COVID-19
Sign Manual

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Introduction

The materials contained within this Sign Manual are intended to provide visual cues about the University’s COVID-19 guidelines and behavioral expectations for all employees, staff, students, and visitors to University buildings and facilities.

While this document many situations and scenarios, the success of this program depends upon the common sense approach and consistent application of signage campus wide. For more specific information on the COVID-19 Temporary Sign Standards, please contact UNIVERSITY CONTACT OR REFERENCE INFO HERE.
Process

The following process should be used to correctly program and implement the COVID-19 Temporary Sign Standards:

- The University identifies a Building Coordinator for each campus building or facility.
- The Building Coordinator uses the COVID-19 Sign Manual to identify the required signs by area of the building and prepares a draft sign program using the Sign Programming Worksheet included in the Sign Installation Guidelines.
- The Building Coordinator conducts a walk-through of the building with team members from Environmental Health & Safety and Facilities Management & Operations to review the building’s COVID-19 preventative requirements and the drafted sign program.
- The Building Coordinator uses the COVID-19 Sign Manual to prepare a sign order utilizing the provided order form.
- The order form is submitted to one of the following approved vendors for production.
- Signs are delivered to the Building Coordinator. The Sign Vendor will provide all adhesives and hardware required for installation. Campus Planning & Operations will work with the Building Coordinator to install the signs.

The following vendors should be used when ordering signs:

DGI
www.dgicommunications.com/invisuals/
Contact: Joe Clover
clover@dgi-invisuals.com
781-565-4230

Shawmut
www.shawmutdelivers.com
Contact: Dave Gagnon
daveg@shawmutdelivers.com
978-304-4018

Puritan
www.puritanpress.com
Contact: Dave Cady
davec@puritancapital.com
508-847-1155
Sign Types

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1. Entrance Signage - Key to Sign Types

Entrance Signage provides building entry information and University standard protocols. Signs should be located at exterior entrances to all buildings and facilities.

1.A Entrance Information Sign

Limit the spread of COVID-19

For the safety of yourself and others, please observe the following protocols when entering any University building or facility:

**Face coverings required**
Cover your mouth and nose with a mask or cloth face covering. You could spread COVID-19 even if you do not feel sick.

**Avoid close contact**
Stay at least 6 feet (about 2 arms’ length) from other people. Some people without symptoms may be able to spread virus.

**Cover coughs and sneezes**
When you cough or sneeze, always cover your mouth and nose with the inside of your elbow or a tissue.

**Wash your hands often**
Wash your hands with soap and water for at least 20 seconds or use a hand sanitizer that contains at least 60% alcohol. Avoid touching your face with unwashed hands.

**Please comply with all posted signs**
Building entry limits and space occupancy limits have been adjusted for the safety of all building users.

1.B Entrance Closed/Exit Only Sign

Entrance to this building has been limited for the safety of all users.

This entrance is:

CLOSED

Please proceed to the next available building entrance

1.C Deliveries Entrance Sign

Entrance to this building has been limited for the safety of all users.

ALL DELIVERIES must be made to:

For more information visit bu.edu/back2bu
1.A Entrance Information Sign - EXTERIOR SIGN

Exterior wall or glass mounted sign outlines University protocols for all buildings and facilities. Sign content includes wear mask, maintain physical distancing, cover coughs, hand-washing, observe posted signs, and Building Coordinator contact information.

Building Coordinator information is added to printed sign with black “Pro” Sharpie Marker, (www.sharpie.com), or equal by the Building Coordinator.

Wall Mounted: Direct to substrate printed graphics on 1/16” thick aluminum sheet. Sign mounts to surface with minimal amounts of substrate appropriate adhesive.

Glass Mounted: Direct to substrate printed graphics on vinyl sheet.
1.8 1.B Entrance Closed Sign - EXTERIOR SIGN

Exterior wall or glass mounted sign identifies if building entrances have been closed and gives direction with left or right arrows to the nearest open building entrance.

