COVID-19 Awareness Sign Catalog

EHS-20-387_Covid-19AwarenessSignCatalog_23
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Emerging from this pandemic.
Together. Stronger.

Catalog Purpose
This catalog was produced by Carnegie Mellon University’s Emergency Response Management team in collaboration with Facilities Management & Campus Service (FMCS), Marketing & Communications (M&C) and various campus stakeholders to provide a safe campus in support of CDC recommendations and our state and local governments. This document provides the most common signs needed by location managers for easy ordering of unified, campus messaging.

How do I order?
Email your request to fixit@andrew.cmu.edu. Include the sign catalog number, material and quantity for each item.

What if the sign I need is not in the catalog?
Email your custom order request to fixit@andrew.cmu.edu. FMCS will forward the request and work with Tartan Ink and M&C to produce the necessary sign.

When and where do I need a sign?
FMCS will install signs in the majority of the highest traffic locations and public spaces. These areas include spaces such as stairwells, restrooms, elevators, elevator lobbies, near drinking fountains, common areas and entrances/exits. If you are working at a location that has not had safety signs installed or if you see a unique situation, please email your request to fixit@andrew.cmu.edu.

Should I install my own sign?
Those who preside over department spaces, labs or restricted areas may either print signs from the signage catalog for use within their own space or request prints via email to fixit@andrew.cmu.edu. PDFs for printing can be found here. If you need to create custom art or are looking for live art files, please send a request to fixit@andrew.cmu.edu.

Individuals should NOT print and post signs in hallways, restrooms or common areas. FMCS is coordinating and executing the posting of appropriate signage throughout those spaces. If you see a need for signage in an adjacent hallway or common area, email a request to fixit@andrew.cmu.edu.

Who pays for the sign?
Costs associated with COVID-19 sign orders that are placed through fixit@andrew.cmu.edu will be redirected to Emergency Response Management.

For more COVID-19 awareness information and resources for the CMU community, visit cmu.edu/coronavirus.
WALL AND WINDOW SIGNS

01
Size: 8.5”x11”
Material: Heavy Card Stock
• CLOSED
• DO NOT ENTER...
• This room was last cleaned by...

02
Size: 8.5”x11”
Material: Heavy Card Stock
• LIMITED USE
• USE OF THIS ROOM IS RESTRICTED
• Call FMCS
• No more than 10 persons at a time
• Wear a facial covering when on campus
• Keep 6 feet distance between you and others
• Wash hands frequently for 20 seconds at a time

03
Size: 8.5”x11”
Material: Heavy Card Stock
• LOCKED
• CMU AUTHORIZED PERSONNEL ONLY
• Department of Health Recommendations

04
Size: 8.5”x11”
Material: Heavy Card Stock
• Department of Health Recommendations

05
Size: 8.5”x11”
Material: Heavy Card Stock
• MAXIMUM OCCUPANCY
• XXX PERSONS

06
Size: 8.5”x11”
Material: Heavy Card Stock
• USE STAIRS IF YOU CAN
• Please locate...
• Department of Health Recommendations

07
Size: 8.5”x11”
Material: Heavy Card Stock
• STOP
• Safety questions
• Do not come on site

08
Size: 8.5”x11”
Material: Heavy Card Stock
• STOP
• Do not come on site

MAXIMUM OCCUPANCY
XXX PERSONS

USE STAIRS IF YOU CAN

STOP

USE OF THIS ROOM IS RESTRICTED
• Call 412-268-2910 before entering this room
• No more than 10 persons at a time
• Wear a facial covering when on campus
• Keep 6 feet distance between you and others
• Wash hands frequently for 20 seconds at a time

PLEASE FOLLOW THESE RECOMMENDATIONS FROM THE DEPARTMENT OF HEALTH
• Wear a facial covering when on campus
• Keep 6 feet distance between you and others
• Wash hands frequently for 20 seconds at a time

PLEASE FOLLOW THESE RECOMMENDATIONS FROM THE DEPARTMENT OF HEALTH
• Do you have a fever, cough, shortness of breath, loss of taste/smell, or any other COVID-19 symptoms?
• Have you had close contact with a person who may have COVID-19?

