Guidance on improving ventilation and indoor air quality in buildings amid the COVID-19 situation

For air-conditioned spaces with mechanical ventilation provision (e.g. office buildings, shopping malls)

- Ensure ventilation systems are in good working order
- Maximise fresh air intake
- Purge indoor air daily before occupancy
- Reduce indoor air recirculation
- Keep toilet exhaust fan running

For enclosed air-conditioned spaces without mechanical ventilation provision (e.g. retail shops with split-unit air-conditioners)

- Open doors/windows frequently
- Consider window-mounted fan systems
- Keep toilet exhaust fan running
- Ensure intact water seal in sanitary system

For naturally ventilated premises (e.g. coffee shops, markets, dormitories)

- Keep windows and/or doors open
- Install outward-facing fans at windows to increase ventilation
- Keep toilet exhaust fans running; consider window-mounted fans
- Ensure intact water seal in sanitary system