
COVID-19

Ventilation advice for everyone at work

Last updated: April 2021

Please remember, COVID-19 is still with us while you are at work, on a break, or travelling for work. An infected person releases particles into the air when breathing, coughing or speaking and the risk of infection is greater indoors. Employers should have a Health and Safety policy in place, and employees should be made aware of it.

Let in as much fresh air as possible – Open windows, doors (excluding fire doors), and vents in your workplace, the canteen and changing rooms. This will dilute any infected particles and reduce the risk of infection.

Avoid recirculating air – Avoid using ventilation systems which only recycle used air. Make sure that fresh air is introduced to all spaces.

Ensure adequate ventilation – It is important to avoid gathering with colleagues in poorly ventilated rooms. Opening the windows a little is the easiest way to keep the fresh air flowing. If rooms cannot be adequately ventilated, you should avoid using them.

Be aware of the relevant occupancy level – More people together means more particles, and needs more ventilation. Where possible, reduce occupancy, and increase ventilation.

Understand your building's ventilation system – Do not adjust mechanical settings without expert advice. It is important to make sure that ventilation systems and/or extractor fans are used correctly

Airing rooms, between users or regularly throughout the day – If you share a space with others, you should open the windows regularly, especially between users, to help reduce the risk.

And, **always remember to follow FACTS:**



If you suspect you have symptoms of COVID-19 book a test at <https://www.nhsinform.scot/testandprotect>

We're not giving in.