COVID-19 Awareness
Sign Catalog

EHS-20-387_Covid-19AwarenessSignCatalog_20
September 17, 2020 1:08 PM
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**

**CLOSED**

DO NOT ENTER THIS ROOM
THIS ROOM MUST REMAIN UNOCCUPIED

This room was last cleaned by _______________ on __________________

**LIMITED USE**

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

**LOCKED**

CMU AUTHORIZED PERSONNEL ONLY

**MAXIMUM OCCUPANCY**

XXX PERSONS

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

**USE STAIRS IF YOU CAN**

• Please locate the nearest stairs and follow the directional arrows up or down
• Wear a facial covering when on campus
• Keep 6 feet distance between you and others
• Wash hands frequently for 20 seconds at a time

**STOP**

• 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.

**01**

Size: 8.5"x11"
Material: Heavy Card Stock

**02**

Size: 8.5"x11"
Material: Heavy Card Stock

**03**

Size: 8.5"x11"
Material: Heavy Card Stock

**05**

Size: 8.5"x11"
Material: Heavy Card Stock

**06**

Size: 8.5"x11"
Material: Heavy Card Stock

**08**

Size: 8.5"x11"
Material: Heavy Card Stock
IMPORTANT INFORMATION ABOUT YOUR CLOTH FACE COVERINGS

CDC recommends that everyone over age 2 wear a cloth face covering when leaving their homes. Face coverings are not a substitute for social distancing. Please continue to practice social distancing and stay at least 6 feet away from others.

How face coverings work
Face coverings prevent the person wearing the mask from spreading respiratory droplets when they cough, sneeze, or talk. They also can prevent others from catching the virus if they are worn by sick patients.

How cloth face coverings work
Wearing cloth face coverings can help reduce the risk of spreading COVID-19 to others. While they are not surgical masks or N-95 respirators, both of which should be saved for healthcare workers and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings, which are meant for community use. We all have a role to play in slowing the spread of COVID-19.

General considerations for the use of cloth face coverings
Wash your hands often. Don’t wear your cloth face covering when you wash your hands.

- Make sure your face covering fits snugly against your face. This may require you to make some adjustments to your cloth face covering. If your cloth face covering has a pocket, a mask extension or a pocket filter, consider using one.
- Make sure the cloth face covering fits your face, is large enough to cover your nose and mouth, and can be secured under your chin.
- Avoid touching the face covering, and, if you do, clean your hands.
- Avoid touching your face as much as possible.

FOLLOW EVERYDAY HEALTH HABITS
- Stay home when you are sick.
- Wear a cloth face covering when leaving your home, except to get medical care.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, and wash your hands with soap and water for at least 20 seconds.
- Wash your hands frequently for 20 seconds at a time.
- Keep 6 feet distance between you and others.
- Use hand sanitizer if soap and water are not available.
- Avoid touching your face as much as possible.

WASH YOUR FACE COVERING CORRECTLY
- Don’t put the covering around your neck or up on your forehead.
- Don’t touch the face covering, and, if you do, clean your hands.

CLEAN AND DISINFECT FREQUENTLY
- Wash your face covering regularly. It is generally recommended that you wash it at least daily. The number of washes should be based on how much you have worn it. Discard the covering and replace it if it is damaged, wet, soiled, or if you have difficulty breathing.
- Use the face covering to protect others in case you’re infected.
- Use the face covering to protect others.

FREE ONLINE RESOURCES
CDC recommends that everyone over age 2 wear a cloth face covering when leaving their homes. Face coverings are not a substitute for social distancing. Please continue to practice social distancing and stay at least 6 feet away from others. We all have a role to play in slowing the spread of COVID-19.

WASH HANDS
Wash with soap and water for at least 20 seconds.