Building entrance location information is added to printed sign with black “Pro” Sharpie Marker, (www.sharpie.com), or equal by the Building Coordinator.

**Wall Mounted:** Direct to substrate printed graphics on 1/16” thick aluminum sheet.
**Glass Mounted:** Direct to substrate printed graphics on vinyl sheet.

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**Entrance to this building has been limited for the safety of all users.**

**This entrance is:**

![Closed Sign: Right Layout](image1)

**Layout: Right**

![Closed Sign: Left Layout](image2)

**Layout: Left**

For more information visit bu.edu/back2bu
1.C Deliveries Entrance Sign - EXTERIOR SIGN

Exterior wall or glass mounted sign is located adjacent to open building entrances and identifies the location for deliveries.

Delivery location information is added to printed sign with black “Pro” Sharpie Marker, (www.sharpie.com), or equal by the Building Coordinator.

Wall Mounted: Direct to substrate printed graphics on 1/16” thick aluminum sheet. Sign mounts to surface with minimal amounts of substrate appropriate adhesive.

Glass Mounted: Direct to substrate printed graphics on vinyl sheet.
2. Shared Area Signage - Key to Sign Types

Shared Area Signage provides University standard protocols for open lobbies, gathering spaces, and shared spaces such as kitchenettes and copy rooms. Signs should be posted at all University shared spaces.

2.A Shared Area Information Sign

- Limit the spread of COVID-19
- Face coverings required
- Avoid close contact
- Cover coughs and sneezes
- Do not move furniture
- Please comply with seat markings if present

For the safety of yourself and others, please observe the following protocols when entering any University building or facility:

1. Cover your mouth and nose with a cloth face covering or surgical mask when in a public area.
2. Keep physical distancing with at least 6 feet (about 2 arms’ length) from other people.
3. Avoid touching your mouth, nose, and eyes.
4. Wash your hands frequently with soap and water for at least 20 seconds, or use hand sanitizer containing at least 60% alcohol.
5. Avoid close contact and gatherings of over 10 people.
6. If you feel sick or have come in contact with someone who is sick, stay home.

If you cough or sneeze, always cover your mouth and nose with a cloth face cover or tissue. When you cough or sneeze, always cover your mouth and nose with the inside of your elbow or a tissue.

Stay at least 6 feet (about 2 arms’ length) from other people. Avoid close contact and gatherings of over 10 people. If you feel sick or have come in contact with someone who is sick, stay home.

You could spread COVID-19 even if you do not feel sick.

Cover your mouth and nose with a cloth face cover. Face coverings required.

For more information visit bu.edu/back2bu

(name) (contact)

2.B Shared Area Occupancy Sign

The maximum occupancy of this area has been adjusted for the safety of all users.

Maximum Occupancy is:

Do not rearrange furniture. Observe seat markings if present.

For more information visit bu.edu/back2bu

2.C Occupancy ONE Sign

The maximum occupancy of this room has been adjusted for the safety of all users.

Maximum Occupancy is:

Please wipe down surfaces before and after using this space.

1 PERSON AT A TIME

2.D Stand Here Markings

STAND HERE

to maintain distancing

2.E Seat Markings

DO NOT USE

to maintain distancing

DO NOT USE

to maintain distancing
2.A Shared Area Information Sign

Interior wall or glass mounted sign outlines University protocols for all open lobbies, gathering spaces, and shared spaces such as kitchenettes and copy rooms. Sign content includes maintain physical distancing, do not move furniture, and observe seat markings if present.

Building Coordinator information is added to printed sign with black “Pro” Sharpie Marker, (www.sharpie.com), or equal by the Building Coordinator.

Wall Mounted: Direct to substrate printed graphics on 1/16” thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.

Glass Mounted: Direct to substrate printed graphics on vinyl sheet.

