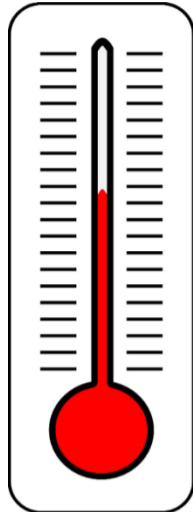


# COVID -19 Ventilation & Thermal Comfort

## Room Temperature

It is important that we balance good ventilation in occupied spaces with the thermal comfort.

17°C

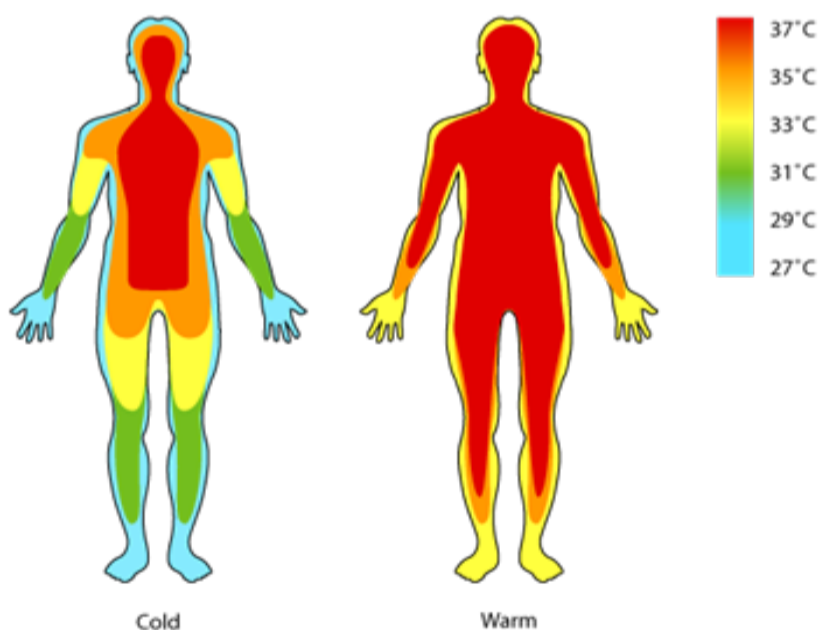


Good ventilation is key to keeping people safe during the coronavirus pandemic. Therefore, it's really important that windows and doors remain open to encourage a flow of natural ventilation in occupied rooms, whilst maintaining a minimum temperature.

**THE MINIMUM TEMPERATURE WITHIN AN OCCUPIED ROOM SHOULD BE 17°C**

## Thermal Comfort

Balancing good ventilation with thermal comfort will no doubt be challenging during the winter months.



- ✓ Consider a seating plan, keeping desks away from open windows, as far as reasonably practicable.
- ✓ Where space is limited, consider the person and ask who feels the cold more than others, relocating them away from open windows. We all have different tolerances to the cold.
- ✓ Wearing additional layers of clothing will assist greatly in maintaining a comfortable body temperature.

## Additional Appliances

For safety reasons **NO** supplementary heating, air conditioning or humidifier appliances should be introduced or used within any building without a formal approval process being applied.



- ✗ Introducing supplementary appliances increases the fire risks and the possibility of unwanted fire alarms occurring.
- ✗ Introducing additional electrical appliances can overload the electrical circuits.
- ✓ The introduction of supplementary appliances must be approved by the Head of Service or nominated deputy, in consultation with Construction Services.
- ✓ Prior to introducing appliances, a competent electrical engineer must verify there is appropriate capacity, and safety arrangements are in place to manage the risks.

## Space Ventilation

It is important to maintain good ventilation in occupied spaces. To achieve this, windows and doors must be left open to allow a flow of natural ventilation.



- ✗ Designated internal fire doors **MUST NOT** be propped open to increase ventilation. This does not apply to exit fire doors leading to outside which may be opened to increase ventilation in larger spaces, under supervision.
- ✗ Window restrictors **MUST NOT** be tampered with and must be left in place at all times.
- ✓ Higher up windows/trickle vents should be opened in the first instance, providing they can be reached from ground level, or opened by a mechanism.
- ✓ Where drafts are being created by open windows, they can be partially closed to reduce drafts but should not be closed