

CO2 Monitor Guidance Note

Good Ventilation is a key control in reducing the risk of COVID transmission. A range of methods are in place to measure and [improve ventilation](#) at the university and this includes the provision of CO2 monitors in some spaces.

CO2 monitors can provide a guide to the adequacy of ventilation within a space and help identify poorly ventilated areas.

- Measurements must be considered over a defined period, to give a holistic representation of ventilation levels in the space. Results taken at a snapshot in time, can be misleading.
- Do not interfere with the monitors in any way, by moving them, altering settings, or breathing closely on the devices as this can lead to misleading results.

Raised CO2 levels are not a direct measure of possible exposure to COVID-19.

Below is a list of CO2 measurements and guidance on how the spaces can be managed in line with those readings.

CO2 reading in parts per million (ppm)	Action required
400ppm or below (Green indicator on NDIR monitor)	Report to estatesadmin@swansea.ac.uk using the template provided below. This is more representative of outdoor areas. The monitor may be faulty or in the wrong location. Monitor to be relocated by E&FM to review readings.
400-800ppm (Green indicator on NDIR monitor)	Space is likely well ventilated. No further action required. Continue to monitor readings for any significant changes.
800ppm-1500ppm (Amber indicator on NDIR monitor)	Elevated levels of CO2 in the space. This is not a cause to vacate or stop activity. <ul style="list-style-type: none"> • Open doors (not fire doors) and/ or windows where possible • Continue to monitor levels as the session progresses, to check for significant changes.
1500ppm and above (Red indicator on NDIR monitor)	If these readings are noted at the beginning of a session or remain consistent over a 15 minute period, take the following action: <ul style="list-style-type: none"> • Open doors (not fire doors) and windows that are not already open • Reduce the room capacity/ vacate the room for 15 minutes or so the CO2 levels drop back to below 1500ppm • Consider the activity – is it contributing to the increased CO2 i.e. exercise, shouting, singing and aerosol generating activities

Please report any consistently high amber or red readings to estatesadmin@swansea.ac.uk using the template below:

CO2 Monitor Asset number	CO2 Monitor reading (PPM)	Building	Room Number	Time of day	Number of people in the space