

COVID 19 & IMPROVING INDOOR AIR QUALITY AT WORK

You can reduce the spread of COVID-19 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 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.

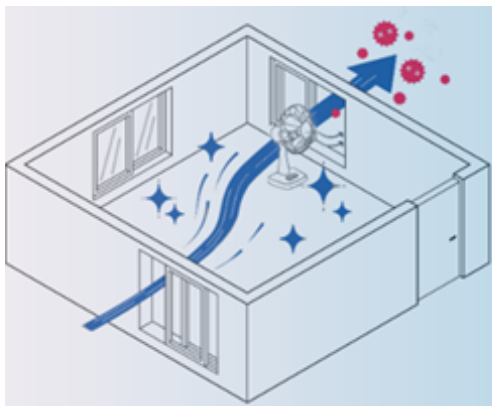


Filter: Clean the air

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

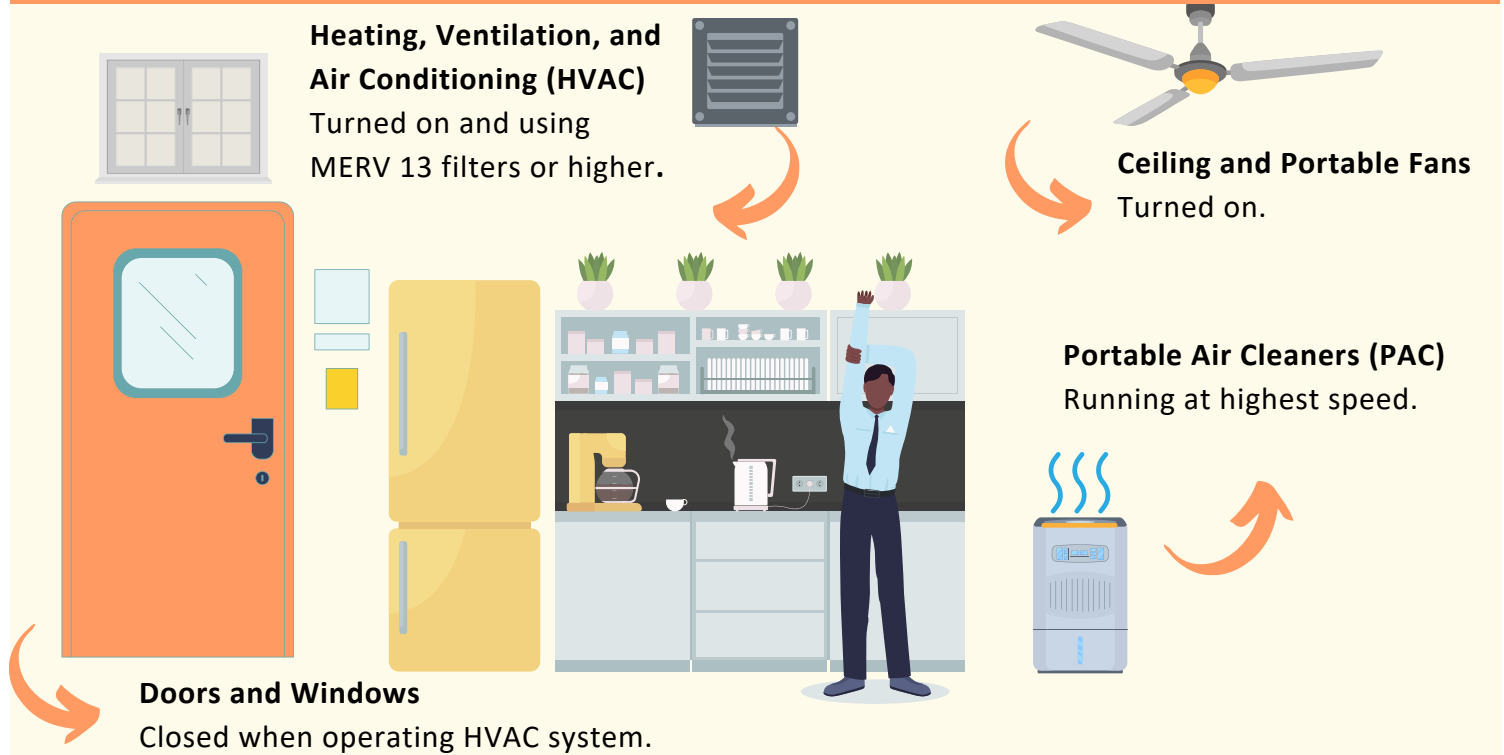


When an HVAC system is unavailable, you can use a portable fan, place it near an open window pointing towards the window and away from the room. Meanwhile, leave other windows and doors open--ideally on the opposite side of the room. This promotes a light cross draft to blow stale air out of the room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