Limit the spread of COVID-19
For the safety of yourself and others, please observe the following protocols when entering any University building or facility:

- **Face coverings required**
  - Cover your mouth and nose with a cloth face cover.
  - You could spread COVID-19 even if you do not feel sick.

- **Avoid close contact**
  - Stay at least 6 feet (about 2 arms’ lengths) from other people. Some people without symptoms may be able to spread virus.

- **Cover coughs and sneezes**
  - When you cough or sneeze, always cover your mouth and nose with the inside of your elbow or a tissue.

- **Do not move furniture**
  - Furniture in this area has been arranged to promote appropriate distancing. Do not move furniture.

- **Please comply with seat markings if present**
  - Seating in this area has been designated as “DO NOT USE” to promote appropriate physical distancing.

For more information visit bu.edu/back2bu or contact the Building Coordinator.
2.B Shared Area Occupancy Sign

Interior wall or glass mounted sign located outside shared spaces provides occupancy information and the maintain physical distancing reminder.

Occupancy information is added to printed sign with black “Pro” Sharpie Marker, (www.sharpie.com), or equal by the Building Coordinator.

Wall Mounted: Direct to substrate first surface printed graphics on 1/16" thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.

Glass Mounted: Direct to substrate printed graphics on vinyl sheet.
2.C Occupancy ONE Sign

Interior wall or glass mounted sign located outside small shared spaces such as kitchenettes and copy rooms with occupancy ONE and wipe down surfaces before and after use message.

**Wall Mounted:** Direct to substrate first surface printed graphics on 1/16” thick matte white acrylic sheet.
Sign mounts to surface with removable double-sided foam tape squares.

**Glass Mounted:** Direct to substrate printed graphics on vinyl sheet.

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**For more information visit bu.edu/back2bu (occupancy)**

The maximum occupancy of this area has been adjusted for the safety of all users.

**Maximum Occupancy is:**

1

ONE PERSON AT A TIME

Please wipe down surfaces before and after using this space.

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**Please comply with seat markings if present**

Some seating may have been designated as “DO NOT USE” to promote appropriate physical distancing.

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**The maximum occupancy of this room has been adjusted for the safety of all users.**

**Maximum Occupancy is:**

1

ONE PERSON AT A TIME

Please wipe down surfaces before and after using this space.

---

**For more information visit bu.edu/back2bu**

**Cover your mouth and nose with a cloth face cover. You could spread COVID-19 even if you do not feel sick.**

**Face coverings required**

**Stay at least 6 feet (about 2 arms’ length) from other people.**

**Avoid close contact**

6 FEET

**Do not move furniture**

Furniture in this area has been arranged to promote appropriate distancing. Do not move furniture.

**Please comply with seat markings if present**

Some seating may have been designated as “DO NOT USE” to promote appropriate physical distancing.

**Cover coughs and sneezes**

When you cough or sneeze, always cover your mouth and nose with the inside of your elbow or a tissue.
2.D Shared Area Stand Here Markings

Interior floor mounted graphics indicating standing locations to maintain physical distancing while waiting in line or working at equipment, etc.

**Hard Floor Mounted:** Direct to substrate printed graphics on laminated floor grade vinyl sheet.

**Carpet Mounted:** Direct to substrate printed graphics on laminated carpet grade vinyl sheet.

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**Layout: Light Floor Finish**

**STAND HERE**

to maintain distancing

**Layout: Dark Floor Finish**

**STAND HERE**

to maintain distancing
2.E Shared Area Seat Markings

Interior furniture mounted graphics indicating that seating is not to be used to maintain physical distancing while using shared space.

**Hard Surface Mounted:** Direct to substrate printed graphics on vinyl sheet.

**Upholstery Surface Mounted:** Direct to substrate printed graphics on vinyl sheet.
3. Corridor Signs - Key to Sign Types

Corridor signs provide direction for one and two way corridors. Graphics should be used in all corridors.

3.A Directional Sign

Traffic flow in this building has been adjusted for the safety of all users.