IF YOU ANSWERED YES TO ANY OF THESE, DO NOT COME ON-SITE. PLEASE GO HOME AND CONTACT YOUR HEALTH CARE PROVIDER.
**WALL AND WINDOW SIGNS**

**09**
- **Size:** 8.5”x11”
- **Material:** Heavy Card Stock
- **Title:** PREVENT THE SPREAD...
- **URL:** CDC.gov/coronavirus Infographics

**10**
- **Size:** 8.5”x11”
- **Material:** Heavy Card Stock
- **Title:** TEMPERATURE CHECKPOINT
- **Details:** STOP BEFORE ENTERING...

**11A**
- **Size:** 8.5”x11”
- **Material:** Heavy Card Stock
- **Title:** HOW TO SAFELY WEAR...
- **URL:** CDC.gov/coronavirus Infographics

**11B**
- **Size:** 8.5”x11”
- **Material:** Heavy Card Stock
- **Title:** IMPORTANT INFORMATION ABOUT YOUR CLOTH FACE COVERINGS
- **URL:** CDC.gov/coronavirus Infographics

**12**
- **Size:** 8.5”x11”
- **Material:** Window Cling
- **Title:** WASH HANDS GRAPHIC
- **Details:** Wash with soap...

**13**
- **Size:** 8.5”x11”
- **Material:** Heavy Card Stock
- **Title:** PLEASE DO NOT CONGREGATE
- **Details:** PLEASE FOLLOW THESE RECOMMENDATIONS FROM THE DEPARTMENT OF HEALTH
  - No more than 10 persons in this area
  - Wear a facial covering when on campus
  - Keep 6 feet distance between you and others
  - Wash hands frequently for 20 seconds at a time

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**Important Information**

- **How cloth face coverings work:**
  - The cloth face covering can be tied or otherwise secured to prevent slipping to the sides of the face so there are no gaps around the edges.
  - The mouth and nose are fully covered except to get medical care.
  - You do not have any difficulty breathing.
  - The cloth face covering can be washed and dried and reused multiple times.

- **When in public, wear a cloth barrier**
  - Wear a cloth barrier to protect others who may be near you when you are not able to maintain 6 feet of distance from others.

- **General considerations for the use of cloth face coverings**
  - The cloth face covering should be loose-fitting, cover both the nose and mouth, and be worn consistently while around others and when in public places.
  - The cloth face covering does not have to be sterilized or processed for medical purposes.

- **When to wear a cloth face covering**
  - When you are in a public place where you will be around other people (e.g., at work, at the grocery store, on public transportation).
  - When you are around people who do not live in your household.

- **How cloth face coverings can be made**
  - Cloth face coverings can be made from fabric, paper, or other materials.
  - Cloth face coverings can be made from materials that are washable and can be washed separately from other items.
  - Cloth face coverings should be cleaned and dried after each use.

- **When to replace a cloth face covering**
  - When the cloth face covering becomes wet or dirty.
  - When the cloth face covering no longer fits snugly against the sides of the face.
  - When the cloth face covering cannot be washed or dried properly.

- **How to use cloth face coverings**
  - Wash your hands before putting on your cloth face covering.
  - Wash your hands after removing your cloth face covering.
  - Do not adjust, share, or touch the face covering more than necessary.
  - Wash your hands after touching your face.

- **Important considerations**
  - Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators. Medical PPE should be used by healthcare personnel and first responders for their protection.

- **Important considerations for children under age 2**
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

- **Important considerations for those with COVID-19**
  - People with COVID-19 can spread the disease, even when they don't have any symptoms.

- **Important considerations for elderly individuals and those with medical conditions**
  - Elderly individuals and those with medical conditions should consult their healthcare provider before wearing a cloth face covering.

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**CDC.gov/coronavirus**

**WHEN YOU'RE HOME**

- Take off your cloth face covering carefully.
- Stay at least 6 feet away from others.
- Use hand sanitizer if soap and water are not available.
- Avoid contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.

