# Space and Facility Checklist
# Managing risks of respiratory infection in specialist facilities

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## 1.    Introduction

Although we are learning to live safely with COVID-19, it is important that managers continue to follow government guidance to work safely to reduce the spread of respiratory illnesses including flu and COVID-19 and to reduce transmission to avoid causing serious illness to some people.

**Reducing the spread of respiratory infections in the workplace**

Risk assessments should be updated where there are likely to be significant changes to activities or occupancy levels to ensure appropriate measures are in place to manage any ongoing transmission risks.

The following checklist outlines what you need to consider and will provide a baseline level of mitigations that can be supplemented if COVID-19 circumstances change in the future and additional measures need to be implemented.

# 2.   Ongoing control measures

These measures remain the standard precautions for all work areas.

Hygiene

- Wash your hands with soap and hot water before starting work.
- Wash your hands again at regular intervals during the activity.
- Use additional hand sanitisers if you cannot easily access usual hand wash facilities.

Cleaning

- Ensure frequently touched areas are cleaned regularly.
- Avoid spraying liquid cleaner directly onto electrical equipment and switches.

Ventilation

- Where possible, plan work to allow regular periods of fresh air purge (either using mechanical ventilation or opening external windows and doors), particularly in-between different users of a room.
- Portable fans should not be considered as a mitigation measure.

# 3.   Space Checklist

| Factor | Risk Score | Actions to reduce risk. |
|---|---|---|
| 1.  Ventilation | Tick those that apply. | |
| Mechanical ventilation provides fresh air at 8L/S/person. | 1 | |

| | | |
|---|---|---|
| Mechanical ventilation-recirculated | 2 | ▪ Can you introduce additional fresh air e.g., opening windows or operating LEV?<br>▪ Consider installing CO2 monitors to monitor air quality.<br>▪ Consider installing air cleaning units. |
| Natural ventilation-windows & doors can be opened | 1 | |
| Poor or no ventilation | 3 | ▪ Can the work be relocated to a more suitable room?<br>▪ Reduce occupancy levels.<br>▪ Install CO2 monitors to monitor air quality<br>▪ Consider using HEPA air cleaners |

2.   Factors Affecting Ventilation

| | | |
|---|---|---|
| Space allows free air movement throughout. | 1 | |
| Large equipment, machinery or furnishings reduce air circulating | 2 | ▪ Consider installing CO2 monitors in areas of low air flow. |
| Features that could cause stagnant air e.g., main lab annexes, storage areas or work bays. | 2 | ▪ Reduce occupancy in areas of reduced air flow.<br>▪ Consider using Co2 meters in these areas to monitor air quality. |

3.   Room Size

| | | |
|---|---|---|
| LARGE accommodates 11m$^3$ space per person (ceiling heights>3m should be | 1 | |

| | | |
|---|---|---|
| considered as 3m for the calculation)<br><br>MEDIUM<br>May not provide 11m$^3$ per person but all workers have clear access to workstations and travel routes within the lab. | 1 | |
| SMALL<br>Does not provide 11m$^3$ per person, access within the room may be restrictive. | 3 | • Check ventilation meets mechanical ventilation requirements or can be well ventilated with outside air through open windows.<br>• Ensure individuals can maintain distance between workstations.<br>• Arrange workstations either 'side to side' or 'back-to-back'.<br>• Can you reduce occupancy levels? |

4. Occupancy Pattern (under normal operations)

| | | |
|---|---|---|
| Consistent occupancy throughout day. | 1 | • Occupants should take regular breaks during the day and air the room during breaks |
| Fluctuating occupancy levels | 2 | • Occupants should take regular breaks during the day and air the room during breaks.<br>• Ensure the room is aired between users.<br>• Ensure equipment and high touch point areas are cleaned between users. |
| Several groups of users during the day, who occupy for long periods | 2 | |
| High throughput of different users, occupy for short periods. | 3 | • Check ventilation meets mechanical ventilation requirements or can be well ventilated with outside air through open windows<br>• Ensure the room is aired regularly during the day whilst unoccupied.<br>• Ensure equipment and high touch point areas are cleaned frequently.<br>• Consider one-way systems and manage access to reduce congestion. |

### 5. Activities

| | | |
|---|---|---|
| Activities involve frequent movement around the room | 2 | • Can work be planned to reduce contact between individuals<br>• Can some work be carried out at dedicated workstations to reduce the need to move around the room. |
| Static /dedicated workstations, | 1 | |
| Activities involve exertion, exhalation - aerosol generating activities. | 3 | • Can participants maintain distancing?<br>• Minimise the number of participants.<br>• Ensure equipment is frequently cleaned between users. |
| Close Contact work required. | 3 | • Limit time spent in close contact to a minimum<br>• |
| Low temperature Environment e.g., cold room | | • Reduce occupancy<br>• Can the room to be purged between users. |
| Participant trials, visitors, contractors | 2 | • Ensure all visitors receive induction and information on the current working arrangements.<br>• Ensure adequate breaks between visitors to allow cleaning of equipment and high touch point areas and to let the room air between visitors. |

➢ Score ≤ 8      Implement recommended measures for each factor where appropriate.

➢ Score > 8      These areas may need a further detailed risk assessment of both the room factors, occupancy levels and the activities undertaken within the room.