This corridor is:

ONE WAY

Please comply with all posted signs and observe floor markings.

3.B Corridor Floor Marking - Directional

Traffic flow in this building has been adjusted for the safety of all users.

This corridor is:

ONE WAY

Please comply with all posted signs and observe floor markings.

3.C Corridor Floor Marking - Lane Marking

Traffic flow in this building has been adjusted for the safety of all users.

This corridor is:

TWO WAY

KEEP RIGHT

Please comply with all posted signs and observe floor markings.
3. A Corridor Directional Signs

Interior wall or glass mounted sign provides corridor direction information.

**Wall Mounted:** Direct to substrate first surface printed graphics on 1/16” thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.

**Glass Mounted:** Direct to substrate printed graphics on vinyl sheet.

Traffic flow in this building has been adjusted for the safety of all users. **This corridor is:**

**ONE WAY →**

Please comply with all posted signs and observe floor markings.

Traffic flow in this building has been adjusted for the safety of all users. **This corridor is:**

← **ONE WAY**

Please comply with all posted signs and observe floor markings.
3. B Corridor Floor Markings - Directional

Interior floor mounted graphics that indicate direction of travel in corridor.

**Hard Floor Mounted:** Direct to substrate printed graphics on laminated floor grade vinyl sheet.

**Carpet Mounted:** Direct to substrate printed graphics on laminated carpet grade vinyl sheet.

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**Layout: Light Floor Finish**

**Layout: Dark Floor Finish**
3.C Corridor Floor Markings - Lane Marking

Interior floor mounted graphics indicating division of travel direction in corridors that are wide enough to support safe distancing for two way traffic.

**Hard Floor Mounted:** Direct to substrate printed graphics on laminated floor grade vinyl sheet.

**Carpet Mounted:** Direct to substrate printed graphics on laminated carpet grade vinyl sheet.

For more information visit bu.edu/back2bu
4. Stair Signs - Key to Sign Types

Stair signs provide direction for one and two way stairs. Graphics should be used in all stairs.

4.A. Stair Direction Sign

Traffic flow in this building has been adjusted for the safety of all users.

These stairs are:

1'-0" UP ONLY

4.B. Stair Floor Marking - Directional

Traffic flow in this building has been adjusted for the safety of all users.

These stairs are:

1'-0" DOWN ONLY

4.C. Stair Floor Marking - Lane Marking

For more information visit bu.edu/back2bu
4. A Stair Directional Signs

Interior wall or glass mounted sign provides stair direction information.

**Wall Mounted:** Direct to substrate first surface printed graphics on 1/16” thick matte white acrylic sheet.
Sign mounts to surface with removable double-sided foam tape squares.

**Glass Mounted:** Direct to substrate printed graphics on vinyl sheet.

Traffic flow in this building has been adjusted for the safety of all users.

**These stairs are:**

- **Stair Up**
  - UP ONLY

- **Stair Down**
  - DOWN ONLY
4.B Stair Floor Markings - Directional

Interior floor mounted graphics that indicate stair direction of travel.

**Hard Floor Mounted:** Direct to substrate printed graphics on laminated floor grade vinyl sheet.

**Carpet Mounted:** Direct to substrate printed graphics on laminated carpet grade vinyl sheet.

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**Layout: Light Floor Finish**

**ONE WAY**

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**Layout: Dark Floor Finish**

**ONE WAY**
4.C Stair Floor Markings - Lane Marking

Interior floor mounted graphics indicating division of travel direction on stairs that are wide enough to support safe distancing for two way traffic.

**Hard Floor Mounted:** Direct to substrate printed graphics on laminated floor grade vinyl sheet.
**Carpet Mounted:** Direct to substrate printed graphics on laminated carpet grade vinyl sheet.
5. Elevator Signs - Key to Sign Types

Elevator signs provide occupancy information as well as maintain physical distancing and minimize touch point contact reminders.

5.A Elevator Occupancy Sign

The maximum occupancy of this elevator has been adjusted for the safety of all users.

