



# COVID-19 Awareness Sign Catalog

---

EHS-20-387\_Covid-19AwarenessSignCatalog\_23

June 9, 2021 11:51 AM



# Emerging from this pandemic. Together. Stronger.

## TABLE OF CONTENTS

WALL AND WINDOW SIGNS .....3

POSTERS .....8

TABLE TENTS .....11

YARD SIGNS .....12

FLOOR AND  
DIRECTIONAL GRAPHICS.....13

PUBLICATIONS.....15

### 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:fixit@andrew.cmu.edu).

### Who pays for the sign?

Costs associated with COVID-19 sign orders that are placed through [fixit@andrew.cmu.edu](mailto: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](https://cmu.edu/coronavirus).

# WALL AND WINDOW SIGNS



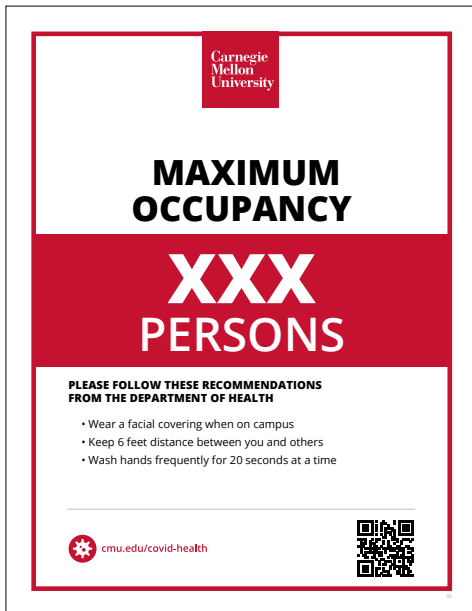
- 01**
- CLOSED
  - DO NOT ENTER...
  - This room was last cleaned by...
- Size:** 8.5"x11"
- Material:** Heavy Card Stock



- 02**
- LIMITED USE
  - USE OF THIS ROOM IS RESTRICTED
  - Call FMCS
  - No more than 10...
  - Department of Health Recommendations
- Size:** 8.5"x11"
- Material:** Heavy Card Stock



- 03**
- LOCKED
  - CMU AUTHORIZED PERSONNEL ONLY
  - Department of Health Recommendations
- Size:** 8.5"x11"
- Material:** Heavy Card Stock



- 05**
- MAXIMUM OCCUPANCY
  - XXX PERSONS
  - Department of Health Recommendations
- Size:** 8.5"x11"
- Material:** Heavy Card Stock

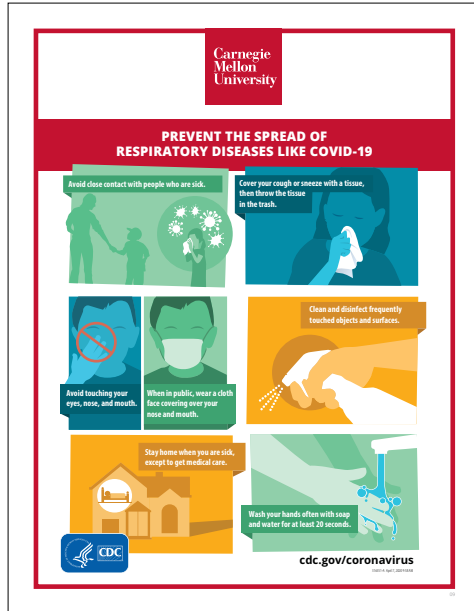


- 06**
- USE STAIRS IF YOU CAN
  - Please locate...
  - Department of Health Recommendations
- Size:** 8.5"x11"
- Material:** Heavy Card Stock

