COVID crisis management team

Ventilation concept for university operation

Version: 19 May 2021

1 Basics

COVID-19 manual for safe and healthy work (Handbuch COVID 19 – Sicheres und gesundes Arbeiten, in German) (Ministry of Labour and Austrian Labour Inspectorate)

COVID-19 guidelines for safe higher education operations (COVID 19 – Leitfaden für den gesicherten Hochschulbetrieb, in German) (Ministry of Education, Science and Research)

The applicable rules of conduct and hygiene rules of the University of Vienna. On 19 May 2021, these rules specify the use of FFP2 face masks in rooms in which more than one person is present at the same time. These masks are equally efficient as an EPA filter of the class E12 (efficient particulate air) with a filtration efficiency of 99.5 %.

The ventilation concept for the premises depends on the room’s ventilation type.

In course rooms, the Facility and Resources Management service unit provides a description of the ventilation type, including instructions. The description contains information whether the room has a central ventilation system or window ventilation.

2 Rooms with a mechanic ventilation system

The rooms have a central ventilation system that guarantees sufficient air exchange.

For example: AudiMax in the Main Building

Facility and Resources Management is responsible for the operation of the ventilation systems.

The ventilation systems operate according to the following principles:

- The ventilation system exclusively uses fresh air. Any air recirculation function has been deactivated.
- The minimum amount of fresh air is based on the workplace ordinance and/or the amount of CO₂ in the ambient air if the system is equipped accordingly.
- Facility and Resources Management or the commissioned specialist companies centrally manage the regulation, operation and maintenance of the systems. Regular inspections and regular filter changes are guaranteed.
- Extension of the operating duration beyond the pure usage duration (appropriate lead time and lag time).
- The air can be additionally humidified in very rare cases due to inadequate technical preconditions. If central humidifiers are in place, they are used.
3 Rooms without a mechanic ventilation system

Rooms without a central ventilation system must be ventilated by opening the windows.

For example: Offices, small seminar rooms and lecture halls

If the windows cannot or can only hardly be opened, such as in

- sanitary facilities,
- corridors and staircases,

the use of FFP2 face masks is mandatory. The applicable rules of conduct and hygiene rules also specify the mandatory use of FFP2 face masks if more than one person is present in a room.

The persons using the room are responsible for airing the room. The persons using the room are requested to open (and close) the windows to ensure sufficient exchange of air. In the course rooms the following principles of ventilation by opening the windows apply:

- Open the windows for 15 minutes before using the room.
- Open the windows for at least 5 minutes per hour during courses.
- If possible, open both the windows and the doors to enable cross ventilation.

4 Air recirculation units without fresh air supply

Some rooms are equipped with cooling units on the ceiling or the wall that control the room’s temperature by cooling and circulating the air. Fresh air is not supplied. These units are operated depending on the cooling or (rarely) the heating requirements.

For example: Air recirculation cooling units in laboratories.

Principles of operation:

- The devices are equipped with filters. Facility and Resources Management is responsible for the maintenance and cleaning of the filters.

5 Mobile air cleaners:

Due to the current mandatory use of FFP2 face masks, the installation of additional mobile air cleaners is not expedient.

6 Rules of conduct at a glance

- You do not have to regulate the central ventilation systems.
- Open the windows and doors to ensure sufficient ventilation (see item 3).
- Observe the maximum number of persons permitted in a room.
- If you have any questions or experience problems with air quality, please file a ticket under https://rrmcafmapp.rrm.univie.ac.at/
- Adhere to the applicable hygiene rules and rules of conduct