



Departments and colleges installing COVID signage should consider the following before purchasing and installing supplemental signs.

Consider

- Building access and ease of travel while maintaining a safe physical distance.
- How space usage will evolve in the short and long term.
- Who your building occupants are (repeat users, guests) and how they use the space.
- Volume and location of foot traffic.
- Seasonal impacts to building use.
- Buildings need to maintain ADA standards. Questions should be directed to the [ADA Coordinator's Office](#).
- Signage maintenance and replacement schedules and costs.

Be Sure to

- Place masking signs in prominent locations.
- Consider a combination of sign types to convey instructions.
- Determine the appropriate balance of high visibility and frequency of messaging without over-posting.
- Place posters and cling signage at approximately eye-level (5'0" above finished floor).
- Place queuing signage 6 ft. between each decal to indicate appropriate physical distancing.
- Avoid placing signs in low-lit areas.
- Avoid placing signs in areas obstructed by equipment or furniture.
- Do not puncture walls or drill holes to install signage.
- Do not use tape to mount signs on painted walls or wooden doors as tape will damage the finish. Instead, use wall clings.
 - Scotch tape may be used to mount signs on other approved surfaces. Do not use duct tape or blue tape.
 - When using scotch tape for mounting on approved surfaces, tape each sign corner to secure mounting.
- Downloadable COVID-19 signage assets should be printed in color.
- Monitor signs for wear. Downloadable signage should be removed or replaced when worn, faded or torn.

Criteria for Sign Locations

- High pedestrian traffic areas.
- Intersection of key walking paths.
- Spaces where occupants gather or tend to queue.
- Outside of elevators, above control panel.
- Floor entrance doors of stairwells.
- Building entrances and exits.
- Counter spaces, customer service desks.
- Seating areas.
- Restricted areas.
- Areas where occupants may complete suggested health habits (i.e., hand washing).