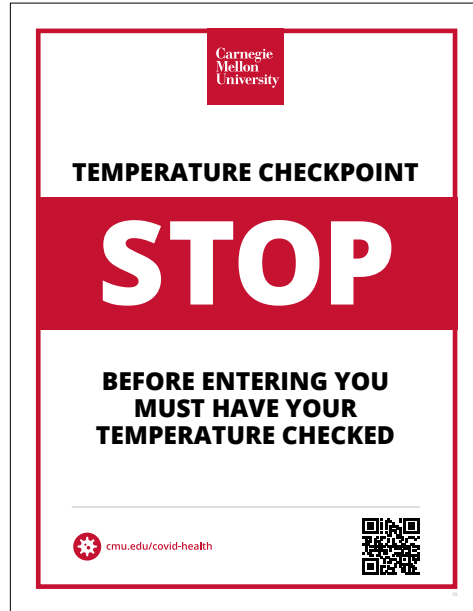


- 08**
- STOP
  - Safety questions
  - Do not come on site
- Size:** 8.5"x11"
- Material:** Heavy Card Stock

# WALL AND WINDOW SIGNS



**09** • PREVENT THE SPREAD...  
**Size:** 8.5"x11"  
**Material:** Heavy Card Stock



**10** • TEMPERATURE CHECKPOINT  
**Size:** 8.5"x11"  
**Material:** Heavy Card Stock



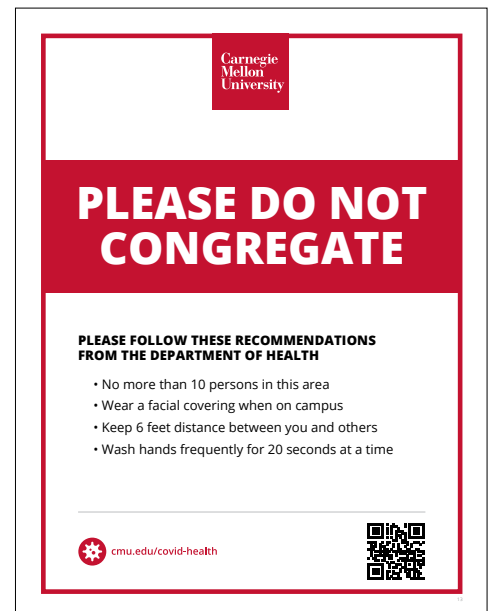
**11A** • HOW TO SAFELY WEAR...  
**Size:** 8.5"x11"  
**Material:** Heavy Card Stock



**11B** • IMPORTANT INFORMATION ABOUT YOUR CLOTH FACE COVERINGS  
**Size:** 8.5"x11"  
**Material:** Heavy Card Stock



**12** • WASH HANDS GRAPHIC  
**Size:** 8.5"x11"  
**Material:** Window Cling



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



# WALL AND WINDOW SIGNS



**15A**

- WE ARE OPEN FOR MEETINGS...
- No more than 10...

