

# COVID-19 - Good Practice Checklist

## Ventilation

These checklists have been prepared to help employers, business owners and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. This checklist addresses ventilation. It is important to remember your building's ventilation needs to comply with health and safety, fire safety and building regulations. Ventilation can help reduce the risk of transmission but on its own will not stop the spread of COVID-19.

Ventilation is an important factor in reducing the risk of aerosol transmission indoors, where individuals may be in close contact, potentially for longer periods of time and in poorly ventilated areas. Ventilation will not stop the spread of COVID-19 on its own and that is why it is only part of a hierarchy of risk controls. It is not however a substitute for other infection prevention measures, such as vaccination, physical distancing, cleaning, face coverings, maintaining good hand and respiratory hygiene, staying at home if feeling unwell and working from home where possible.

No.	Control	✓Yes	✓No	Action Required
	<b>Ventilation Checklist</b>			
1	<b>Are you aware how all workspaces, including the canteens, toilets and changing areas, are currently ventilated i.e. by natural or mechanical means or combination of both?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<b>Have you identified areas in the workplace that are usually occupied and are poorly ventilated?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<p><b>Can natural ventilation / fresh air intake be increased e.g. by opening windows to increase the amount of fresh air?</b></p> <p>Where workers share a space with others, can windows be opened regularly without impacting workers comfort, especially between uses, to help reduce the risk? This may be best done when the room is unoccupied and at the beginning and end of the day. Opening windows / doors / vents, particularly those opposite each other, will facilitate a quick exchange of room air for fresh air.</p> <p><i>Note: Fire doors should not be propped open unless fitted with approved automatic closers so that they function as fire doors in the event of an alarm or fire.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
4	<b>If mechanical ventilation is in place, is it operating efficiently?</b> (see Mechanical Ventilation Systems section below).	<input type="checkbox"/>	<input type="checkbox"/>	
5	<b>Have any features in the workplace been identified which might affect ventilation?</b> e.g. is there large machinery in use which might impede cross ventilation air flow, or items blocking vents etc.	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Control	✓Yes	✓No	Action Required
6	<p><b>Has the size of the workspace (s) and number of occupants been considered?</b> The larger the area, the lower the risk as virus droplets will have a better chance to be diluted and less likely to build up. The more people means more particles and the need for more ventilation. Reducing the occupancy can reduce the risk.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
7	<p><b>Have you identified any work activities that increase the risk?</b> i.e. activities that make you breathe deeper, for example physical exertion or shouting, may increase generation of aerosols and increase the risk of transmission requiring increased ventilation or other control measures.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
8	<p><b>Have you communicated all control measures, including the ventilation measures to your workers so they know how these measures will help prevent the spread of COVID-19 in the workplace?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>Mechanical Ventilation Systems (Heating, Ventilation, Air Conditioning HVAC) (if in use) Checklist</b></p>				
9	<p><b>Is the mechanical system being used correctly and operating efficiently as per its design?</b> It is important to make sure that mechanical ventilation systems and / or extractor fans are used correctly. If unsure, contact the manufacturer or your service engineer</p>	<input type="checkbox"/>	<input type="checkbox"/>	
10	<p><b>Is the mechanical ventilation system regularly maintained, as per the manufacturer’s instructions, by a trained and competent person?</b> The correct filters must be used as per the manufacturer’s specifications and air filters should be properly sized and within the recommended service life.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
11	<p><b>Can the system be optimised to maximise the air changes / fresh air intake?</b> i.e. the amount of fresh air should be maximised and the recirculation minimised, as far as systems allow. Do not adjust mechanical settings without expert advice.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
12	<p><b>Has air recirculation been disabled where possible?</b> Recirculation of air should be avoided where possible or the air may need to be filtered (e.g.through a HEPA filter).</p>	<input type="checkbox"/>	<input type="checkbox"/>	
13	<p><b>Is the ventilation system kept running for as long as possible?</b> i.e. continually, or at least for extended periods before and after use/occupancy such as extending the hours of nominal HVAC operation to begin two hours before the building is occupied and two hours after the building has emptied.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Control	✓Yes	✓No	Action Required
14	Have demand-controlled ventilation settings been turned off, where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
15	Where fitted, are toilet/rest/changing room extractor fans functional and kept running?	<input type="checkbox"/>	<input type="checkbox"/>	
16	Have the possible impact(s) of any introduced changes to ventilation systems been considered? i.e. on workers' comfort levels, and staying compliant with occupational health and safety, fire safety or building regulations?	<input type="checkbox"/>	<input type="checkbox"/>	
17	Has airflow direction been considered? i.e. avoid airflow directed onto individuals or across groups of individuals	<input type="checkbox"/>	<input type="checkbox"/>	
18	Has the ventilation system(s) been checked to ensure that it is not recirculating air to other poorly ventilated areas of the workplace where workers could be exposed?	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Poorly ventilated work areas</b>			
19	Have poorly ventilated work areas been identified? e.g. enclosed work areas in regular use with no natural or mechanical ventilation, areas with no outdoor air supply or that are stuffy or smell bad. CO <sub>2</sub> monitors may assist in determining poorly ventilated areas. See Section C9 Ventilation of the <a href="#">Transitional Protocol: Good Practice Guidance</a>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Has an assessment of the work area been carried out to determine what additional control measures could be implemented?	<input type="checkbox"/>	<input type="checkbox"/>	
21	Have methods to increase ventilation been considered? e.g. installation of vents.	<input type="checkbox"/>	<input type="checkbox"/>	
22	Have desk fans been removed and ceiling fans taken out of use in poorly ventilated areas? i.e. they may only recirculate the virus droplets rather than removing the virus from the workspace.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Other actions to consider following ventilation changes</b>			
23	Have you covered any relevant changes in your COVID-19 Response Plan? (See template <a href="#">COVID-19 Response Plan</a> ).	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Control	✓Yes	✓No	Action Required
24	<b>Have you included any relevant updates in your risk assessments and safety statement?</b> Other devices such as ozone-generating devices and air disinfection devices may present additional chemical hazards in the workplace. Their use must be justified by a risk assessment and their use is not recommended in occupied spaces.	<input type="checkbox"/>	<input type="checkbox"/>	
25	<b>Have you included information on any relevant changes to your emergency plan?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Further Information:</b>				
<ul style="list-style-type: none"> <li>See HSA <a href="#">Guidance on Ventilation</a> for more information.</li> </ul>				

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The information contained in this checklist is for guidance purposes only and is non-exhaustive. It is not intended to provide legal advice to you, and you should not rely upon the information to provide any such advice. We do not provide any warranty, express or implied, of its accuracy or completeness. The Health and Safety Authority shall not be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this checklist.*