SIGNAGE

Recommended uses and posting guidance

August 2020
HEALTH & SAFETY COMMUNICATIONS

To support the education and awareness of our new campus guidelines, campus is providing new operational signage for your building and work units. This applies only to the interior building spaces.

Help students and employees in your workspace stay safe during the COVID-19 pandemic by promoting campus health and safety communications.

ORDERING SIGNAGE

Access the COVID-19 Response Self-Service Sign Shop to order these premade signs in signage bundles or as individual sign orders with all costs covered by central campus. Fasteners for mounting will be included in the packages.

BEST PRACTICES FOR POSTING SIGNSindoors

This guidance is intended to assist in the posting of the COVID-19 Response signage within interior spaces on campus. Understand recommended uses and posting guidance so that you can place signage in your area in a safe and effective manner. These instructions and recommendations encompass the following best practices:

— Recommended locations and placement
— Materials for hanging signage
— Quantity of signage per area
BEST PRACTICES: ALL INDOOR SIGNAGE

Read the room

Place signage in a highly visible location—but keep aware of how much signage is visible in any one area. Help us minimize signage overload which can cause sign-reading apathy for those on campus.

Steer clear of wood & upholstered surfaces

Please do not adhere signage to surfaces made of wood or upholstered surfaces, including furniture and acoustic wall panels.

Consistency is key

Post consistently within and throughout rooms, where possible.

Mounting height

Mount signs so that the top of the large red lettering (heading) is 60 inches above the floor.

See visual above.

Mounting height specifications are recommended best practices for all signage and a requirement where noted.
CLEANING PROTOCOLS SIGN

CLEANING & DISINFECTION
A Team Effort

Keep your personal and shared workspaces clean

Make sure surfaces are visibly clean before applying disinfectant

Wipe down any high-contact surfaces and shared equipment with disinfectant supplied

Examples: Shared tables, light switches, door knobs, countertops, desks, phones, touchscreens

RECOMMENDED USES & POSTING GUIDANCE

– Post in shared workspaces such as copy rooms and open office layouts

– Place near groupings of workstations and/or near cleaning and disinfection supplies

– Hang on wall using Command Strips (preferred method)

– Use a maximum of one per wall, area, or room

– Reminder: position the sign so that top of the large red lettering is 60 inches above the floor (recommended)
CONFERENCE ROOM ETIQUETTE SIGN

MEETING ETIQUETTE

Wipe down equipment and surfaces before and after use
Record attendance for contact tracing
Use your own pens, markers, computers, and other equipment

RECOMMENDED USES & POSTING GUIDANCE

— Post in conference rooms and other meeting areas
— Hang on wall using Command Strips
— Locate in a highly visible place inside room – i.e. on whiteboard
— Use one sign per conference room
DON’T MOVE FURNITURE SIGN

RECOMMENDED LOCATIONS

- Post in public areas within buildings, common seating areas, and in offices that contain furniture
- Also consider placing in wide corridors, lobbies, reception, and other areas containing—or adjacent to—rooms with furniture
DON’T MOVE FURNITURE SIGN (CONT’D)

RECOMMENDED PLACEMENT

— Place signage near furniture that has been rearranged to allow physical distancing, which includes places near:

  • non-occupiable tables
  • non-occupiable chairs (stacked chairs, seating turned backwards)
  • seating, tables, or other furniture otherwise marked off as unusable

— Place on walls above tables and seating groups

— Be aware of how much signage is visible in any one area

POSTING GUIDANCE

— Hang using Command Strips

— Please do not adhere to furniture itself

— Consider using stanchions to block off furniture in open areas
HANDWASHING STEPS SIGN

STOP THE SPREAD. WASH YOUR HANDS.
Follow these 5 steps every time.

1. Wet your hands.
2. Apply soap and lather.
3. Scrub for at least 20 seconds.
4. Rinse well.
5. Dry your hands.

RECOMMENDED USES & POSTING GUIDANCE

— Post in all building restrooms to encourage best practices for hygiene and to facilitate awareness of campus health & safety requirements

— Note that this sign is meant to replace the small yellow ones that were previously installed in restrooms. Place in the same locations that previous yellow handwashing signs were located.

— Use the sign’s self-adherent backing to post.
INTERIOR ENTRANCE – HELP KEEP CAMPUS HEALTHY & SAFE SIGN

LOCATION & USES

— Post consistently at each building entrance to encourage campus health & safety best practices for all who enter campus buildings

— Place within lobbies, just inside the entry doors to the right and/or in vestibules at each entrance

— Use an appropriate number of signs for each entrance:
  
  • When there are one or two entry doors: use one sign per entrance
  
  • When there are three or more entry doors, use two signs per entrance

POSTING GUIDANCE

— Mount on board and set on an easel
KEEP RIGHT SIGN

RECOMMENDED LOCATIONS

— Place in corridors and in other high-traffic indoor spaces to help avoid congestion

RECOMMENDED PLACEMENT

— Locate signs where perpendicular corridors meet and at the beginning and/or end of corridors

• in long corridors, post one or two additional signs spaced evenly along the length of the corridor
**KEEP RIGHT SIGN (CONT’D)**

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**RECOMMENDED PLACEMENT (CONT’D)**

— Place signage in stairwells

- Determine whether needed in two-way stairwells on a case-by-case basis.

