

IMPROVE **VENTILATION** TO REDUCE THE SPREAD OF **COVID-19**

- **open windows** and **doors**
- **increase air flow** by turning on ceiling fans, heating or air-conditioning
- **adjust the settings** on heating and air-conditioning systems to bring in more fresh air
- **service** heating and cooling systems regularly
- **consider** using portable filtration units
- **limit** the number of people in a space
- **move activity outdoors** when possible

Your business is not required to follow these tips, however **they will help reduce the risk of COVID-19.**

For more information, visit
[CORONAVIRUS.vic.gov.au/ventilation](https://coronavirus.vic.gov.au/ventilation)

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