MINUTES

1. Welcome and Introductions
   The Chair welcomed everybody to the meeting. The attendees introduced themselves. Prof Mark Ferguson outlined the role of the Group and thanked everyone for being involved.

2. Remit / Terms of Reference
   The Group discussed the draft terms of reference. The Chair will edit to incorporate the comments raised which included; provide advice on ventilation in homes, cars and other modes of transport, remove line on identifying organizational structures (point 5), reviewing public health information on how the virus is spread and advise on changes to ensure compatibility with guidance on ventilation.

3. Priority Actions
   A document was presented outlining possible priority areas for consideration by the Group. Following discussions it was decided to prioritise the following areas for attention: nursing homes, schools, homes and cars, hospitals/healthcare environments, residential accommodation (private and institutional), risk assessment tools. The following sub-groups were organised during the meeting: Nursing Homes, Schools, risk assessment tools (university-led). The Chair will follow up with individuals to identify members for the sub-groups.
The Group recognised that input or feedback from people working in government departments and bodies would be beneficial. As work progresses, the Group will look to involve others when required. It is noted that the Health and Safety Authority (HSA) are a key stakeholder as they have statutory responsibility for health and safety in the workplace. In relation to healthcare environments, it would be important to liaise with AMRIC and HIQA.

4. **First letter/report to NPHET**
   Discussion: first letter/report should deliver a clear statement on the importance of airborne spread of the virus and the role of ventilation in reducing this transmission pathway. It should include the list of members (highlighting the multidisciplinarity) and outline the terms of reference.

5. **Discussion of the latest HPSC document on non-healthcare building ventilation during COVID-19**
   Deferred.

6. **Any Other Business**
   None.

5 February 2021