

Creating Safer Air Movement for Cooling with Consideration of COVID-19

During the warmer months of the year facilities need to provide cooling for building occupants when air conditioning units and central heating, ventilation, and air conditioning (HVAC) systems are not available to provide a cool indoor environment. In this situation open windows and portable fans are often used to provide comfort for building occupants. The purpose of this document is to provide guidance on safer ways to create air movement for cooling when air conditioning units and a central HVAC system are not available.

In order of preference, the following are recommended:

1. Open windows. This can create cooling without recirculating indoor aerosols.
2. Position a box fan in the window to blow exhaust air out and leave an adjacent window open. This will cause cooler air to move in as shown below:



3. Position portable fans either at knee level, or at the top of the room (ceiling fans may also be used). Avoid blowing air across the breathing zone of room occupants.

Other Important considerations:

1. Pulling window shades closed through the morning and early afternoon will help keep the inside areas cool by decreasing the radiant heat load.
2. If fans are placed at knee level it is important to make sure floors are mopped or HEPA-vacuumed daily to avoid resuspending any dust settled on the floor.
3. If fans are used in a resident room it is safer to close the door to avoid pushing aerosols into the hallway.
4. If fans are used in congregate areas where people are not wearing masks, consider placing portable HEPA units in the area.
5. A regular cleaning schedule must be implemented for all portable fans. Cleaning should be conducted at least once a week and should include a wipe down of fan blades where dust accumulates.

6. For guidance on safe ventilation practices to prevent the spread of COVID-19 please consult the DOH ventilation guidance: [VentilationGuidance.pdf \(wa.gov\)](#)

More COVID-19 Information and Resources (Please maintain this section at the end of all documents)

Stay up-to-date on the [current COVID-19 situation in Washington](#), [Governor Inslee's proclamations](#), [symptoms](#), [how it spreads](#), and [how and when people should get tested](#). See our [Frequently Asked Questions](#) for more information.

A person's race/ethnicity or nationality does not, itself, put them at greater risk of COVID-19. However, data are revealing that communities of color are being disproportionately impacted by COVID-19. This is due to the effects of racism, and in particular, structural racism, that leaves some groups with fewer opportunities to protect themselves and their communities. [Stigma will not help to fight the illness](#). Share only accurate information to keep rumors and misinformation from spreading.

- [WA State Department of Health 2019 Novel Coronavirus Outbreak \(COVID-19\)](#)
- [WA State Coronavirus Response \(COVID-19\)](#)
- [Find Your Local Health Department or District](#)
- [CDC Coronavirus \(COVID-19\)](#)
- [Stigma Reduction Resources](#)

Have more questions? Call our COVID-19 Information hotline: **1-800-525-0127**

Monday – 6 a.m. to 10 p.m., Tuesday – Sunday and [observed state holidays](#), 6 a.m. to 6 p.m. For interpretative services, **press #** when they answer and **say your language**. For questions about your own health, COVID-19 testing, or testing results, please contact a health care provider.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 ([Washington Relay](#)) or email civil.rights@doh.wa.gov.