COVID-19 Signage Guidelines

Updated: June 25, 2020
Communicate
With Signage.

COVID-19 Signage Guidelines
As U of G prepares for an increasing return of faculty, staff and students on our campuses and in our research stations, standard signs and communication for navigating our spaces will be important. This document identifies signs that are available for print or for order as well as where and how to use them.

Coordinating our approach
As buildings are prioritized for re-occupancy and increased activities, the initial focus will be on the Health Sciences Centre and research-intensive spaces. Our plans for re-occupancy will continue to align with government and public health directives. Physical Resources (PR) will manage the preparation of commonly used building spaces including main entries and exits, elevators, main corridors, stairwells and public lounge areas, multi-user washrooms and centrally booked classrooms. Visit the PR website for more information on campus workplaces and departmentally managed classrooms and labs.

A PR representative has been assigned to provide design and planning support for each U of G building. Departments have been asked to assign a representative to liaise with other departmental building users and the PR building representative for specific needs as departments conduct their own space assessments and planning. This coordinated approach helps us be more cost effective and reduces duplicate efforts.
Placement and Ordering

Where They Go.

Ordering and Printing signs

Remember, all signs that go up will eventually have to come back down and commercially printed signs are costly. Start by having your departmental representative talk to your PR representative for consultation before ordering signs. As we have learned, things change quickly during COVID-19. Ordering signs now for a space that will not be occupied for a few months may cause extra work if processes change.

In areas where research has already resumed, department administrators can order or self-print signs before connecting with their PR representative if needed. Start small and add signs if problem areas are identified. When there are too many signs in an area, people stop noticing them and miss important information.

Installing signs

Adhesive decals should be stuck only to surfaces with a durable finish (e.g., doors, plastic laminate, glazing and not to painted drywall) so they can be peeled off with minimal issue. Floor decals should be used sparingly and watched for curling edges as they can become tripping hazards. In areas with smooth tiles, consider adding signage to walls. Decals will adhere well to carpet tile but not as well to smooth tile surfaces.

If printing and installing signs yourself, please add the signs to durable surfaces (e.g., doors, plastic laminate, glazing and not to painted drywall) whenever possible. If painted drywall surfaces are your only option, use green painters tape or push pins to minimize damage.
Signage

Physical Distancing.

On campus, 2m (6ft) of space must be maintained between individuals. Use these decals to help clarify how individuals should navigate a space.
PLEASE PRACTICE PHYSICAL DISTANCING

2m
6ft

PLEASE PRACTICE PHYSICAL DISTANCING

2m
6ft

PLEASE PRACTICE PHYSICAL DISTANCING

2m
6ft
1. CHK
When possible, use the check instead of the cross to present a more positive message.

2. CRS
Use sparingly to designate areas that are not usable (e.g., a classroom seat in front of an instructor that would not allow 2m of distance).
Please keep 2m - 6 ft apart

Thank you for practicing physical distancing

To calculate the distance for a queue, use the formula:

\[(\text{no. of people} - 1) \times 2m\]

Lines can curve to accommodate more people, but two metres must be maintained between each person. Use the Wait Here sign for the first three spaces in a queue. Use duct tape to mark additional spaces. Contact your Physical Resources representative for more guidance.
Signage

Pedestrian Traffic Control.

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**EMERGENCY EXIT ONLY**

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**EXIT ONLY**

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**EXIT ONLY**

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For use by Physical Resources only
THIS AREA IS CLOSED
Signage

Hygiene Protocol Etiquette.

3-M
Add to doors to indicate that masks must be worn in a shared space.

3-MO
Add to doors to indicate that masks must be worn. In the white box, use a black permanent marker to add the maximum number of people allowed in the space and maintain physical distance.
**Help prevent the spread...**

- Smaller washrooms are single occupancy only. If the washroom is in use, please wait 2m from the door.
- In larger washrooms, maintain 2m of physical distance.
- Wash your hands before and after use.
- Use a paper towel (or other barrier) to open the door when exiting.

*Help prevent the spread...*

- Wash your hands often.
- Maintain 2m distance.
- Don’t touch your face.
- Wear a mask.

