**COVID-19 Heating, Cooling and Ventilation**

**Guidance**

**Dated: 1 Oct 2020**

**COVID-19 Heating/Ventilation overview**

Current Government and HSE guidance states that **the risks associated with air conditioning systems (and fans) are extremely low**.

Ventilation is more important than heating in general from a Covid perspective and should be increased where possible; but we should take a sensible view on heating against ventilation to enable a reasonable working temperature to be maintained.

**COVID-19 Heating Guidance**

When the temperature drops heating can be used appropriate to the space and work activity to maintain a safe, comfortable working environment. No concerns have been raised by HSE or Government in regard heating systems and Covid.

**COVID-19 Building Ventilation Systems Guidance**

**Ventilation:**

Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems.

Where possible, consider ways to maintain and increase the supply of fresh air, for example, by opening windows and doors (unless fire doors).

Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans or desk fans for example, provided good ventilation is maintained.

The risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air.

**Air Conditioning:**

You can continue using most types of air conditioning systems as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply.

You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. Also, you do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation. You should still however maintain a good supply of fresh air ventilation in the room.

If you’re unsure, ask the advice of your heating ventilation and air conditioning (HVAC) engineer or the Facilities team.

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**Other relevant information:**

You may need to contact your maintenance contractor to help you; if you have any questions or queries contact the Facilities team.

Where a building is owned and managed by a landlord or their agent, they may be responsible for maintaining central building services. Where this is the case it is important that the Landlord or their agent has been consulted to ensure they have taken the appropriate measures for the aspects that are their responsibility.

Please be aware that the HSE guidance has changed rapidly as knowledge has improved. This guidance will be updated as and when appropriate in line with the HSE/CIBSE advise and you should check regularly for updates.