Maximum Occupancy is: 

Use your elbow on buttons if possible to minimize touch point contamination.

5.B Elevator Occupancy ONE Sign

The maximum occupancy of this elevator has been adjusted for the safety of all users.

Maximum Occupancy is: 

1

Use your elbow on buttons if possible to minimize touch point contamination.

5.C Elevator Stand Here Markings

STAND HERE

To maintain distancing

STAND HERE

To maintain distancing
5.A Elevator Occupancy Sign

Interior wall or glass mounted sign located outside elevator with occupancy and minimize touch point contact reminder.

Occupancy information is added to printed sign with black “Pro” Sharpie Marker, (www.sharpie.com), or equal by the Building Coordinator.

**Wall Mounted:** Direct to substrate first surface printed graphics on 1/16” thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.
5.B Elevator Occupancy ONE Sign

Interior wall mounted sign at elevator with occupancy ONE and minimize touch point contact reminder.

**Wall Mounted:** Direct to substrate first surface printed graphics on 1/16” thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.

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The maximum occupancy of this elevator has been adjusted for the safety of all users.

**Maximum Occupancy is:**

1

**ONE PERSON AT A TIME**

Use your elbow on buttons if possible to minimize touch point contamination.

For more information visit bu.edu/back2bu
5.C Elevator Stand Here Markings

Interior floor mounted graphics indicating standing locations to maintain physical distancing while waiting in line or working at equipment, etc.

- **Hard Floor Mounted:** Direct to substrate printed graphics on laminated floor grade vinyl sheet.
- **Carpet Mounted:** Direct to substrate printed graphics on laminated carpet grade vinyl sheet.

![Layout: Light Floor Finish](image1)

![Layout: Dark Floor Finish](image2)
6. Restroom Signs - Key to Sign Types

Restroom signs provide occupancy information as well as hand-washing and stall closure reminders.

6.A Restroom Occupied Sign

6.B Restroom Occupancy Sign

6.C Hand-washing Sign
6. A Restroom Occupied Sign

Interior door hanging sign located outside restroom can be flipped to indicate when restroom is occupied.

Sign hangs from #3 or #6 ball chain and 3M Command Small Timeless Hook (www.command.com) or equal.

**Hanging Sign:** Direct to substrate first surface printed graphics on 1/16” thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.
6.B Restroom Occupancy Sign

Interior wall mounted outside restroom identifies occupancy and observe stall closure markings.

Wall Mounted:  Direct to substrate first surface printed graphics on 1/16” thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.

The maximum occupancy of this restroom has been adjusted for the safety of all users.

Restroom
Maximum Occupancy is:

Observe stall closure markings if present.

Layout: Gender Neutral

The maximum occupancy of this restroom has been adjusted for the safety of all users.

Restroom
Maximum Occupancy is:

Observe stall closure markings if present.

Layout: Men

The maximum occupancy of this restroom has been adjusted for the safety of all users.

Restroom
Maximum Occupancy is:

Observe stall closure markings if present.

Layout: Women
6.C Hand-washing Sign

Interior wall or mirror mounted sign located inside restroom, above, or adjacent to, each sink with wash hands reminder.

**Wall Mounted:** Direct to substrate first surface printed graphics on 1/16" thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.

**Glass Mounted:** Direct to substrate printed graphics on vinyl sheet.

![Hand-washing Sign Diagram]
7. Teaching Area Signs - Key to Sign Types

Teaching area signs outline University protocols for all teaching spaces and provide occupancy information as well as maintain physical distancing and do not use seating reminders.

7.A Teaching Area Information Sign

7.B Teaching Area Occupancy Sign

7.C Stand Here Markings

7.D Seat Markings

Limit the spread of COVID-19

Face coverings required
Cover your mouth and nose with a cloth face cover. You could spread COVID-19 even if you do not feel sick.

Avoid close contact
Stay at least 6 feet away from others. Some people without symptoms may be able to spread virus.

