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.
COVID-19 Awareness Sign Catalog

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...
• Department of Health Recommendations

03
Size: 8.5”x11”
Material: Heavy Card Stock

• LOCKED
• CMU AUTHORIZED PERSONNEL ONLY
• Department of Health Recommendations

05
Size: 8.5”x11”
Material: Heavy Card Stock

• MAXIMUM OCCUPANCY
• XXX PERSONS
• Department of Health Recommendations

06
Size: 8.5”x11”
Material: Heavy Card Stock

• USE STAIRS IF YOU CAN
• Please locate...
• Department of Health Recommendations

08
Size: 8.5”x11”
Material: Heavy Card Stock

• STOP
• Safety questions
• Do not come on site
COVID-19 Awareness Sign Catalog
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 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

15B
Size: 8.5"x11"
Material: Heavy Card Stock

15C
Size: 8.5"x11"
Material: Heavy Card Stock

18
Size: 8.5"x11"
Material: Heavy Card Stock

25
Size: 8.5"x11"
Material: Heavy Card Stock

26
Size: 8.5"x11"
Material: Heavy Card Stock
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

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**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)

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**DO NOT SIT HERE**

Thank you for practicing social distancing.

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

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**USE STAIRS IF YOU CAN**

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

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

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

- **PLEASE DO NOT CONGREGATE**
  - Size: 8.5"x11"
  - Material: Heavy Card Stock

- **KEEP MOVING AND DON'T STOP**
  - **TWO-WAY PEDESTRIAN TRAFFIC**

- **AREA CLOSED FOR CLEANING**
  - Size: 8.5"x11"
  - Material: Heavy Card Stock

- **DO NOT ENTER**
  - **DO NOT MOVE/REARRANGE FURNITURE**

- **ENTER ONLY**
  - Size: 8.5"x11"
  - Material: Heavy Card Stock

- **EXIT ONLY**
  - Size: 8.5"x11"
  - Material: Heavy Card Stock

- **FACE COVERING INSTRUCTIONS**
  - **Stay safe, Tartan style**

  - 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.
    - 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 bleach solution:
      - 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.

WALL AND WINDOW SIGNS

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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

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FACE COVERINGS ARE MANDATORY AT ALL TIMES.

Size: 11”x8.5”
Material: Heavy Card Stock
**COVID-19 Awareness Sign Catalog**

**POSTERS**

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**COVID-19 Safety Procedures for Businesses**

**PROTECTING CUSTOMERS AND EMPLOYEES WORKING IN THE COMMONWEALTH**

**Requirements for Businesses Authorized to Operate during Pennsylvania’s Reopening Plan**

- Wear a facial covering
- Wash your hands
- Establish a plan for employee COVID-19 exposure
- Don’t allow non-essential visitors
- Conduct meetings virtually
- Prevent large groups from entering or leaving the building
- Ensure there is a COVID-19 exposure plan in your building
- Schedule handwashing breaks for employees at least every hour
- Designate a specific time for people at high risk to use the facility at least once a week
- Explain the guidance to customers

**Additional Safety Guidance for Any Retail Operations at Your Location**

- Allow employees to follow CDC recommended guidelines on personal protective equipment
- Take each employee’s temperature before they enter the building and send home those who have a temperature of 100.4°F or higher
- If there is a COVID-19 exposure in your building, secure and clean the exposed areas
- Advise sick employees to follow CDC recommended guidelines on home isolation
- Contact the Department of Health at 610-314-9971

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**COVID-19 Safety Procedures for Businesses**

**NOTICE**

All businesses in the Commonwealth that wish to operate during Pennsylvania’s Reopening Plan must adhere to guidelines provided by the Department of Health and the Occupational Safety and Health Administration. Failure to comply with these guidelines may result in enforcement actions.

In addition, businesses must, to each web location (building or website), visibly display Safety Criteria to summarize key assumptions and recommendations regarding these requirements. This business is compliant with Pennsylvania Safety Criteria.

