

Ventilation Workplace Checklist

Your employer has a duty to do all that is reasonably practicable to eliminate, or if this is not possible reduce, the risk of COVID-19 in the workplace. Good ventilation is one of the most effective measures that can be taken to reduce the spread of COVID-19 - it can save lives. Use this checklist to see if your employer has done all they can to properly ventilate your workplace.

	Question	Y/N
1	Does your workplace have COVID-Safe Plan?	
2	Does your workplaces COVID-Safe Plan address ventilation as a means of controlling the spread of COVID?	
3	Were workers consulted on the COVID-Safe plan, specifically on steps to improve ventilation in the workplace.	
4	Can you open doors/windows in your workplace to improve Ventilation?	
5	Are doors and windows opened to improve ventilation?	
6	Does your workplace have ceiling fans or a wall mounted air conditioner?	
7	Are these turned on - and air conditioners not run on recycled air - in order to improve ventilation?	
8	Is your workplaces heating, ventilation and air condition [HVAC] system regularly maintained and cleaned by professionals?	

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9	Are the filters in your workplaces HVAC system of F8 grade or higher (this is the grade recommended by the World Health Organization as best practice to reduce the spread of COVID-19)?	
10	Does your workplace have portable filtration units to increase the clean air and reduce the concentration of viral particles?	
11	Are these air purifiers/filtration units equipped with high-efficiency particulate air [HEPA] filters?	
12	Are these filters large enough to filter the entire room? Sometimes two small filters may be required to cover the cubic meter of the entire room (Check your filter specifications for details).	
14	Are exhaust systems in restrooms and other facilities operating at full capacity?	
15	Has a ventilation specialist confirmed with your employer that fresh air flow in the workplace is at least 10 liters per person per second?	

Remember that even if your employer doesn't own the building that you are working in - say for example you work in an office block - they are still responsible for liaising with the building owner to make sure that your workplace is properly ventilated.

You can find more detailed information about ventilation [here](#) including on HVAC systems and your employer's health and safety obligations.

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