COVID-19 spreads more readily indoors compared to outdoors because of a higher concentration of viral particles. Good ventilation strategies can help reduce viral particle concentration.

**Tips to Help Improve Indoor Air Quality in your Facility**

When your facility uses heating, ventilation, and air conditioning (HVAC):
- Improve air quality by installing a higher efficiency filter
- Set HVAC system fan to ON not AUTO.
- Run HVAC system for 2 hours before/after building is occupied
- Include as much outdoor air as safely allowed
- Ensure HVAC system is working properly and routinely serviced

**Warning:** The use of higher rated filters requires greater air pressure from system. Contact HVAC professional for guidance on if current system can handle the added stress.

When your facility safely uses natural ventilation (outdoor air and fans):
- Open windows and doors to increase outdoor ventilation
- Use child-safe fans at open windows
- Position fans in a way that removes contaminated air
- Consider having more outdoor activities
- Do not open windows/doors if either pose a risk to health and/or safety

**DID YOU KNOW?**
- Portable HEPA air cleaners may be used to enhance air cleaning when possible.
- If you are considering the use of a portable HEPA air cleaner, confirm the room square footage the cleaner can effectively cover when in use.

**QUICK TIPS**
- Keep kitchen and restroom exhaust fans operating all day, when building is occupied.
- Ensure air filters, for HVAC systems, are the right size and not used longer than their recommended service life.
- Routinely clean the dust build-up found on fan blades and ventilation intake covers from increased ventilation usage.

**STAY SAFE**
- Increased ventilation and filtration help to reduce but not totally eliminate the risk for exposure.
- Wear mask as much as possible to protect yourself and others.

For more information and resources, please visit:
- www.neha.org/et-topic/covid-ec-collaborative

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