PREVENT THE SPREAD OF RESPIRATORY DISEASES LIKE COVID-19

COVID-19 Awareness Sign Catalog
WALL AND WINDOW SIGNS

WE ARE OPEN
FOR MEETINGS, PLEASE COME IN.
- 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

WE ARE OPEN
FOR PHONE MEETINGS
Please call ______________________

WE ARE OPEN
FOR

THIS IS A SHARED SPACE
DO YOUR PART TO KEEP OUR COMMUNITY SAFE
- Maintain at least 6 feet between you and others
- Everyone on campus must wear a facial covering
- Wash your hands with soap and hot water for 20 seconds
- Use sanitizer to disinfect all surfaces that you touch

THIS IS A PUBLIC-USE FIXTURE
- Use a bottle filler
- Do not touch mouth to fixture
- Wash hands after using

CLOSED
DO NOT USE
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

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
Size: 8.5”x11”
Material: Heavy Card Stock
- THIS IS A SHARED SPACE
- CONSIDER THE HEALTH...

25
Size: 8.5”x11”
Material: Heavy Card Stock
- THIS IS A PUBLIC-USE FIXTURE
- Instructions

26
Size: 8.5”x11”
Material: Heavy Card Stock
- 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.

Size: 8.5"x11"
Material: Heavy Card Stock

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)

Size: 8.5"x11"
Material: Heavy Card Stock

DO NOT SIT HERE
Thank you for practicing social distancing.

Size: 8.5"x11"
Material: Heavy Card Stock

USE STAIRS IF YOU CAN

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

Size: 12" Circle
Material: Vinyl Cling

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

55  •  DOES THIS RESTROOM NEED SERVICE?

83  •  DO NOT SIT HERE

32  •  USE STAIRS IF YOU CAN

58  •  USE STAIRS IF YOU CAN
WALL AND WINDOW SIGNS

PLEASE DO NOT CONGREGATE
KEEP MOVING
AND DON'T STOP
TWO-WAY PEDESTRIAN TRAFFIC

SIZE: 8.5"x11"
MATERIAL: Heavy Card Stock

AREA CLOSED FOR CLEANING
DO NOT ENTER

SIZE: 8.5"x11"
MATERIAL: Heavy Card Stock

DO NOT MOVE/REARRANGE FURNITURE

THIS FURNITURE HAS BEEN SET UP TO ALLOW FOR PROPER SOCIAL DISTANCING.

SIZE: 8.5"x11"
MATERIAL: Heavy Card Stock

ENTER ONLY

SIZE: 8.5"x11"
MATERIAL: Heavy Card Stock

EXIT ONLY

SIZE: 8.5"x11"
MATERIAL: Heavy Card Stock

FACE COVERING INSTRUCTIONS

- Wear your mask correctly:
  - The mask should cover your nose and mouth and be secured under your chin.
  - Don't put your 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.
  - Remove mask carefully when you get home:
    - Handle only by the ear loops or ties.
    - Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.
  - Wash mask after each use:
    - Wash by hand or machine.
    - Use detergent and water.
    - Air dry flat or in dryer on the highest heat setting.

SIZE: 8.5"x11"
MATERIAL: Heavy Card Stock
Welcome back 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

Size: 8.5”x11”

Material: Heavy Card Stock
COVID-19 Safety Procedures for Businesses

Requirements for Businesses Authorised to Open for In-Person Operations:

- Reduced Occupancy
  - Limit the number of people inside the building to no more than 50% of the total maximum occupancy.
  - Do not allow groups larger than 10 people.
  - Limit the number of people entering or leaving the building at the same time.

- Social Distancing
  - Maintain a distance of at least 6 feet from other individuals.
  - Conduct meetings virtually. For in-person meetings, limit the number of employees to 10 and maintain a distance of at least six feet.
  - Schedule handwashing breaks for employees at least every hour to allow for disinfection.
  - Designate a specific time for people who are sick to use the restroom at least once per week.