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**TEMPERATURE CHECKPOINT**

**STOP**

**BEFORE ENTERING YOU MUST HAVE YOUR TEMPERATURE CHECKED**

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**WASH HANDS**

Wash with soap and water for at least 20 seconds.
WALL AND WINDOW SIGNS

15A
Size: 8.5"x11"
Material: Heavy Card Stock
- WE ARE OPEN FOR MEETINGS...
- No more than 10...
- Department of Health Recommendations

15B
Size: 8.5"x11"
Material: Heavy Card Stock
- WE ARE OPEN FOR PHONE MEETINGS
- Please call

15C
Size: 8.5"x11"
Material: Heavy Card Stock
- WE ARE OPEN FOR...

18
- THIS IS A SHARED SPACE
- CONSIDER THE HEALTH...

25
- THIS IS A PUBLIC-USE FIXTURE
- Instructions

26
- CLOSED
- DO NOT USE
- Department of Health Recommendations
WALL AND WINDOW SIGNS

DISINFECT TOUCH POINTS

ALL USERS OF THIS EQUIPMENT MUST DISINFECT TOUCH POINTS BEFORE AND AFTER USE.

FOR IMMEDIATE RESPONSE:
FMS Service Response Center
412-268-2910

FOR ANYTHING ELSE:
fixit@andrew.cmu.edu
(include the location)

USE STAIRS IF YOU CAN

DOES THIS RESTROOM NEED SERVICE?

FOR IMMEDIATE RESPONSE:
FMS Service Response Center
412-268-2910

FOR ANYTHING ELSE:
fixit@andrew.cmu.edu
(include the location)

DO NOT SIT HERE
Thank you for practicing social distancing.

USE STAIRS IF YOU CAN

• DISINFECT TOUCH POINTS...
• ALL USERS...

DOES THIS RESTROOM NEED SERVICE?

• DOES THIS RESTROOM NEED SERVICE?

DO NOT SIT HERE

• DO NOT SIT HERE

USE STAIRS IF YOU CAN

• USE STAIRS IF YOU CAN

Size: 8.5"x11"
Material: Heavy Card Stock

Size: 8.5"x11"
Material: Heavy Card Stock

Size: 8.5"x11"
Material: Heavy Card Stock

Size: 17"x5.5"
Material: Vinyl Cling

Size: 12" Circle
Material: Vinyl Cling

Size: 12" Circle
Material: Vinyl Cling
WALL AND WINDOW SIGNS

59
- PLEASE DO NOT CONGREGATE
Size: 8.5”x11”
Material: Heavy Card Stock

61
- AREA CLOSED FOR CLEANING
- DO NOT ENTER
Size: 8.5”x11”
Material: Heavy Card Stock

74
- DO NOT MOVE/REARRANGE FURNITURE
Size: 8.5”x11”
Material: Heavy Card Stock

56
- FACE COVERING INSTRUCTIONS
- Stay safe, Tartan style
Size: 8.5”x11”
Material: Heavy Card Stock
WALL AND WINDOW SIGNS

Welcome to campus.
DO YOUR PART TO KEEP OUR COMMUNITY SAFE.
1. Self-assess daily
2. Keep 6 feet apart
3. Wear a facial covering
4. Wash your hands

64
Size: 8.5"x11"
Material: Heavy Card Stock

FULLY VACCINATED INDIVIDUALS NO LONGER NEED TO WEAR FACIAL COVERINGS

“Fully vaccinated” means completion of an approved vaccine protocol and at least two weeks have passed since the final vaccine dose.

A FACIAL COVERING IS STILL REQUIRED FOR ANYONE WHO HAS NOT COMPLETED AN APPROVED VACCINE PROTOCOL.

228
Size: 8.5"x11"
Material: Heavy Card Stock

FACE COVERINGS ARE MANDATORY AT ALL TIMES.

161
Size: 11"x8.5"
Material: Heavy Card Stock

FULLY VACCINATED
INDIVIDUALS NO LONGER NEED TO WEAR FACIAL COVERINGS

“Fully vaccinated” means completion of an approved vaccine protocol and at least two weeks have passed since the final vaccine dose.

