



## *Frequently Asked Questions about How to Prevent the Airborne Spread of COVID-19 in the Workplace*

### **What levels of ventilation should we have in our workplace?**

The more fresh outside air coming into the building, the better. [Increase the ratio of outdoor air on your HVAC system as much as possible.](#) [Increasing the amount of ventilation in your building](#) will also bring in more fresh, outside air. A minimum cubic feet per minute (CFM) of about 21 CFM per person is recommended for proper ventilation from your HVAC system. The CFM is a measurement of airflow that tells you how much air volume passes through a fan in one minute. The [World Health Organization](#) provides flow charts explaining how to evaluate your ventilation in a non-residential setting. They recommend opening windows to let proper ventilation before and after occupied times in the workplace, and the use of fans close to an open window.

### **How can I monitor the indoor air quality of my workplace?**

Using a carbon dioxide (CO<sub>2</sub>) monitor inside your building can tell you how much fresh outdoor air is coming in. As people breathe out, they release CO<sub>2</sub>. The CO<sub>2</sub> levels will rise if the room is not well ventilated. If CO<sub>2</sub> levels go over 800 ppm, the ventilation should be increased or the number of people in your building should be decreased. Maintaining the CO<sub>2</sub> levels below 800 ppm through increased ventilation or reduced occupancy will lower the risk of spreading COVID-19 through the air.

### **What type of filters should I use in my HVAC system?**

You should use a [MERV-13 or higher rated filter](#) in your HVAC system, which traps aerosols (tiny particles in the air) of COVID-19. Some older systems may require a lower rating to work properly. Wash your hands after removing the old filter and before replacing it with a new one.

### **Should I get a portable air purifier?**

You can use a portable air purifier with a HEPA filter. They are effective at [removing viruses and particles from the air](#), but should be used in addition to improving your ventilation. They may not be necessary if you already have good ventilation.

### **Do UV lights work? How can I use them safely?**

Yes, germicidal [UV-C lights](#) can kill coronavirus in the air. You can install wall-mounted systems, or you can add the lights directly to your HVAC system. Follow installation instructions to prevent accidental eye and skin injuries.

### **Should I use fogging, fumigation, or electrostatic sprayers to reduce COVID-19 risk?**

We do not recommend using fogging, fumigation, or electrostatic sprayers. Increasing ventilation to bring in fresh air is a better option than adding chemicals to the air of a poorly ventilated room.

### **How many clients should be allowed in my building at one time?**

Although some restrictions are being lifted in Arizona, we still recommend that you limit the number of people in your building. To determine how many people can safely be in your building at one time you must know the square footage of your business.



Put this number into [the calculator of this page](#). The calculator gives the occupancy limit recommendations from the CDC. You can also use our advice about monitoring CO2 levels in your business to determine the number of people you can have in your business under different ventilation conditions.

**What measures should I take if my employees work outdoors?**

While the risk of transmission is [lower outdoors](#), it is still possible. Continue to keep a distance of at least 6 feet between workers. You should wear a mask any time you are not able to stay at least 6 feet away from others.