- Health and Cleaning
  - Conduct business with the public by appointment only, and customers.
  - Assign an employee to wipe down carts and hand baskets when possible.
  - Schedule handwashing breaks for employees at least every hour to allow for disinfection.
  - Designate a specific time for people who are sick to use the restroom at least once per week.
  - Conduct business with the public by appointment only, and customers.
  - Assign an employee to wipe down carts and hand baskets when possible.

- Personal Report
  - Tell employees they should notify their supervisor if they have symptoms and go or stay home.
  - Employees should notify their supervisor if they have a temperature of 100.4°F or higher.
  - Do not allow non-essential visitors.
  - Make sure employees have access to soap and water, hand sanitizer, and disinfectant wipes.
  - Conduct a daily self-assessment of COVID-19 symptoms.
  - Install shields at check-out areas to separate cashiers and customers.

- Business Operations
  - The Occupational Safety and Health Administration at OSHA.gov.
  - A local health department or law enforcement agency.
  - Employees or Customers 1-877-PA-HEALTH (1-877-724-3258).
  - Contact the Department of Health at 1-877-PA-HEALTH (1-877-724-3258).
  - Employees or Customers 1-877-PA-HEALTH (1-877-724-3258).

- Additional Safety Guidelines for Any Retail Operation at Your Location
  - Conduct business with the public by appointment only, and customers.
  - Assign an employee to wipe down carts and hand baskets when possible.
  - Schedule handwashing breaks for employees at least every hour to allow for disinfection.
  - Designate a specific time for people who are sick to use the restroom at least once per week.
  - Conduct business with the public by appointment only, and customers.
  - Assign an employee to wipe down carts and hand baskets when possible.

COVID-19 Safety Procedures for Businesses

NOTICE

Requirements for Businesses Authorised to Open for In-Person Operations:

- Reduced Occupancy
  - Limit the number of people inside the building to no more than 50% of the total maximum occupancy.
  - Do not allow groups larger than 10 people.
  - Limit the number of people entering or leaving the building at the same time.

- Social Distancing
  - Maintain a distance of at least 6 feet from other individuals.
  - Conduct meetings virtually. For in-person meetings, limit the number of employees to 10 and maintain a distance of at least six feet.
  - Schedule handwashing breaks for employees at least every hour to allow for disinfection.
  - Designate a specific time for people who are sick to use the restroom at least once per week.

- Health and Cleaning
  - Conduct business with the public by appointment only, and customers.
  - Assign an employee to wipe down carts and hand baskets when possible.
  - Schedule handwashing breaks for employees at least every hour to allow for disinfection.
  - Designate a specific time for people who are sick to use the restroom at least once per week.
  - Conduct business with the public by appointment only, and customers.
  - Assign an employee to wipe down carts and hand baskets when possible.

- Personal Report
  - Tell employees they should notify their supervisor if they have symptoms and go or stay home.
  - Employees should notify their supervisor if they have a temperature of 100.4°F or higher.
  - Do not allow non-essential visitors.
  - Make sure employees have access to soap and water, hand sanitizer, and disinfectant wipes.
  - Conduct a daily self-assessment of COVID-19 symptoms.
  - Install shields at check-out areas to separate cashiers and customers.

- Business Operations
  - The Occupational Safety and Health Administration at OSHA.gov.
  - A local health department or law enforcement agency.
  - Employees or Customers 1-877-PA-HEALTH (1-877-724-3258).
  - Contact the Department of Health at 1-877-PA-HEALTH (1-877-724-3258).
  - Employees or Customers 1-877-PA-HEALTH (1-877-724-3258).

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COVID-19 Safety Procedures for Businesses

PROTECTING CUSTOMERS AND EMPLOYEES WORKING IN THE COMMONWEALTH

• Cover coughs or sneezes with a sleeve or elbow.
• Wash hands with soap and water for at least 20 seconds.
• Maintain a distance of at least 6 feet from other individuals.
• Establish a plan for employee COVID-19 exposure, that includes a designated employee to Continue In-Person Operations:
  - The Occupational Safety and Health Administration at OSHA.gov.
  - A local health department or law enforcement agency.
  - Employees or Customers 1-877-PA-HEALTH (1-877-724-3258).
  - Contact the Department of Health at 1-877-PA-HEALTH (1-877-724-3258).
  - Employees or Customers 1-877-PA-HEALTH (1-877-724-3258).