Cover coughs and sneezes
When you cough or sneeze, always cover your mouth and nose with the inside of your elbow or a tissue.

Do not move furniture
Furniture in this area has been arranged to promote appropriate distancing. Do not move furniture.

Please comply with seat markings if present
Some seating may have been designated as "DO NOT USE" to promote appropriate physical distancing.

STAND HERE
to maintain distancing

DO NOT USE
to maintain distancing

The maximum occupancy of this room has been adjusted for the safety of all users.

Maximum Occupancy is:

Do not rearrange furniture. Observe seat markings if present.
7.A Teaching Area Information Sign

Interior wall or glass mounted sign located outside teaching areas outlines University protocols for all teaching spaces. Sign content includes face covering, maintain physical distancing, cover coughs, do not move furniture, and observe seat markings if present.

Building Coordinator information is added to printed sign with black “Pro” Sharpie Marker, (www.sharpie.com), or equal by the Building Coordinator.

Wall Mounted: Direct to substrate printed graphics on 1/16” thick aluminum sheet.
Glass Mounted: Direct to substrate printed graphics on vinyl sheet.
7.B Teaching Area Occupancy Sign

Interior wall mounted sign located outside teaching space with occupancy and observe set markings reminder.

**Wall Mounted:** Direct to substrate first surface printed graphics on 1/16" thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.

**Glass Mounted:** Direct to substrate printed graphics on vinyl sheet.

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The maximum occupancy of this room has been adjusted for the safety of all users.

**Maximum Occupancy is:**

Do not rearrange furniture. Observe seat markings if present.
7.C Teaching Area Stand Here Markings

Interior floor mounted graphics indicating standing locations to maintain physical distancing while waiting in line or working at equipment, etc.

- **Hard Floor Mounted**: Direct to substrate printed graphics on laminated floor grade vinyl sheet.
- **Carpet Mounted**: Direct to substrate printed graphics on laminated carpet grade vinyl sheet.

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**Layout: Light Floor Finish**

**Layout: Dark Floor Finish**
7.D Teaching Area Seat Markings

Furniture mounted graphics indicating that seating is not to be used to maintain physical distancing while using teaching space.

**Hard Surface Mounted:** Direct to substrate printed graphics on vinyl sheet.

**Upholstery Surface Mounted:** Direct to substrate printed graphics on vinyl sheet.
8. General Operational Signs - Key to Sign Types

General operational signs provide supplemental COVID-19 protocol information and reminders.

8.A Area Closed Sign

This area has been closed for the safety of all users.

8.B Water Turned Off Sign

Water fountains and bottle filling stations have been TURNED OFF for the safety of all users.

8.C Telephone Sign

COVID-19 Hotline:
617-358-4990
Monday through Friday
9 am to 5 pm

Occupational Health Center:
617-353-6630

Research Occupational Health Program:
617-344-7617

8.C Approved Laboratory Sign

Approved Laboratory
This lab/facility has been approved to resume on-campus research by Boston University’s Office of Research.

Date Approved:

Primary Investigator:

Building Coordinator:

For more information visit bu.edu/back2bu
8. A Area Closed Sign

Interior wall or glass mounted sign located outside closed spaces. Area Closed Signs should be mounted centered on the room/space door if possible.

**Wall Mounted:** Direct to substrate first surface printed graphics on 1/16” thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.

**Glass Mounted:** Direct to substrate printed graphics on vinyl sheet.
8.B Water Turned Off Sign

Interior wall or fixture mounted sign placed on, or adjacent to, de-activated water fountains or bottle filling stations.

**Wall Mounted:** Direct to substrate first surface printed graphics on 1/16” thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.

**Fixture Surface Mounted:** Direct to substrate printed graphics on vinyl sheet.

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**Layout: Large**

Water fountains and bottle filling stations have been **TURNED OFF** for the safety of all users.