Two Ways to Improve IAQ

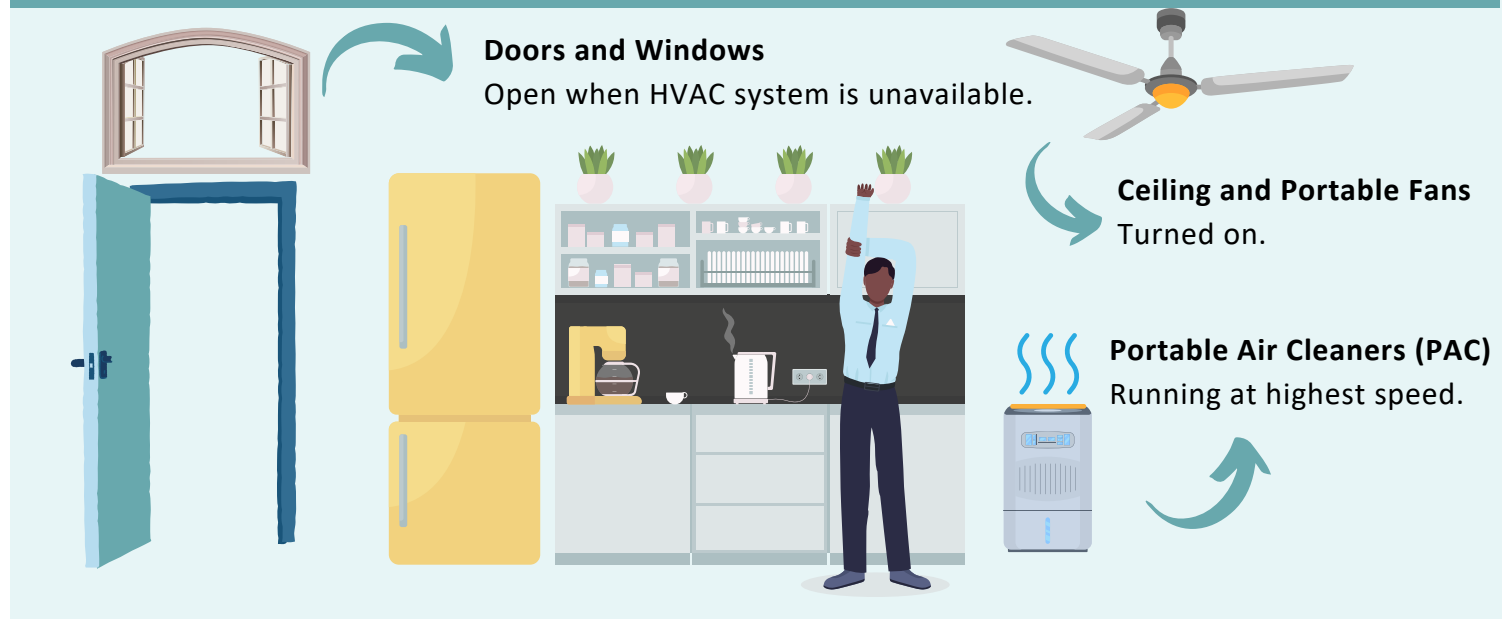
Best

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



Good

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



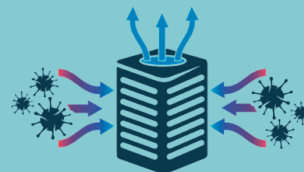
TIPS FOR PORTABLE AIR CLEANERS (PACS)

Follow these 7 tips to help your PAC work its best.

Before purchasing your PAC: Select PACs that use HEPA filters

1. Avoid devices that advertise "ionizer" or "ozone" technology.
2. Know the square feet (sq ft) of your space.
3. Choose a PAC that has a Clean Air Delivery Rate (CADR) that is 2/3 of the room's area (in sq ft).

- For example:
- 15x20ft room = 300 sq ft
 - 2/3s of 300 is 200
 - Buy a PAC with at least 200 CADR



After purchasing your PAC

1. Where you place the PAC in a room matters. Notice the air inlets and outlets on your PAC, and make sure air can flow freely in and out of the unit. Avoid placing the PAC near open doors, windows, and/or directly under vents.
2. Cover the power cord to avoid tripping hazards.
3. Use the PAC at the highest fan setting acceptable for the noise level.
4. Follow manufacturer's recommendations for use and how often to replace the HEPA filter.

TIPS FOR HVACS

- Make sure that vents are open with nothing covering or blocking them.
- Upgrade your filters to MERV 13 or higher.
- Change filters on a regular basis (follow manufacturer recommendations).
- Run systems continuously on "ON" mode instead of "AUTO."
- Only operate the HVAC in spaces or areas that are occupied if you can control it that way. This would reduce energy consumption, minimize equipment wear and tear, and extend the lifespan for filters.
- Make sure systems are regularly inspected and maintained to run properly.
- Inspect the outside air dampers to ensure they are open and the system is bringing in outside air.



Scan the QR code to learn more about indoor air quality.