Additional Safety Guidelines for Any Retail Operation at Your Location

• Conduct business with the public by appointment only, and customers.
• Assign an employee to wipe down carts and hand baskets when possible.
• Schedule handwashing breaks for employees at least every hour to allow for disinfection.
• Designate a specific time for people who are sick to use the restroom at least once per week.
• Conduct business with the public by appointment only, and customers.
• Assign an employee to wipe down carts and hand baskets when possible.

Minimum Safe Distance

Social Distancing

• Maintain a distance of at least 6 feet from other individuals.
• Conduct meetings virtually. For in-person meetings, limit the number of employees to 10 and maintain a distance of at least six feet.
• Schedule handwashing breaks for employees at least every hour to allow for disinfection.
• Designate a specific time for people who are sick to use the restroom at least once per week.
• Conduct business with the public by appointment only, and customers.
• Assign an employee to wipe down carts and hand baskets when possible.

Questions of Concerns?

1-877-PA-HEALTH (1-877-724-3258).
COVID-19 Awareness Sign Catalog

POSTERS

Stay well, Tartan style.

• Self-assess daily
  Complete your self-assessment survey every morning before beginning your day
• Keep 6 feet apart
  Maintain at least 6 feet between you and others
• Wear a facial covering
  Everyone on campus must wear a facial covering
• Wash your hands
  Wash your hands with soap and hot water for 20 seconds

A Tartan’s Responsibility

1. Minimize the introduction of COVID-19
   • Self-quarantine for 14 days before you arrive
   • Complete your self-assessment survey every morning
   • Wash your hands with soap and water for at least 20 seconds
   • Complete your pre-arrival safety and prevention training
2. Prevent the spread of COVID-19
   • Maintain required physical distance
   • Wear a face covering
   • Maintain at least 6 feet (2 meters) between you and others
   • Practice good hygiene
3. Contribute to the identification of COVID-19
   • Complete the daily self-assessment survey
   • Report any symptoms and other related issues as required
   • Follow university and governmental guidelines
4. Support the containment of COVID-19
   • Limit the size of gatherings
   • Practice good hygiene
   • Limit non-essential travel and follow the university’s directions regarding travel outside the region

71
Size: 22”x28”
Material: Foam Board

72
Size: 22”x28”
Material: Foam Board

78
Size: 22”x28”
Material: Foam Board

79
Size: 22”x28”
Material: Foam Board

80
Size: 22”x28”
Material: Foam Board

81
Size: 22”x28”
Material: Foam Board

WASH HANDS

Wash with soap and water for at least 20 seconds.

THIS IS A SHARED SPACE

DO YOUR PART TO KEEP OUR COMMUNITY SAFE

• Maintain at least 6 feet between you and others
• Everyone on campus must wear a face covering
• Wash your hands with soap and hot water for 20 seconds
• Use sanitizer to disinfect all surfaces that you touch

Welcome to campus.

STOP

• 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.
PREVENT THE SPREAD OF RESPIRATORY DISEASES LIKE COVID-19

- Wash your hands with soap and water for at least 20 seconds.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick.
- When in public, wear a cloth face covering over your nose and mouth.

cdc.gov/coronavirus

72
Size: 22”x28”
Material: Foam Board

CDC.gov/coronavirus Infographics
WEAR YOUR FACE COVERING CORRECTLY

• Put it over your nose and mouth and secure it under your chin
• Wear a face covering to protect others in case you’re infected
• Don’t put the covering around your neck or up on your forehead
• Make sure you can breathe easily

