside air

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# Ventilation – Easy Modifications

## Increasing Filtration

Consider a portable HEPA filtration unit:

1. Some available for less than \$200
2. Can be sized to the room (CADR)
3. Should be placed on table near breathing zone



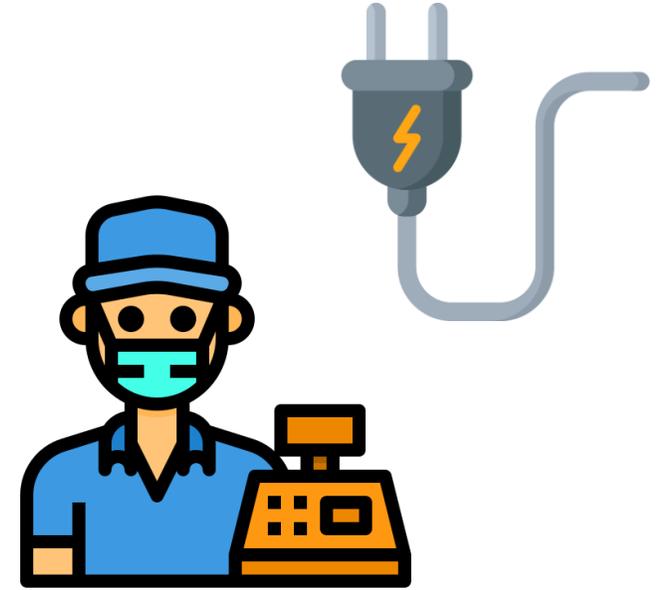
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# HEPA Air Cleaners: Where to place

- Where do people spend the most time?
- Where will it help you the most?
- Are there areas where you cannot open windows or doors?
- Are there spaces you cannot turn on exhaust fans?
- Where are there outlets/power?
- Is there enough space for you to keep it at least 12 inches away from the wall and other electronics?



# Sector Considerations

- Faith-Based
  - Size and complexity of spaces and activities
- Childcare
  - Providing solutions that are safe for children – HEPA air cleaners vs box fans
  - Different activities
- Restaurants
  - Primarily mask-less activities
- Other small businesses
  - Retail stores may not have opportunities to flush out their space because of a consistent flow of shoppers



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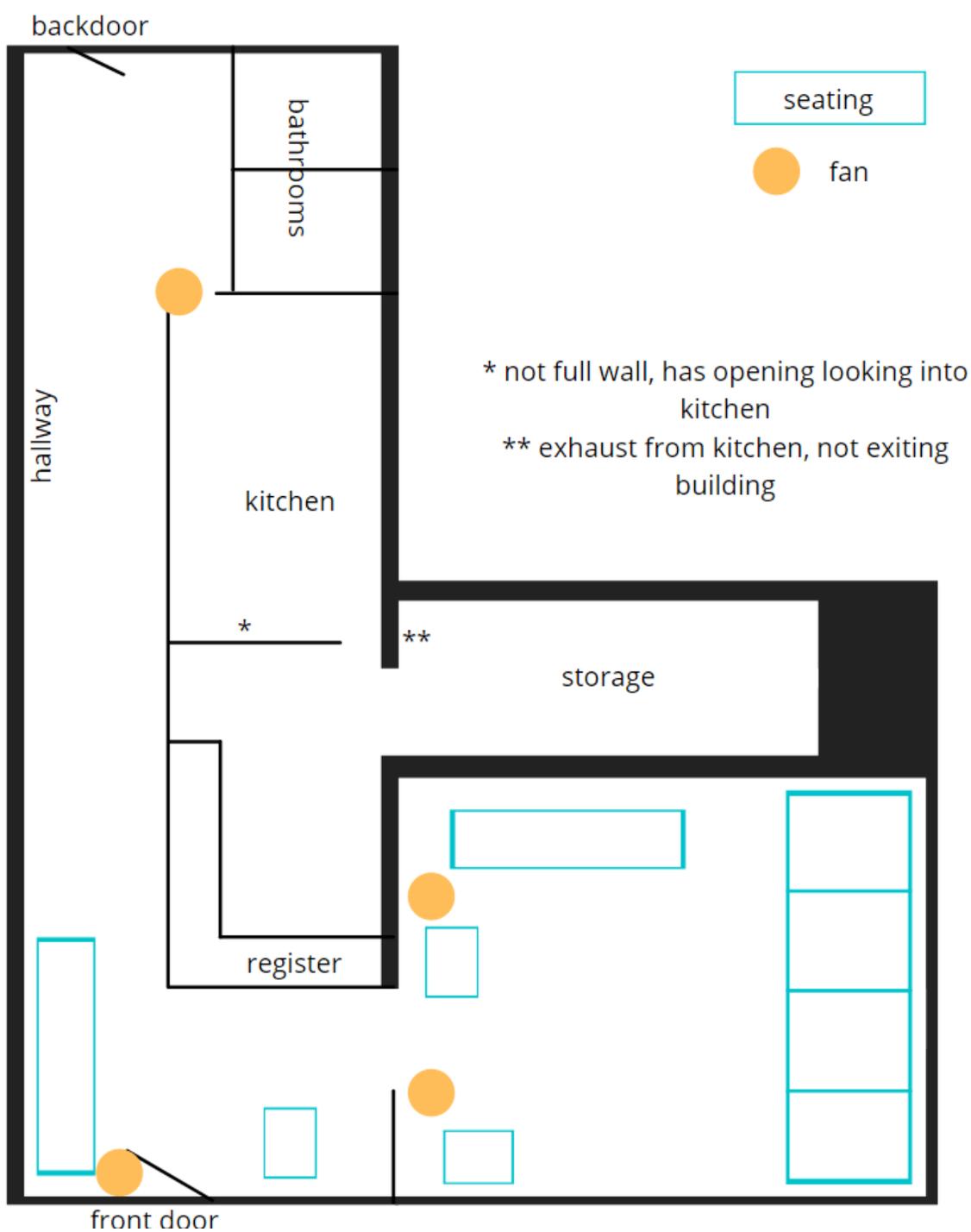


