SIGNAGE
Recommended uses and posting guidance
January 2022
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HEALTH & SAFETY COMMUNICATIONS

To support the education and awareness of our guidelines, campus is providing 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 Self-Service Sign Shop to order these premade signs with all costs covered by central campus. Fasteners for mounting will be included in the packages.

BEST PRACTICES FOR POSTING SIGNS INDOORS

This guidance is intended to assist in the posting of public health 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
OUTDOOR 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.

OUTDATED SIGNAGE CLEAN-UP

Remove floor dots

Remove physical distancing signage

Remove/replace signage that contains logos or references to “Smart Restart”
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 on campus, which can cause sign-reading apathy.

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.

Command Strips

Use Command Strips to attach the signage to the wall/surface (except where noted.)

Mounting height

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

See visual above.

Mounting height specifications are recommended best practices for all signage and a requirement where noted.
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).
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 signs or Smart Restart signs that were previously installed in restrooms. Place in the same locations that previous yellow handwashing (or Smart Restart) signs were located.

— Use the sign’s self-adherent backing to post.
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).
RECOMMENDED LOCATIONS & POSTING GUIDANCE

— Post in high-traffic indoor areas where reminders may be needed, such as within lobbies, shared spaces, high-traffic areas, open office layouts and reception areas.

— Hang on wall using Command Strips.

— Note: the Mask Required sign has also been placed on exterior doors of campus buildings by the Physical Plant.
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.
WATER FOUNTAIN SIGN

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).
RESOURCES

**COVID-19 Self-Service Sign Shop:** order interior signage for your building

**Physical Plant Customer Service:** contact if you see any issues with exterior signage

**Facility/Building Manager Tools**

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THANK YOU

Thank you for your efforts. By placing public health 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.