HOW TO SAFELY WEAR AND TAKE OFF A CLOTH FACE COVERING

• Wash your face covering after each use
• Don’t touch the face covering, and, if you do, clean your hands
• Wash your hands before putting on your face covering
• Try to fit it snugly against the sides of your face
• Avoid touching your eyes, nose, and mouth

STAY AT LEAST 6 FEET AWAY FROM OTHERS

• Avoid close contact with people who are sick
• Stay home when you are sick, except to get medical care

WASH YOUR HANDS OFTEN, WITH SOAP AND WATER:

• For at least 20 seconds each time
• Use hand sanitizer if soap and water are not available

USE THE FACE COVERING TO PROTECT OTHERS

• Try to fit it snugly against the sides of your face
• Avoid touching your eyes, nose, and mouth

FOLLOW EVERYDAY HEALTH HABITS

• Stay at least 6 feet away from others
• Avoid close contact with people who are sick
• Wear a face covering to protect others in case you’re infected
• Make sure you can breathe easily
• Wash your hands before putting on your face covering
• Avoid touching your eyes, nose, and mouth

PREVENT THE SPREAD OF RESPIRATORY DISEASES LIKE COVID-19

• Avoid touching your eyes, nose, and mouth
• Wear a cloth face covering when in public
• Avoid close contact with people who are sick
• Stay home when you are sick, except to get medical care
• Wash your hands often, with soap and water, for at least 20 seconds each time
• Use hand sanitizer if soap and water are not available

WEAR A CLOTH FACE COVERING (NOT A PAPER TOWEL, KITCHEN TOWEL, OR A SUCKED HANKIE)

• Wash your hands with soap and water
• Handle only by the ear loops or ties
• Place covering in the washing machine
• Fold outside corners together
• Do not put the covering around your neck or up on your forehead
• Don’t put the covering around your neck or up on your forehead

Table Tents

Material: TABLE TENTS

Size: 4.25”x6”

Design:

- Prevent the spread of respiratory diseases like COVID-19
- How to safely wear and take off a cloth face covering
- Use the face covering to protect others
- Follow everyday health habits


Folded Size: 4.25”x6”
Material: Heavy Card Stock

- Prevent the spread...
- CDC.gov/coronavirus Infographics

Folded Size: 4.25”x6”
Material: Heavy Card Stock

- How to safely wear...
- CDC.gov/coronavirus Infographics

Folded Size: 4.25”x6”
Material: Heavy Card Stock

- Side 1: Prevent the spread...
- CDC.gov/coronavirus Infographics

Folded Size: 4.25”x6”
Material: Heavy Card Stock

- Side 2: How to safely wear...
- CDC.gov/coronavirus Infographics

Folded Size: 4.25”x6”
Material: Heavy Card Stock

- Do not move furniture

COVID-19 Awareness Sign Catalog
YARD SIGNS

ALL OUTDOOR FACILITIES AND FIELDS ARE CLOSED.

STAY HOME. SAVE LIVES.

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

TO PROTECT HEALTH AND SAFETY,
ALL OUTDOOR FACILITIES AND FIELDS ARE CLOSED.

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

FACE COVERINGS ARE MANDATORY

AT ALL TIMES.

28
Size: 24”x18”
Material: Corrugated Plastic with Yard Stanchions

FACE COVERINGS...

IN ALL PUBLIC SPACES.

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

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.
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

- Wash mask carefully after each use:
  - Hand wash with water and detergent
  - Soak in solution of 1% bleach in 3% household bleach solution
  - Air dry or dry in the dryer

- Remove mask carefully when you get home:
  - Handle mask only by ear loops or ties
  - Avoid touching your eyes, nose or mouth

Wear your mask correctly:
- The mask should cover your nose and mouth
- Securing the mask under your chin
- Do not put the mask around your neck or up on your forehead
- Do not touch the mask, but if you do, wash your hands or use hand sanitizer


Size: 6”x4”

Material:
Heavy Card Stock