**Questions of Concerns?**

Employees or Customers:

Contact the Department of Health at 610-314-9971. (Pa. citizens)

Employees:


Businesses from the PA Department of Health:

[1-800-99-BERKSHIRE](https://www.healthyPa.com)

[1-800-99-BERKSHIRE](https://www.healthyPa.com) for Businesses at 1-833-5-BERKSHIRE

Letters of complaint may be mailed to:

Department of Health

350 W. Temple Street

Harrisburg, PA 17120

**Additional Safety Guidance for Any Retail Operations at Your Location**

- **Self-assess daily**
- **Keep 6 apart**
- **Wear a facial covering**
- **Wash your hands**

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**FACIAL COVERINGS ARE MANDATORY**

**AT ALL TIMES.**

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**Size:** 17”x11”

**Material:** Heavy Card Stock

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

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**Size:** 11”x17”

**Material:** Heavy Card Stock

Welcome to campus.

DO YOUR PART TO KEEP OUR COMMUNITY SAFE.

- Self-assess daily
- Keep 6 apart
- Wear a facial covering
- Wash your hands

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COVID-19 Awareness Sign Catalog
**POSTERS**

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**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 (2 meters) 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 water for 20 seconds.

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**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 daily safety and prevention training.
2. **Prevent the spread of COVID-19**
   - Maintain required physical distance (6 feet).
   - Cover your mouth and nose.
   - Practice good hygiene (wash your hands).
   - Follow all government and university regulations.
3. **Contribute to the identification of COVID-19**
   - Complete the daily self-assessment survey.
   - Report unusual symptoms.
   - Follow the university’s guidelines for contact tracing.
4. **Support the containment of COVID-19**
   - If you are experiencing symptoms or believe you may have been exposed to COVID-19, please isolate and seek medical care.

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**WASH HANDS**

Wash hands:

- Wash with soap and water for at least 20 seconds.

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**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.**

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**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 water for 20 seconds
- Use sanitizer to disinfect all surfaces that you touch

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**Welcome to campus.**

**DO YOUR PART TO KEEP OUR COMMUNITY SAFE.**

- Self-assess daily
- Keep 6 feet apart
- Wear a facial covering
- Wash your hands

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**71**

- **Size:** 22”x28”
- **Material:** Foam Board
- **STAY WELL, TARTAN STYLE**

**72**

- **Size:** 22"x28”
- **Material:** Foam Board
- **A TARTAN’S RESPONSIBILITY**

**78**

- **Size:** 22”x28”
- **Material:** Foam Board
- **STOP**

**79**

- **Size:** 22”x28”
- **Material:** Foam Board
- **WASH HANDS GRAPHIC**

**80**

- **Size:** 22”x28”
- **Material:** Foam Board
- **THIS IS A SHARED SPACE**

**81**

- **Size:** 22”x28”
- **Material:** Foam Board
- **Welcome to campus.**

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COVID-19 Awareness Sign Catalog
POSTERS

PREVENT THE SPREAD OF RESPIRATORY DISEASES LIKE COVID-19

- Stay home when you are sick, except to get medical care.
- Wash your hands often 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.

Source: CDC.gov/coronavirus

Size: 22"x28"  
Material: Foam Board

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CDC.gov/coronavirus
Infographics
YARD SIGNS

ALL OUTDOOR FACILITIES AND FIELDS ARE CLOSED.

STAY HOME. SAVE LIVES.

04A

• ...CLOSED.

Size: 24”x18”

Material:
Corrugated Plastic
with Yard Stanchions

TO PROTECT HEALTH AND SAFETY,

ALL OUTDOOR FACILITIES AND FIELDS ARE CLOSED.

04B

• TO PROTECT HEALTH AND SAFETY,

• ...CLOSED.

Size: 24”x18”

Material:
Corrugated Plastic
with Yard Stanchions

FACE COVERINGS ARE MANDATORY

AT ALL TIMES.

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• FACE COVERINGS...

Size: 24”x18”

Material:
Corrugated Plastic
with Yard Stanchions

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• IMPORTANT INFORMATION ABOUT YOUR CLOTH FACE COVERINGS

Size: 18”x24”

Material:
Corrugated Plastic
with Yard Stanchions

CDC.gov/coronavirus Infographics
FLOOR AND DIRECTIONAL GRAPHICS

• PAUSE YOUR PAWS HERE

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

• ARROWS – DIRECTIONAL

14A

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.

THIS STAIRWAY
UP

THIS STAIRWAY
DOWN

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

**WAIT YOUR TURN**
- **Size:** 6”x9”
- **Material:** Heavy Card Stock

**PLACE CHAIR HERE**
- **Size:** 6”x9”
- **Material:** Decal

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

**DO NOT SIT HERE**
- **Size:** 6”x9”
- **Material:** Decal
Stay well, Tartan style

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 are 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.