Agenda

- Management Overview
- Controlling Risks in re-occupying Buildings
- BESA SFG30
- Guidance and Good Practice
- REHVA Guidance
- RIDDOR
- Resources and Information

All actions need to be itemised, dates recorded for when actions are due, dates recorded when actions were completed and signed off on completion.
Management of Reactivation

- Build a plan with owners, stakeholders and timescales
- Consider Government, HSE, legislation and sector advice
- Business drivers
- Take a risk based approach, managed and monitored throughout the change/transition period
- Ensure effective communications
Covid 19 – Risk assess

1. Appoint a Workstream Lead
2. Implement a Technical Audit/Survey
3. Evaluate the survey & PPM position
4. Review risk assessments
5. Align SFG20 or SFG30 tasks
6. Consider level of recommission
7. Develop ongoing FM strategy
Example control measures for HVAC, Ventilation, Filtration (Purification):

- Run vent / AC systems on full fresh air where possible
- Extend mechanical vent operation times
- Systems with CO2 set points should be set at 400ppm to increase outside air delivery*
- Ventilation should be kept on for longer, with lower ventilation rates when people are absent
- It is not recommended to switch vent systems off in any buildings, even those temporarily vacated, but operate them continuously at reduced speeds*
- Recirculation of air between spaces, rooms or zones occupied by different people should be avoided
- Ensure users are aware of the impact of changing ventilation controls
- Constantly Review Risk Registers in consideration (emerging) COVID 19 risks and updates

* CIBSE - Coronavirus COVID-19 and HVAC Systems
Controlling risk in re-occupied buildings

Further HVAC, Ventilation, Filtration (Purification) considerations

• Ensure ventilation grills are not blocked*
• Minimise airborne contaminants through proper and effective filtration and regular maintenance
• Viral material that settles in ductwork will become unviable over time
• For cleaning or planned maintenance of ventilation systems, follow industry guidance, socially distance, wear appropriate PPE and dispose of materials safely*
• Consider air cleaning and disinfection devices in poorly ventilated spaces with high occupancy
• Following TR-19 for ventilation systems cleanliness will reduce the risk of contamination and demonstrate due diligence
• Carry out water hygiene risk assessments in line with L8 to ensure Legionella controls are maintained
• Consider additional control measures for toilets and wash room facilities in line with REHVA guidance
• Constantly review risk registers for emerging COVID 19 risks and updates

* CIBSE - Coronavirus COVID-19 and HVAC Systems
When developing a building reinstatement plan

- Ensure assets are brought back to full operation together
- Plan resources and materials/parts
- Engage supporting 3rd party specialists early
- Review regularly in light of information and circumstantial changes
- Communicate Plan
- Ensure all building aspects are Compliant before reoccupation
COVID 19- Broader considerations for the reactivation of buildings

- Update risk assessments
- Assign property usage level – retained occupancy, partial occupied, mothballed
- Review SFG20 requirements
- Consider SFG30 services reactivation
- Water sampling
- Change air filters
- Review PPM maintenance control procedures
- Examine drainage systems
- Operation checks on Fire and Access control systems
- Lift test
- Record & Log evidence
- Thermal image electrical check distribution boards
- Refer to BESA/ECA Guidance note GN1

Produce information sheet

Operation checks on Fire and Access control systems
# Examples of additional measures in offices

## Entrance Controls
- Single point of entry
- List of all occupants & date of return
- Clear routing around the building
- Additional staff to guide
- Temperature check prior to entry
- Mask wearing
- Manage lift density

## Deep Cleaning
- Sanitise building before opening
- Monthly deep cleaning
- Hospital grade disinfectant in public areas

## Visitor Controls
- Number of visitors limited
- Visitors approved prior to arrival
- All deliveries left outside

## Other measures
- Increased information for occupants
- Hand sanitiser throughout building
- Food order & delivery
- Holding room for suspected cases
COVID-19 Broader guidance

- Adopt flexible working practices - split employees into two or more groups to reduce density
- Temperature checks
- Provide masks, gloves and hand sanitiser
- Install signage about good personal hygiene
- Ensure contact details are up to date
- Review working practices and balance space utilisation with staff health and safety
- Suspend non-critical business travel and events
- Monitor the situation
- Provide instructions on what to do if an employee develops symptoms
You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- an **unintended incident** at work has led to someone’s possible or actual exposure to coronavirus.
- a worker has been **diagnosed** as having COVID 19 and there is reasonable evidence that it was caused by exposure at work.
- a **worker dies** as a result of occupational exposure to coronavirus. You must report workplace fatalities to HSE by the quickest practicable means without delay and send a report of that fatality within 10 days of the incident.
Covid-19 Information & Resources

- BESA Guidance & Support Regarding COVID-19 / Coronavirus [https://www.thebesa.com/covid19](https://www.thebesa.com/covid19)
- BESA TECHNICAL AND HEALTH & SAFETY ADVICE and HSE Coronavirus (COVID-19): latest information and advice
- CIBSE Journal Preventing Covid-19 spreading in buildings
- AIRAH Common questions about COVID-19 and air conditioning and refrigeration systems
- BESA guidance CORONAVIRUS & WORKING ON SITE
- Government Coronavirus (COVID-19): what you need to do
- NHS Advice for everyone - Coronavirus (COVID-19)
- The World Health Organization: Modes of transmission of virus causing COVID-19: implications for IPC precaution recommendations
- Centre for Disease Control and Prevention Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)
- National Centre for Biotechnology Information Modeling the airborne survival of influenza virus in a residential setting: the impacts of home humidification.
- The New England Journal of Medicine Aerosol and Surface Stability of SARS-CoV-2 as Compared with SARS-CoV-1
Covid 19 – Return to Work Summary

- Appoint Workstream Leader
- Survey
- Risk Assess
- Prepare re-occupation plan
- Statutory maintenance & Covid19 Control Measures
- Re-commission as required
- Communicate
- PPE
- Keep records
- Continuous Evaluation
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Thank you
Panel Questions

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