**Size:** 8.5"x11"

**Material:** Heavy Card Stock

*Department of Health Recommendations*



**15B**

- WE ARE OPEN FOR PHONE MEETINGS
- Please call

**Size:** 8.5"x11"

**Material:** Heavy Card Stock



**15C**

- WE ARE OPEN FOR

**Size:** 8.5"x11"

**Material:** Heavy Card Stock



**18**

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

**Size:** 8.5"x11"

**Material:** Heavy Card Stock



**25**

- THIS IS A PUBLIC-USE FIXTURE
- Instructions

**Size:** 8.5"x11"

**Material:** Heavy Card Stock



**26**

- CLOSED
- DO NOT USE
- Department of Health Recommendations

**Size:** 8.5"x11"

**Material:** Heavy Card Stock

# WALL AND WINDOW SIGNS



**30** • DISINFECT TOUCH POINTS...  
Size: 8.5"x11" • ALL USERS...

**Material:**  
Heavy Card Stock



**55** • DOES THIS RESTROOM NEED SERVICE?  
Size: 8.5"x11"

**Material:**  
Heavy Card Stock



**83** • DO NOT SIT HERE  
Size: 8.5"x11"

**Material:**  
Heavy Card Stock



**32** • USE STAIRS IF YOU CAN  
Size: 17"x5.5"

**Material:**  
Vinyl Cling

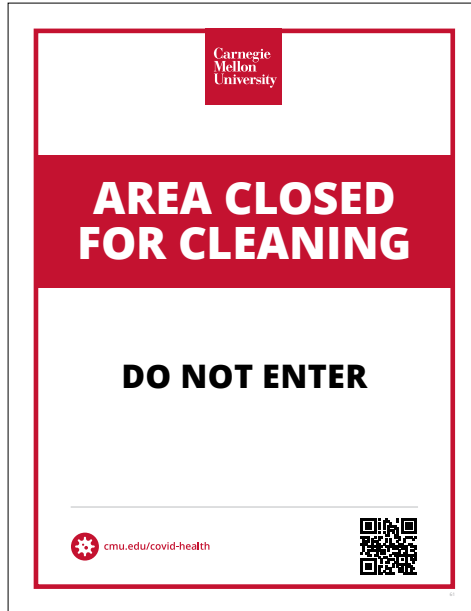


**58**  
Size: 12" Circle  
**Material:**  
Vinyl Cling

# 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



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



**69** • EXIT ONLY  
**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



# POSTERS

**COVID-19 Safety Procedures for Businesses**  
PROTECTING CUSTOMERS AND EMPLOYEES WORKING IN THE COMMONWEALTH

**Requirements for Businesses Authorized to Continue In-Person Operations:**

**Health and Cleaning**

- Provide masks for employees to wear at all times.
- Clean and disinfect the building frequently, especially high-touch areas.
- Make sure employees have access to soap and water, hand sanitizer, and disinfectant wipes.
- Tell employees they should notify their supervisor if they are sick and stay home.

**Social Distancing**

- Prevent large groups from entering or leaving the building at the same time.
- Limit the number of employees in common areas.
- Conduct meetings virtually. For in-person meetings, limit the number of employees to 10 and maintain a distance of six feet.
- Don't allow non-essential visitors.

**If there is a COVID-19 exposure in your building**

- Establish a plan for employee COVID-19 exposure, that includes building cleaning and notifying affected employees. See COVID-19 Safety Guidance at [pa.gov](https://pa.gov) for more details.
- Secure and clean the exposed areas.
- Take each employee's temperature before they enter the building and send home those who have a temperature of 100.4°F or higher.
- Employees should notify their supervisor if they have symptoms and go or stay home.
- Advise sick employees to follow CDC recommended guidance on home isolation.

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

- Conduct business with the public by appointment only, when possible.
- Limit the number of people inside the building to no more than 50% of the total maximum occupancy.
- Modify business hours so there is enough time to clean and restock.
- Install shields at check-out areas to separate cashiers and customers.
- Provide delivery or pick-up options and encourage online ordering.
- Designate a specific time for people at high risk to use the business at least once a week.
- Require customers to wear masks or face coverings.
- Limit check-out lanes to every other register and rotate every hour to allow for disinfection.
- Schedule handwashing breaks for employees at least every hour.
- Assign an employee to wipe down carts and handbaskets before the customer uses it.

**Questions or Concerns?**

**Businesses**  
Contact the Department of Health at 1-877-PA-HEALTH (1-877-724-3256).

**Employees or Customers**  
If you feel unsafe at your workplace relative to COVID-19 concerns, file a complaint with:

- A local health department or law enforcement agency.
- The Occupational Safety and Health Administration at [OSHA.gov](https://OSHA.gov).
- The PA Department of Health at [health.pa.gov](https://health.pa.gov).

**Remember These Important Steps to Stop the Spread of COVID-19**

- Maintain a distance of at least 6 feet from other individuals.
- Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer if soap and water are not available.
- Cover coughs or sneezes with a sleeve or elbow.
- Do not shake hands.
- Regularly clean high-contact surface areas.
- When sick, stay at home.
- Do not gather in groups larger than 10 people.

**COVID-19 Safety Procedures for Businesses**  
**NOTICE**

All businesses in the Commonwealth that elect to maintain in-person operations, if permitted to operate under the Orders of the Governor and Secretary of Health, must strictly adhere to the guidance published by the Pennsylvania Department of Health, and must prominently display this notice and the foregoing COVID-19 SAFETY PROCEDURES FOR BUSINESSES at each work location (building or worksite).

