

Capacity Limits and Ventilation – February 2022

Inhalation transmission is a main route of COVID 19 transmission. Having highly populated areas with poor levels of ventilation increases this risk. Whilst COVID 19 is still present the good practice detailed in this guide will remain relevant.

Capacity Limits

Capacity Limits are typically stated on identified rooms such as meeting rooms, offices, canteens, kitchens etc. It is strongly advised that:

- 1) All rooms at your site have a calculated capacity limit based on its size
- 2) The measurement should still be the ability to effectively social distance at 2metres from colleagues whilst seated.

Large spaces such typical showrooms and workshops do not require a stated capacity limit due to their size, expected capacity and good levels of ventilation. If you have smaller more compact showrooms or closed off workshop bays you may need to consider a capacity limit. If you are holding an event in a showroom that entails a large amount of people attending at once a capacity limit is required.

If you are working with others within a room with a stated capacity limit then you must don a face covering.

Ventilation

The greater the ventilation in a space the greater the air changes. More air changes reduces the possibility of you breathing in exhaled air from someone else who may have COVID 19. For all working spaces:

- 1) Attempt to perform tasks in fresh air/outside when possible
- 2) If meeting in large groups do it outside or in a well ventilated space
- 3) Keep windows and doors open whenever possible
- 4) Ensure any air conditioning systems are set to not recirculate air

Increased ventilation lowers the risk of transmitting any type of virus/illness from one person to another. In turn maximising ventilation should be a practice being adopted beyond the pandemic.