IMPROVING INDOOR AIR QUALITY AT WORK

You can reduce the spread of viruses at work by improving the air quality indoors. Some diseases (including COVID-19) spread through the air. This happens when people infected with a virus breathe it out. Other people in the room or nearby can then breathe in the virus and become infected.

The quality of the air inside a building can affect how much a virus builds up indoors. Improving indoor air quality can help lower the amount of a virus in the room.

Dilute, Mix, and Filter the Air.

Dilute:
Draw fresh air in
Use a Heating, Ventilation & Air Conditioning (HVAC) system or bring in outside air by opening windows and doors when weather permits.

Mix:
Move the air flow
Move around the air inside a room with fans (ceiling, wall-mounted,or portable), and/or through the vents in your HVAC system.
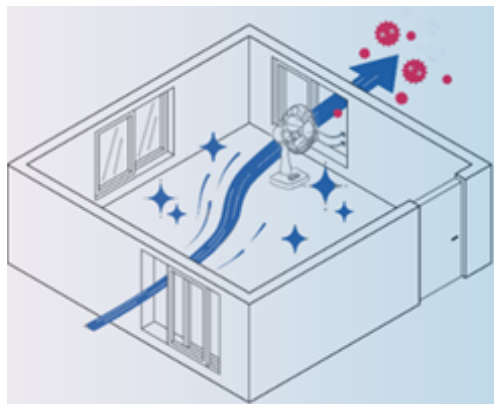
Filter:
Clean the air
Clean the air by trapping germs through HVAC system filters (MERV 13 rating and higher) and portable air cleaners with high efficiency particulate air (HEPA) filter.
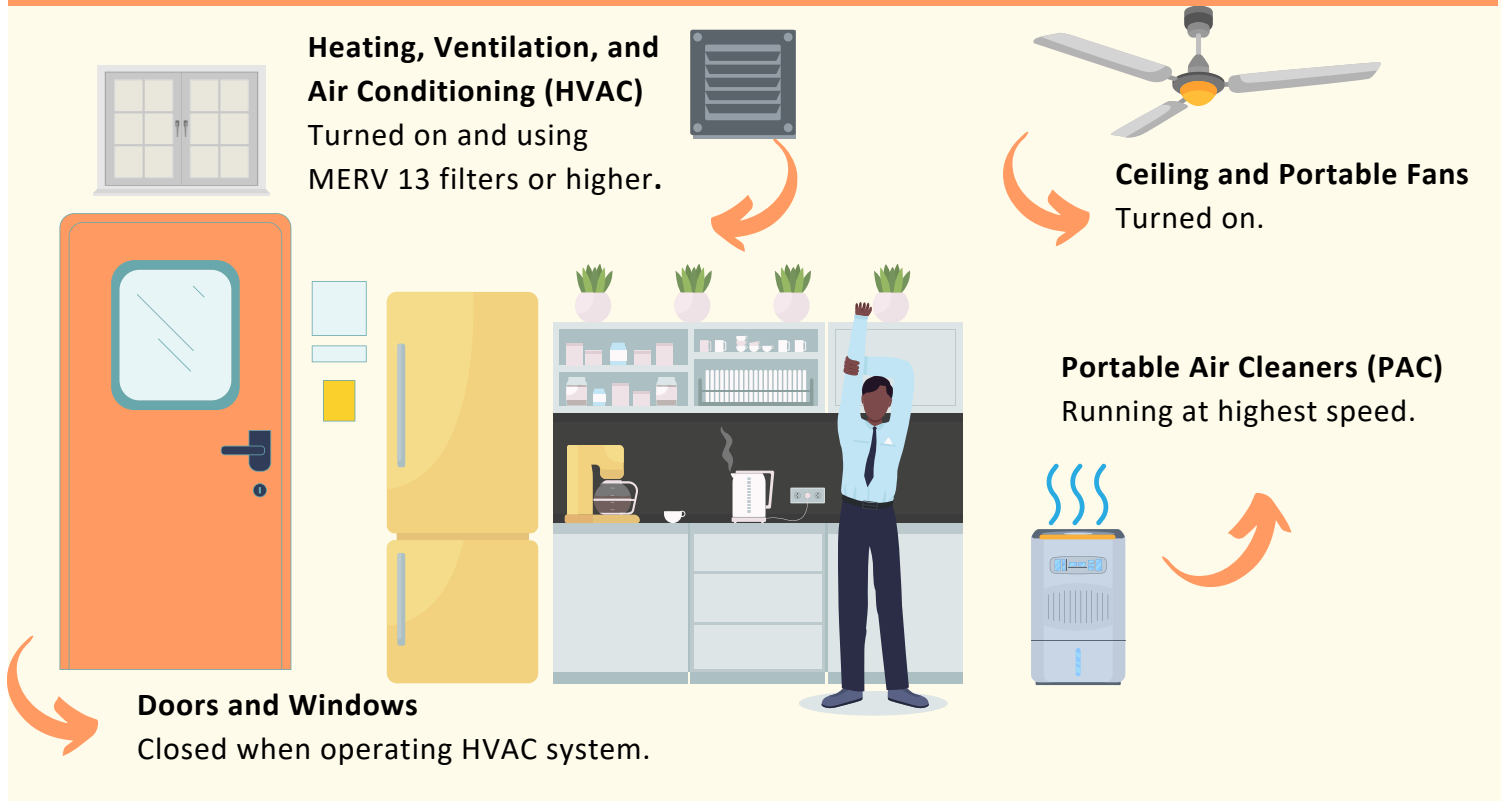
Additional Tips

When an HVAC system is unavailable, you can use a portable fan, place it near an open window pointing towards the window and away from the room. Meanwhile, leave other windows and doors open--ideally on the opposite side of the room. This promotes a light cross draft to blow stale air out of the room and draw in fresh air.

Improving Indoor Air Quality at Work

Best:

HVAC on, doors and windows closed, fans in use, portable air cleaners running.

Heating, Ventilation, and Air Conditioning (HVAC)
Turned on and using MERV 13 filters or higher.

Ceiling and Portable Fans
Turned on.

Portable Air Cleaners (PAC)
Running at highest speed.

Doors and Windows
Closed when operating HVAC system.

Good:

When no HVAC, doors and windows open, fans in use, portable air cleaner running.

Doors and Windows
Open when HVAC system is unavailable.

Ceiling and Portable Fans
Turned on.

Portable Air Cleaners (PAC)
Running at highest speed.

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