Agenda

• Poll
• CBI Update
• Roadmap to recovery
• Bounce-back loans open today
• REFCOM & Which
• Poll results
• Reactivation of buildings – Geoff Prudence, Giuseppe Borgese, Ian Giles
• Q&A

POLL

How prepared for reactivation are buildings you are responsible for maintaining?

• Very prepared – we have continued all maintenance
• Partially prepared – some maintenance has been done but some reactivation work will be required
• Totally unprepared – significant re-activation work will be required
Only refrigeration and air conditioning contractors who hold a REFCOM certificate will appear on the Which? Trusted Trader list from now on.


Big thanks to:
Gary Woodward | Managing Director
Airconco (UK) Ltd
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

Appoint a Workstream Lead

Implement a Technical Audit/Survey

Evaluate the survey & PPM position

Review risk assessments

Align SFG20 or SFG30 tasks

Consider level of recommission

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 SFG20 requirements
- Consider SFG30 services reactivation
- Water sampling
- Change air filters
- Produce information sheet
- Review PPM maintenance control procedures
- Examine drainage systems
- Operation checks on Fire and Access control systems
- Lift test
- Record & Log evidence
- Refer to BESA/ECA Guidance note GN1
- Thermal image electrical check distribution boards
Examples of additional measures in offices

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

**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

**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]
• 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
• Federation of European Heating, Ventilation and Air Conditioning Associates COVID-19 Guidance and REHVA’S Guidance document V2
• 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
Helpdesk
sfg20.info@theBESA.com
Telephone +44 (0)1768 860459
Open 9am-5pm, Monday-Friday
Thank you
Panel Questions

Giuseppe Borgese
Building Engineering Services Consultant
SFG20 Executive

Ian Giles
Technical Consultant
Director Encred Engineering Asset Management

Geoff Prudence
Director/Chairman
Property, FM & Building Services Groups
Webinar Programme

**Tuesday 5th May** – Ventilation & air conditioning: prevention of recirculation and optimisation of air movement

**Wednesday 6th May** – Was to be contractual special now next week - TBC

**Thursday 7th May** – Dame Judith Hackitt

Send in your questions for Dame Judith Hackitt to [covid19@thebesa.com](mailto:covid19@thebesa.com) today
Thursday 7th May
Dr Chris Owen, Manager, Customer Technical Services at Tata Steel Tubes.

Reducing risk when specifying building and industrial services pipework.

Sign up on www.theBESA.com/COVID19

This survey relates to Q1 2020 (January 1 - March 31 2020).

The following questions should take no longer than 5 minutes to complete, and completing the survey will give you an opportunity to enter our free prize draw to win £200 of Amazon vouchers.

The four trade bodies combined represent around 8,000 organisations working mainly in construction and maintenance. The entire engineering services sector represents some 40 per cent of UK construction and maintenance turnover.

The results of this survey will help the ECA, BESA, SELECT and SNIPEF actively represent the interests of our members, and will help us gain a high level of recognition of the sector with key stakeholders, including government.

Your answers to this important industry survey are completely confidential.

The survey closes on Thursday May 7 2020 at 5pm.

Many thanks in advance for your time and input.
SUPPORT FROM BESA

www.thebesa.com/covid19
• Access lots of guidance
• Latest news
• Slides and recording available on the website
• Daily webinar – forward programme and signup
• Facebook page for furloughed workers
• New Lockdown learning

covid19@thebesa.com
• Email to send queries to
• If you want to join the WhatsApp group email us your mobile
Thank you

www.thebesa.com/covid19

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