In addition, each business must, for each work location (building or worksite), identify a Pandemic Safety Officer to respond to employee and subcontractor questions regarding these requirements. This business's or work site's Pandemic Safety Officer is:

Name Melanie J. Lucht Number 412-288-5939 Email DRBC@andrew.cmu.edu

As business owner/operator/site forperson/manager, I acknowledge and understand the foregoing, and confirm that my business/worksite will adhere to these requirements, as may be amended by orders of the Governor or Secretary of Health.

Signature [Signature] Date June 5, 2020

**Remember These Important Steps to Stop the Spread of COVID-19**

- Maintain a distance of at least 6 feet from other individuals.
- Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer if soap and water are not available.
- Cover coughs or sneezes with a sleeve or elbow.
- Do not shake hands.
- Regularly clean high-contact surface areas.
- When sick, stay at home.
- Do not gather in groups larger than 10 people.

- 27
- Size: 17"x11"
- Material: Heavy Card Stock
- COVID-19 Safety Procedures for Businesses from the PA Department of Health

**Carnegie Mellon University**

**Welcome to campus.**

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

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

[cmu.edu/covid-health](https://cmu.edu/covid-health)

- 29
- Size: 11"x17"
- Material: Heavy Card Stock
- Welcome to campus.

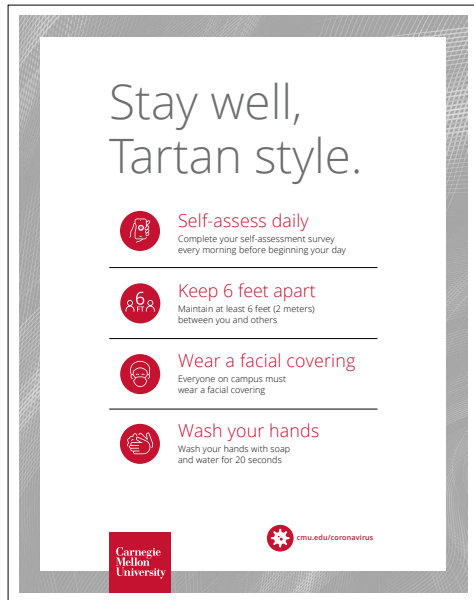
**Carnegie Mellon University**

**FACE COVERINGS ARE MANDATORY**

**AT ALL TIMES.**

- 162
- Size: 17"x11"
- Material: Heavy Card Stock
- FACE COVERINGS...

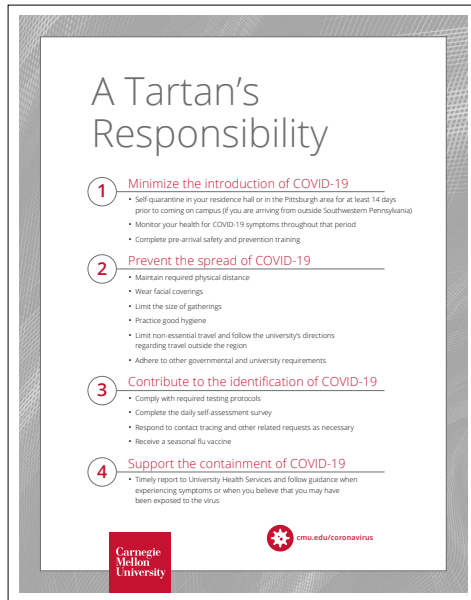
# POSTERS



71 • STAY WELL, TARTAN STYLE

Size: 22"x28"

Material:  
Foam Board



72 • A TARTAN'S RESPONSIBILITY

Size: 22"x28"

Material:  
Foam Board



78 • STOP

Size: 22"x28"

Material:  
Foam Board

- Safety questions
- Do not come on site



79 • WASH HANDS GRAPHIC

Size: 22"x28"

Material:  
Foam Board

- Wash with soap...