A FACIAL COVERING IS STILL REQUIRED FOR ANYONE WHO HAS NOT COMPLETED AN APPROVED VACCINE PROTOCOL.
COVID-19 Awareness Sign Catalog

POSTERS

COVID-19 Safety Procedures for Businesses

Requirements for Businesses Authorized to Display Awareness Locations:

- Employees are not allowed to wear or share.
- Clean and disinfect high-touch areas regularly.
- Make sure employees have access to soap and water.
- Maintain a distance of at least 6 feet from other individuals.
- Establish a plan for employee COVID-19 exposure.
- Don’t allow non-essential visitors.
- Conduct meetings virtually. For in-person meetings, limit the number of employees in common areas.
- Prevent large groups from entering or leaving the building at the same time.
- Social Distancing
- Refer to employee if they have symptoms.
- Make sure employees have access to soap and water, hand sanitizer, and disinfectant wipes.
- Provide masks for employees to wear at all times.
- Health and Cleaning
- Additional Safety Guidance for Any Risk Level or Type of Location

COVID-19 Safety Procedures for Businesses

NOTICE

All businesses in the Commonwealth that elect to operate in person are subject to the following guidelines provided by the Pennsylvania Department of Health:

COVID-19 Safety Procedures

In addition, all businesses must adhere to the guidelines outlined in the COVID-19 Safety Procedures. For businesses authorized to display awareness, refer to the Pennsylvania Safety Officer for support and assistance in implementing these recommendations.

Welcome to campus.

DO YOUR PART TO KEEP OUR COMMUNITY SAFE.

1. Self-assess daily
2. Keep 6 apart
3. Wear a facial covering
4. Wash your hands

COVID-19 Safety Procedures for Businesses from the PA Department of Health

Questions or Concerns?

1-877-PA-HEALTH (1-877-724-3258).

COVID-19 Safety Procedures for Businesses

Welcome

COVID-19 Safety Procedures for Businesses

Face Coverings Are Mandatory

At All Times.

COVID-19 Awareness Sign Catalog
POSTERS

Stay well, Tartan style.

1. Self-assess daily
   Complete your self-assessment survey every morning before beginning your day.

2. Keep 6 feet apart
   Maintain at least 6 feet (2 meters) between you and others.

3. Wear a facial covering
   Everyone on campus must wear a facial covering.

4. Wash your hands
   Wash with soap and water for at least 20 seconds.

A Tartan’s Responsibility

1. Minimize the introduction of COVID-19
   - Self-quarantine in your residence hall or in the Pittsburgh area for at least 14 days prior to coming on campus (if you are arriving from outside Southwestern Pennsylvania).
   - Monitor your health for COVID-19 symptoms throughout your quarantine.
   - Complete your required pre-arrival safety and prevention training.

2. Prevent the spread of COVID-19
   - Maintain required physical distance.
   - Wear a facemask or other acceptable face covering.
   - Wash your hands with soap and water for at least 20 seconds or use hand sanitizer.
   - Follow university guidelines regarding handwashing.
   - Disinfect high-touch areas and surfaces with sanitizer.

3. Contribute to the identification of COVID-19
   - Complete the daily self-assessment survey.
   - Answer any questions and follow instructions.
   - Report any symptoms.

4. Support the containment of COVID-19
   - Self isolating if you are symptomatic or had contact with someone who may have COVID-19.
   - Complete the daily self-assessment survey.
   - Answer any questions and follow instructions.

Welcome to campus.

Do your part to keep our community safe.

1. Self-assess daily
   Complete your self-assessment survey every morning before beginning your day.

2. Keep 6 feet apart
   Maintain at least 6 feet (2 meters) between you and others.

3. Wear a facial covering
   Everyone on campus must wear a facial covering.

4. Wash your hands
   Wash with soap and water for at least 20 seconds or use hand sanitizer.

5. Use sanitizer to disinfect all surfaces that you touch.

This is a shared space

Do your part to keep our community safe.

1. Maintain at least 6 feet between you and others

2. Everyone on campus must wear a facial covering

3. Wash your hands with soap and water for 20 seconds

4. Use sanitizer to disinfect all surfaces that you touch

Wash Hands

Wash with soap and water for at least 20 seconds.