Learn more at [https://uoguel.ph/COVID19](https://uoguel.ph/COVID19)

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**Help Prevent When You Are Sick**

**Step 1:** DO NOT COME TO WORK. Call or email your supervisor. If you become sick at work, STOP working, call your supervisor, go home and isolate yourself. Avoid public transportation and protect those around you.


**Step 3:** Complete the U of G self-declaration form found on the U of G COVID-19 website.

COVID-19 can cause a range of symptoms. The most common symptoms of COVID-19 include:
- fever
- cough
- difficulty breathing

For more information visit: [uoguel.ph/COVID19](https://uoguel.ph/COVID19)

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**Help prevent the spread...**

- Fill the farthest seats in each row first.
- Marked seats are for those with accessibility needs.
- Sit only in seats that have a check mark.
- When you arrive: Wipe down your area and any equipment you use.
- Follow directional signs: In an emergency, these rules do not apply.
- As you leave, those in farthest seats file out first. Maintain 2m distance.

*Help prevent the spread...*

- Wash your hands often.
- Maintain 2m distance.
- Don’t touch your face.
- Wear a mask.

Learn more at [https://uoguel.ph/COVID19](https://uoguel.ph/COVID19)

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**When Using Shared Spaces**

- Stagger shift and break times if possible to allow for physical distancing in busy areas.
- Be mindful of high-touch surfaces. Disinfect shared spaces before you use them or use a barrier (glove or paper towel) between your hand and the surface.
- Avoid gathering in lunch rooms, meeting rooms and shop areas.

*Have questions or need cleaning supplies? ASK YOUR SUPERVISOR*

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Have questions or need cleaning supplies? ASK YOUR SUPERVISOR
Stop!

Before entering this building, perform a self-assessment

1. Have you travelled outside of Canada within the last 14 days?

2. Do you currently have the following symptoms?
   - Fever
   - Coughing
   - Difficulty Breathing

3. In the last 14 days, have you had contact with anyone who:
   a. Has COVID-19?
   b. Has or suspects they have symptoms of COVID-19?
   c. Has been exposed to someone with COVID-19?

4. Are you currently living with someone in isolation due to COVID-19 symptoms?

If you answer YES to any of the above questions, DO NOT enter this building. Contact your supervisor or the person you are visiting to discuss alternative arrangements.
COVID-19 Information

Physical Distancing in Elevators

- Avoid crowding: Max. ___ rider(s) at a time.
- Leave it for those who need it: Take the stairs if you are able.
- Avoid touching your face after pushing the button.
- Clean your hands after using the elevator.

Avoid crowding: Max. ___ rider(s) at a time.

Leave it for those who need it: Take the stairs if you are able.

Avoid touching your face after pushing the button.