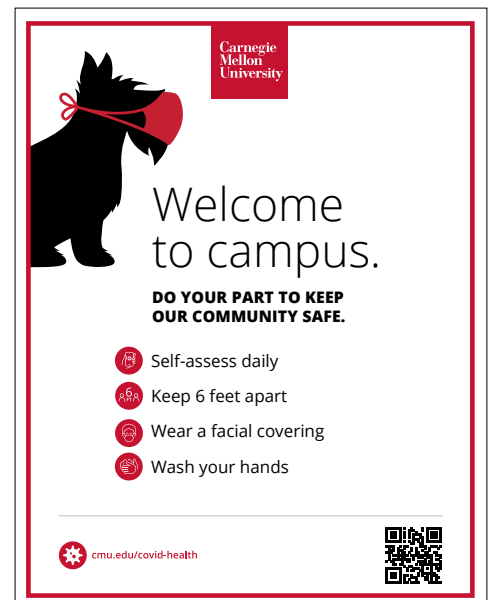


80 • THIS IS A SHARED SPACE

Size: 22"x28"

Material:  
Foam Board

- DO YOUR PART...

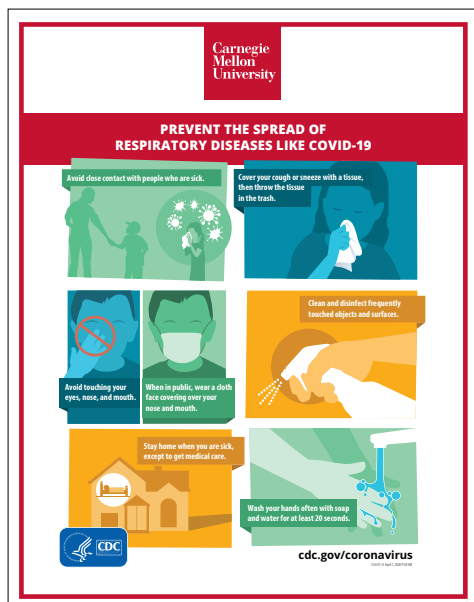


81 • Welcome to campus.

Size: 22"x28"

Material:  
Foam Board

# POSTERS



82

Size: 22"x28"

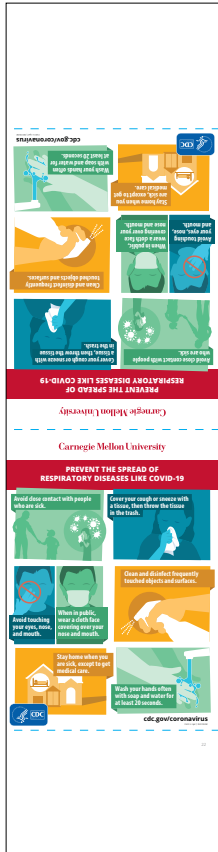
Material:

Foam Board

- PREVENT THE SPREAD...
- [CDC.gov/coronavirus](https://www.cdc.gov/coronavirus)  
*Infographics*



# TABLE TENTS



**22**  
**Folded Size:** 4.25"x6"  
**Material:**  
 Heavy Card Stock

- PREVENT THE SPREAD...
- [CDC.gov/coronavirus](https://www.cdc.gov/coronavirus) Infographics



**23**  
**Folded Size:** 4.25"x6"  
**Material:**  
 Heavy Card Stock

- HOW TO SAFELY WEAR...
- [CDC.gov/coronavirus](https://www.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](https://www.cdc.gov/coronavirus) Infographics



**155**  
**Folded Size:** 4.25"x6"  
**Material:**  
 Heavy Card Stock

- DO NOT MOVE FURNITURE

# YARD SIGNS



- 04A**
- ...CLOSED.
- Size:** 24"x18"
- STAY HOME. SAVE LIVES.
- Material:**  
Corrugated Plastic  
with Yard  
Stanchions