1. Wash Hands Graphic
   - Wash with soap...

2. This is a Shared Space
   - Do your part...

3. Welcome to campus.
   - Do not come on site
• PREVENT THE SPREAD...

CDC.gov/coronavirus Infographics
TABLE TENTS

22
Folded Size: 4.25”x6”
Material: Heavy Card Stock
• PREVENT THE SPREAD...
• CDC.gov/coronavirus Infographics

23
Folded Size: 4.25”x6”
Material: Heavy Card Stock
• HOW TO SAFELY WEAR...
• CDC.gov/coronavirus Infographics

24
Folded Size: 4.25”x6”
Material: Heavy Card Stock
• SIDE 1: PREVENT THE SPREAD...
• SIDE 2: HOW TO SAFELY WEAR...
• CDC.gov/coronavirus Infographics

155
Folded Size: 4.25”x6”
Material: Heavy Card Stock
• DO NOT MOVE FURNITURE
TO PROTECT HEALTH AND SAFETY,
ALL OUTDOOR FACILITIES AND FIELDS ARE CLOSED.

STAY HOME. SAVE LIVES.

04A
Size: 24”x18”
Material: Corrugated Plastic with Yard Stanchions

04B
Size: 24”x18”
Material: Corrugated Plastic with Yard Stanchions

37
Size: 18”x24”
Material: Corrugated Plastic with Yard Stanchions

IMPORTANT INFORMATION ABOUT YOUR CLOTH FACE COVERINGS

CDC.gov/coronavirus Infographics

CDC recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don’t have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work
Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated. N95 respirator

General considerations for the use of cloth face coverings
When using a cloth face covering, make sure:
• The mouth and nose are fully covered
• The covering fits snugly against the sides of the face so there are no gaps
• You do not have any difficulty breathing while wearing the cloth face covering
• The cloth face covering can be tied or otherwise secured to prevent slipping

Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don’t share it with anyone else unless it’s washed and dried first. You should be the only person handling your covering.

Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html
FLOOR AND DIRECTIONAL GRAPHICS

07
Size: 15”x15”
Material: Vinyl Floor Decal
*Please specify carpet or tile installation

• PAUSE YOUR PAWS HERE

14A
• ARROWS – DIRECTIONAL

14B
Size: 6”x9”
• ARROW – STAIRWAY UP
• In case of emergency...

14C
Size: 6”x9”
• ARROW – STAIRWAY DOWN
• In case of emergency...

14D
Size: 8”x6”
• ARROWS – UP AND DOWN

In case of an emergency, use nearest stairway and all exits.

In case of an emergency, use nearest stairway and all exits.
FLOOR AND DIRECTIONAL GRAPHICS

17  
• WAIT YOUR TURN
Size: 6”x9”
Material: Heavy Card Stock

20  
• LINE STARTS HERE
Size: 18”x3”
Material: Vinyl Floor Decal*
*Please specify carpet or tile installation

21  
• PLACE CHAIR HERE
Size: 6”x9”
Material: Decal

73  
• DO NOT SIT HERE
Size: 6”x9”
Material: Decal
**STAY WELL, TARTAN STYLE**

**FACE COVERING INSTRUCTIONS**

**Size:** 6"x4"

**Material:**
Heavy Card Stock

- Stay well, Tartan style

- Face covering instructions

- Wash mask after each use
  - Wash mask with
    your regular laundry.
  - To wash by hand, mix 4 teaspoons of household bleach per quart of cool water. Soak for 5 minutes. Rinse thoroughly.
  - Air dry flat or in dryer on the highest heat setting.

- Remove mask carefully when you get home
  - Handle mask only by the ear loops or ties.
  - Be careful not to touch your eyes, nose or mouth when removing and wash hands immediately after.

- Wear your mask correctly
  - The mask should cover your nose and mouth and be secured under your chin.
  - Don’t put the mask around your neck or up on your forehead.
  - Don’t touch the mask, but if you do, wash your hands or use hand sanitizer.