

## Covid-19 Camden School for Girls Ventilation Policy

In order for the school to reduce risk associated with the potential for airborne aerosol transmission of SARS-CoV-2 the school has encouraged ventilation via opened windows and doors since March 2020.

The main principle of ventilation advice is to ventilate spaces as much as reasonably possible with outdoor air. These naturally ventilated spaces are mainly achieved using the windows and vents.

Because of the nature and age of the school buildings we have been able to ventilate the school spaces well and keep a large number of windows and doors open all through the day. In hot weather large numbers of opened windows were required to keep the buildings well ventilated and cool. During the colder months ahead the amounts of energy required to heat the volumes of outdoor air needed in the summer will be energy intensive and may not be possible with the heating systems we have in place. During the winter months the natural forces that drive air through these openings (wind and indoor/outdoor temperature differences) are greater and therefore windows do not need to be opened as wide and not as many windows need to be opened.

In the winter the following actions should be followed to reduce risk to students and staff by ensuring ventilation is still present but building temperatures are comfortable.

- High level windows **only** should be opened rather than low and high level windows at the same time. This enables more mixing of the outdoor air with indoor air before reaching the classrooms and shared office spaces. This then reduces possible airborne risk in classrooms and shared office spaces
- Blinds should not all be pulled down over open windows and vents as this blocks the movement of outdoor and indoor air and reduces fresh air being introduced into the teaching and shared office spaces. Blinds must also not be pulled down when it is windy outside.
- Windows and vents must not be completely closed when classrooms and shared office spaces are occupied as this will reduce ventilation. At least two windows must be open when the room is in use.
- Classroom doors should be kept open if ventilation needs to be increased in classrooms and shared offices. Cross ventilation can be achieved if windows are only available on one side of the room by opening doors. Fire doors and classroom doors must not be propped open with fire extinguishers or door wedges. 'Dorgards' must be requested if the doors need to be kept open to increase ventilation.
- The small vents in room 0.2 must be open for ventilation at all times and the reception doors in the 'Bistro' area must be kept open if the 'office' is not in use as this increased ventilation in room 0.2.

- Offices with no window ventilation should be used with the door left ajar and a fan on. (Room S4). The tiny office on the top floor of the Sixth Form Building should not be used.
- Ventilation in rooms 0.3 and 0.4 in the main building must be increased by keeping the classrooms doors open. Both rooms have some windows that must be open at all times.
- Opening windows may result in draughts in classrooms and offices. Higher open windows and open windows not directly in front of desks can reduce draughts. Warmer clothing will be needed as the outside temperatures decrease.
- Window restrictors are necessary to reduce the risk of falls from upper floors and injuries when people outside are walking past open windows on the ground floor. Interference with window restrictors is not allowed.

Please see also:

[Ventilation and air conditioning during the coronavirus ... - HSE](#)