- 04B**
- TO PROTECT HEALTH AND SAFETY,
  - ...CLOSED.
- Size:** 24"x18"
- Material:**  
Corrugated Plastic  
with Yard  
Stanchions



- 37**
- IMPORTANT INFORMATION ABOUT YOUR CLOTH FACE COVERINGS
  - [CDC.gov/coronavirus Infographics](https://www.cdc.gov/coronavirus/infographics)
- Size:** 18"x24"
- Material:**  
Corrugated Plastic  
with Yard  
Stanchions



- 28**
- FACE COVERINGS...
- Size:** 24"x18"
- Material:**  
Corrugated Plastic  
with Yard  
Stanchions

# FLOOR AND DIRECTIONAL GRAPHICS



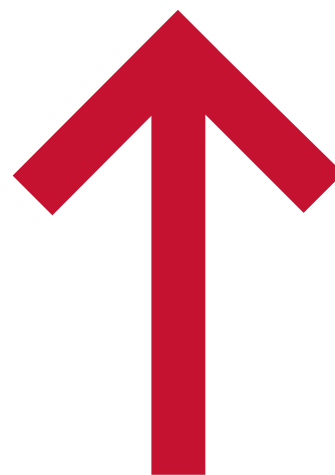
07

Size: 15"x15"

Material:  
Vinyl Floor Decal\*

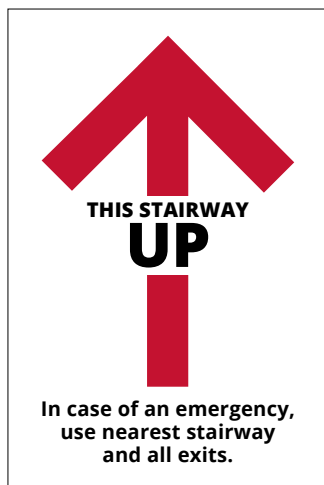
\*Please specify carpet  
or tile installation

- PAUSE YOUR PAWS HERE



14A

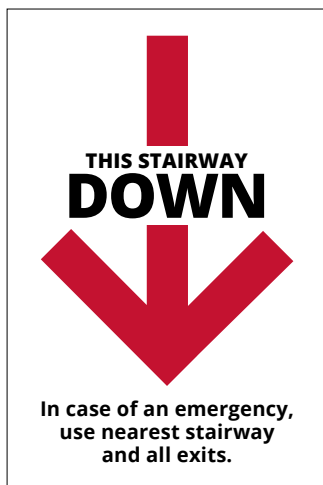
- ARROWS – DIRECTIONAL



14B

Size: 6"x9"

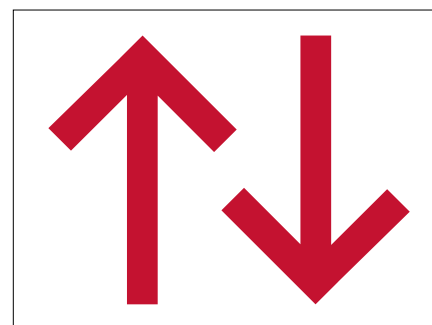
- ARROW – STAIRWAY UP
- In case of emergency...



14C

Size: 6"x9"

- ARROW – STAIRWAY DOWN
- In case of emergency...

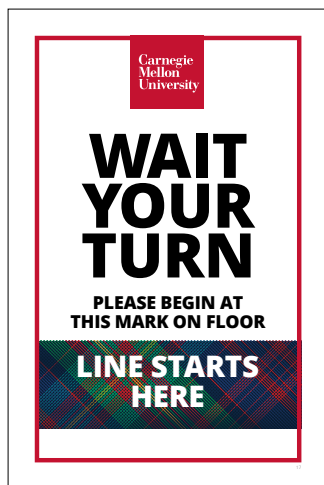


14D

Size: 8"x6"

- ARROWS – UP AND DOWN

# 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

# PUBLICATIONS



57

- STAY WELL, TARTAN STYLE

Size: 6"x4"

- FACE COVERING INSTRUCTIONS

**Material:**

Heavy Card Stock