- If needed, place a sign:
  - in stairwell landings on wall opposite stairs, and
  - on corridor-side wall near doors leading to enclosed stairwells

  — Place in highly visible locations with awareness of overall quantity of visible signage in any one area.

  - As mentioned: this helps to prevent signage overload

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**POSTING GUIDANCE**

— Note that this sign must be posted so that top of the large red lettering is 60 inches above the floor (required)

— Hang on walls using Command Strips
KITCHEN–BREAKROOM ETIQUETTE SIGN

RECOMMENDED LOCATIONS

— Post in all of these places (where possible):
  • kitchens
  • break rooms
  • any room that houses:
    • food storage refrigerators
    • microwaves
    • seating dedicated to eating (not related to food service or similar)

— Use one sign per room

RECOMMENDED POSITIONING

— Position in one of these locations (when possible):
  • above sink
  • on upper cabinet door (unless cabinet is wood)
  • above countertop microwave

POSTING GUIDANCE

— Hang on wall using Command Strips
— Place so bottom of sign is 1 inch above bottom of cabinet door (recommended)
PHYSICAL DISTANCING WALL SIGN

RECOMMENDED LOCATIONS

— Post in public areas within buildings where people may gather, including in any of the following recommended locations:

- wide corridors
- lobbies
- open reception areas
- outside restrooms or elevator lobbies

— Use one sign per area, but consider that more than one sign may be appropriate in large lobbies or other large indoor areas

POSTING GUIDANCE

— Hang on wall using Command Strips
SYMPTOM TRACKER SIGN

RECOMMENDED LOCATIONS

— Post in high-traffic indoor areas to facilitate awareness of campus health & safety requirements. Recommended locations include:

  • in reception areas, break rooms, and kitchens
  • within open office layouts in high-traffic areas

RECOMMENDED PLACEMENTS

— Place in areas including:
  • on paper towel holders
  • near hand dryers in restrooms

  — Place near any other shared-use areas, equipment, or other common space

POSTING GUIDELINES

— Hang using Command Strips

KNOW THE SYMPTOMS

Stay home if you experience the following

Fever (100.4 F/38 C) or chills
Fatigue
Muscle or body aches
Headache
Congestion or runny nose
Nausea or vomiting
Diarrhea (multiple episodes of loose or watery stools)

Cough
New loss of taste or smell
Sore throat

Shortness of breath or difficulty breathing

Track your symptoms at healthscreen.wisc.edu.
WATER FOUNTAIN SIGN

HELP STOP THE SPREAD.

Avoid drinking directly from fountain

RECOMMENDED USES & POSTING GUIDANCE

— Post above every indoor water fountain or group of water fountains
— Hang on wall using Command Strips
— Place centered, above the bottle filler (if applicable)
— Place centered above tallest water fountain (if there is no bottle filler)
Outdoor Spaces

SIGNAGE RESPONSIBILITIES

Facilities Planning & Management is responsible for exterior signage and exterior building protocols.

Please do not place signage or markers in outdoor areas, on building exteriors, or on the ground.

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Elevators & Capacities

SIGNAGE RESPONSIBILITIES

Facilities Planning & Management is responsible for elevator signage, guidelines, and capacities.
Floors

PHYSICAL DISTANCING FLOOR MARKERS

“Stand Here” floor markers are available to support physical distancing. Due to the varying nature of each building and its materials, floor markers are available by request only.

BEST PRACTICES

It is campus best practice to keep floor stickers, markings, and signage to an absolute minimum, if at all.

REQUEST FLOOR MARKERS

Contact your Facility Specialist directly to request Physical Distancing floor markers.

Or, contact Physical Plant via web request (https://wiscready.assetworks.cloud) or phone at 608-263-3333.

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RESOURCES

Self-Service Signage Bundles: order signage bundles for your building

Individual Sign Order Form: order individual signage

Space Modifications: Sample Room Layouts: see how to modify spaces for safety during the campus COVID-19 Response, with signage placement notes for common layouts on campus

Facilities Start-up Guide

THANK YOU

Thank you for your efforts. By placing COVID-19 Response signage in campus buildings you help to encourage campus health & safety guidelines and best practices for all who enter university facilities. Your assistance is essential in helping us all remember to do our parts as we work together to keep everyone safe.