

# **Covid Secure Workplace Additional Revised Checklist August 2020**

## **Ventilation**

- Is there adequate ventilation in the rooms within the establishment setting to minimise the spread of Covid-19 through droplet or air-borne transmission?
- Where centralised or local mechanical ventilation is present, have re-circulatory systems been adjusted to full fresh air? Where this is not possible, are systems operating normally?
- Where ventilation units have filters present, are enhanced precautions being taken to ensure the safe changing of filters?
- Have ventilation systems been checked or adjusted to ensure that they do not automatically reduce/increase ventilation levels due to differing occupancy levels?
- Have windows and doors been checked to ensure that as many as possible can be opened to improve natural ventilation, where it is safe to do so?
- Please note that the CERG Guidance stipulated that internal fire doors should never be held open (unless assessed and provided with appropriate hold open and self-closing mechanisms which respond to the actuation of the fire alarm system). The Fire Safety Risk Assessment should always be reviewed before any internal doors are held open.