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# Examples

Type in the chat box things you would look for or questions you would ask when trying to improve indoor air in the following locations





# Restaurant

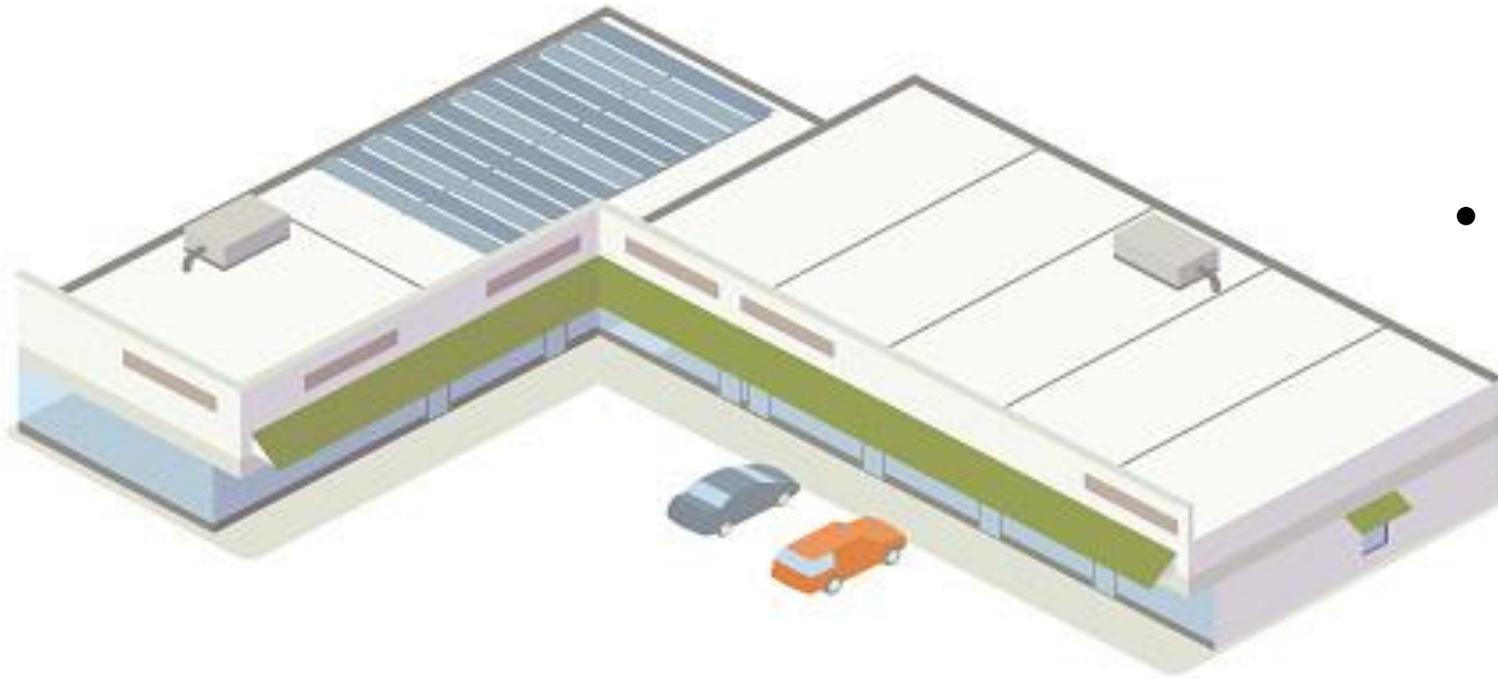
- What would you start by looking for?
- Are there any limitations you can think of?