Clean your hands after using the elevator.
# Available Signage

<table>
<thead>
<tr>
<th>Part Number</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Distancing - General</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-PDF-R</td>
<td>Physical Distancing Floor - <em>Feet Icon</em> (Red)</td>
<td>Decal</td>
</tr>
<tr>
<td>5-PDF-Y</td>
<td>Physical Distancing Floor - <em>Feet Icon</em> (Yellow)</td>
<td>Decal</td>
</tr>
<tr>
<td>6-PDWF-R</td>
<td>Physical Distancing Wall or Floor - <em>Head Icon</em> (Red)</td>
<td>Decal</td>
</tr>
<tr>
<td>6-PDWF-Y</td>
<td>Physical Distancing Wall or Floor - <em>Head Icon</em> (Yellow)</td>
<td>Decal</td>
</tr>
<tr>
<td>1-CHK</td>
<td>Physical Distancing “Check Mark”</td>
<td>Decal</td>
</tr>
<tr>
<td>2-CRS</td>
<td>Physical Distancing “Cross”</td>
<td>Decal</td>
</tr>
<tr>
<td>4-WH-Y</td>
<td>Wait Here (Yellow)</td>
<td>Decal</td>
</tr>
<tr>
<td>4-WH-R</td>
<td>Wait Here (Red)</td>
<td>Decal</td>
</tr>
<tr>
<td>19-ARR</td>
<td>Physical Distancing Spacing Arrow (floor)</td>
<td>Physical Resources Use Only</td>
</tr>
<tr>
<td><strong>Pedestrian/Traffic Control</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7-EE</td>
<td>Emergency Exit Only</td>
<td>Decal</td>
</tr>
<tr>
<td>8-EO</td>
<td>Exit Only</td>
<td>Decal</td>
</tr>
<tr>
<td>8-ENTO</td>
<td>Enter Only</td>
<td>Decal</td>
</tr>
<tr>
<td>9-KR-Y</td>
<td>Keep to the Right Stair Icon (Yellow)</td>
<td>Decal or Poster</td>
</tr>
<tr>
<td>9-KR-R</td>
<td>Keep to the Right Stair Icon (Red)</td>
<td>Decal or Poster</td>
</tr>
<tr>
<td>20-UO</td>
<td>Up Only - Stairs</td>
<td>Decal or Poster</td>
</tr>
<tr>
<td>20-DO</td>
<td>Down Only - Stairs</td>
<td>Decal or Poster</td>
</tr>
<tr>
<td>10-OW</td>
<td>One Way</td>
<td>Decal</td>
</tr>
<tr>
<td>11-AC</td>
<td>This area is closed</td>
<td>Poster</td>
</tr>
</tbody>
</table>
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<tr>
<td><strong>Hygiene Protocols/Ettiquite</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-M</td>
<td>Wear Your Mask</td>
<td>Decal or Poster</td>
</tr>
<tr>
<td>12-WS</td>
<td>What to do when you are sick</td>
<td>Poster</td>
</tr>
<tr>
<td>13-SA</td>
<td>Stop! Self Assessment</td>
<td>Poster</td>
</tr>
<tr>
<td>14-SLS</td>
<td>Safe Learning Spaces</td>
<td>Decal or Poster</td>
</tr>
<tr>
<td>15-SS</td>
<td>Shared Spaces</td>
<td>Poster</td>
</tr>
<tr>
<td>16-WS</td>
<td>Washroom Safety</td>
<td>Poster</td>
</tr>
<tr>
<td>3-MO</td>
<td>Maximum Capacity</td>
<td>Decal</td>
</tr>
<tr>
<td>17-V</td>
<td>UofG Vehicle Guidelines</td>
<td>Physical Resources Use Only</td>
</tr>
<tr>
<td>18-ELEV</td>
<td>Elevator Sign</td>
<td>Physical Resources Use Only</td>
</tr>
</tbody>
</table>

To order and print signs, visit the [Physical Resources website](#).
Creating Signs To Meet Your Area’s Specific Needs

Can’t find what you’re looking for? We have bundled our resources together so you can download the assets and follow the guidelines to create your department specific message.

All signs and decals need to be approved by central communications and marketing. Follow the instructions in the accompanying pages on how to submit your final design.

Here you will find the iconography, circle textures and COVID-19 pattern.

This will help us remain consistent across campus.
Create

The Clear Message.

The imagery in the signs are simple and clear with icons that are outlined and simple.

Communications and directions should be clear, simple and easy to read.

The main title should be predominant, as per the messaging guidelines from our University of Guelph brand guide.

Use the standard remember tips sidebar for your signage.
Clear icons.

COVID-19 texture which creates a familiar messaging with the website messaging.

Clear text and images. Information is laid out efficiently.

University colours and branding.
Signage

Custom Examples.

Some examples of approved custom signage.
Resources

Approval Process.

If your area requires signage not included in the COVID-19 Sign Inventory, you can design one by following these steps.

1. Email brand@uoguelph.ca with information about the sign you need.

2. The Return-to-Campuses steering committee may identify your sign as one that is needed in many spaces. If that is the case, design assistance will be provided.

3. Consult this document for design guidelines.

4. You can access icons and patterns on the University’s Digital Asset Management tool.

5. Create a draft of the sign.

6. Email your draft to brand@uoguelph.ca.

7. Your draft will be reviewed by representatives from the Return-to-Campuses steering committee.

8. If any revisions are required, update your design.

9. Send your final design to brand@uoguelph.ca and print.