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:**

![FACTS Image]

If you suspect you have symptoms of COVID-19 book a test at [https://www.nhsinform.scot/testandprotect](https://www.nhsinform.scot/testandprotect)

*We’re not giving in.*