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# Shopping complex sharing walls and HVAC



- One Air Handling Unit for the two businesses on the left, and one for the five businesses on the right.
- Are there any limitations you can think of?

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# Large old church

- This old church acts a bit like a local community center. Three different faith groups have services on three consecutive days
- Preschool in basement
- Food bank once a week
- Classes and events held in 4 rooms four days a week, including senior sewing circle, coffee hour, and bingo, ESL tutoring, a new parent group,



# Resources – COVID-19 Recovery Program (Us!)

## Objectives

1. Increase awareness of indoor air issues and management for priority sectors in the county.
2. Identify and reduce language, financial, other resource barriers to increase IAQ in preventing COVID-19 transmission.
3. Provide material support to high-needs sectors/personnel with IAQ concerns in preventing COVID-19 transmission.



# Intake Form Questions

1. Name of Business or Facility
2. Point of Contact (Name)
3. Contact Information (Phone Number or Email)
4. Facility Zip Code (Location of Business)
5. Sector type
6. Language interpretive services needed?
7. What is preferred language if interpretive assistance needed?
8. How many people occupy space at any given time?
9. Approximate size (sq ft) of space
10. Current ventilation practice (open windows and doors, use fans, use HVAC, can't/don't ventilate space)
11. Current filtration practice (use HEPA, Use DIY box fan filter kit, use HVAC, can't/don't filter indoor air)
12. Specific questions on how to improve ventilation and indoor air quality



# Resources – Links

- <https://www.youtube.com/watch?v=AGQYIrXzVJQ&feature=youtu.be>
- [Improving Indoor Air - King County](#)
- [Ventilation and Air Quality for Reducing Transmission of COVID-19](#)
- <https://www.ahamdir.com/room-air-cleaners/>
- [Public Health Crafter's Corner: 1-Minute DIY Filter Fan - AgeWise King County](#)



# THANK YOU!

## For more information, visit

- [kingcounty.gov/covid/air](https://kingcounty.gov/covid/air) – Improving indoor air guidance
- [kingcounty.gov/SSTAR](https://kingcounty.gov/SSTAR) – Recommendations for restaurants and other food businesses to minimize spread of COVID-19
- [kingcounty.gov/safereopen](https://kingcounty.gov/safereopen) – Resources to Safe Reopening
- [kingcounty.gov/verify](https://kingcounty.gov/verify) - Vaccine Verification



## Questions?

Anne Alfred  
[aalfred@kingcounty.gov](mailto:aalfred@kingcounty.gov)

Roda Mohamed  
[rmohamed@kingcounty.gov](mailto:rmohamed@kingcounty.gov)

Jenna Truong  
[jtruong@kingcounty.gov](mailto:jtruong@kingcounty.gov)

Technical assistance:  
[IAQInfo@kingcounty.gov](mailto:IAQInfo@kingcounty.gov)

Intake form  
<https://forms.office.com/g/uCRWt2hi0s>



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**WEBINAR**

**Michael Reis**

Business Impact NW and  
(re)Startup425

# Covid Conscious Business

## Two Big Questions!

- How do we implement mandates on our employees? and customers?

“without losing either”

# Keeping the Employees and Customers Safe

- Focus on Employees vs Customers and achieve both
- Identify high congregation areas and safeguard them to the best of your ability
- Culture of inclusion to avoid alienating employees
- Set policies that keep Employees focus on the task at hand “safe employees”
- Non confrontational approach to implementing mandates and mask policies

# Other Business Challenges Not to Overlook

- Labor Shortage (workers waiting or left the workforce)
- Season Sales Adjustments
  - Seasonal Help for climbing sales
  - Slower Sales into fall (school, holiday saving, weather, Covid-Concern)
- New Debt from Covid downturn (EIDL, Persona loans, Rent Relief agreements, WA flex fund)
- Lower net income due to raising cost or reduction of inventory (delivery, COG increase, supply chain cost/slowdown)

# Tips to Overcome Other Challenges

- Labor Shortage – use less but pay more for top end people, streamline operations to reduce staffing needs, outsource
- Slower Sales into fall- maintain benchmarks that coincide with gross revenues (ie 30% labor cost, COGS 20%, etc)
- New Debt from Covid downturn – Understand cost vs cash flow; Maintain 3-6 month cash reserves and in some cases reduced owner draws.
- Lower Net income due to raising cost or reduction of inventory- Check pricing and raises if necessary; bid out supplies and services.

# Q&A

## **Anne Alfred**

Community Toxics, Science and Policy Section, Public Health - Seattle & King County

## **Roda Mohamed**

Community Toxics, Science and Policy Section, Public Health - Seattle & King County

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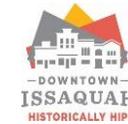
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# Eastside Supporting Partners





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