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**Layout: Small**

Water fountains and bottle filling stations have been **TURNED OFF** for the safety of all users.
8.C Telephone

Interior wall or glass mounted sign placed adjacent to land line telephone locations providing BU COVID-19 Hotline, Occupational Health Center, and Research Occupational Health Program contact information.

**Wall Mounted:** Direct to substrate first surface printed graphics on 1/16” thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.

**Glass Mounted:** Direct to substrate printed graphics on vinyl sheet.
8.D Approved Laboratory Sign

Interior wall or glass mounted sign located outside approved laboratory spaces.

Approval information is added to printed sign with black “Pro” Sharpie Marker, (www.sharpie.com), or equal by the Building Coordinator.

**Wall Mounted:** Direct to substrate first surface printed graphics on 1/16” thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.

**Glass Mounted:** Direct to substrate printed graphics on vinyl sheet.

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Approved Laboratory
This lab/facility has been approved to resume on-campus research by Boston University’s Office of Research.

Date Approved __________________
Primary Investigator __________________
Building Coordinator __________________

For more information visit bu.edu/back2bu

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COVID-19 Hotline: 617-358-4990
Monday through Friday 9 am to 5 pm

Occupational Health Center: 617-353-6630
Research Occupational Health Program: 617-414-7617
State Required Signage
Compliance Attestation Poster

State provided template - **REQUIRED** - poster must be posted in an area that is visible to employees and visitors:
www.mass.gov/doc/compliance-attestation/download

Per the Commonwealth of Massachusetts:

“In order to reopen your business, please complete and sign the following checklist once you have completed your COVID-19 “Control Plan” template.

*The following poster should be displayed in an area within the premises that is visible to employees and visitors. Thank you for your efforts to get back to business while keeping Massachusetts safe.*

Poster prints at 8 1/2” x 11”.

Check list information is added to printed sign with black “Pro” Sharpie Marker, (www.sharpie.com), or equal by the Building Coordinator.

**Wall Mounted:** Direct to substrate first surface printed graphics on 1/16” thick matte white acrylic sheet.
Sign mounts to surface with removable double-sided foam tape squares.

**Glass Mounted:** Direct to substrate printed graphics on vinyl sheet.
State Required Signage
Rules Poster - For Employees

State provided template - REQUIRED - poster should be posted in an area within the premises that is visible to employees. www.mass.gov/doc/employee-reopening-poster/download

Poster prints at 11” x 17”.

Wall Mounted: Direct to substrate first surface printed graphics on 1/16” thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.

Glass Mounted: Direct to substrate printed graphics on vinyl sheet.

Alternate Printing: Color ink-jet print on heavyweight bond. Poster mounts to wall surface with low-tack tape loops on back.

RULES TO KEEP YOU SAFE AT WORK
Mandatory safety standards for workplaces

SOCIAL DISTANCING
- Remain at least 6 feet apart from others to the greatest extent possible
- Follow established protocols to ensure social distancing
- Use a face covering at all times

HYGIENE PROTOCOLS
- Wash your hands frequently and properly
- Ensure there are hand washing capabilities throughout the workplace
- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms, etc.

STAFFING & OPERATIONS
- Attend work trainings regarding the social distancing and hygiene protocols
- Comply with plan for employees getting ill from COVID-19 at work, and return-to-work plan
- Contact your physician if you are displaying COVID-19 symptoms

CLEANING & DISINFECTING
- Comply with and follow cleaning and disinfecting protocols specific to the business
- Disinfect all common surfaces at intervals appropriate to said workplace
- Ensure that cleaning and disinfecting is performed when an active employee is diagnosed with COVID-19

CDC Informational Signage

Sign Installation Guidelines
State Required Signage
Rules Poster - For Employers

State provided template - REQUIRED - poster should be posted in an area within the premises that is visible to employers and Building Coordinators/managers. www.mass.gov/doc/employer-reopening-poster/download

Poster prints at 11” x 17”.

Wall Mounted: Direct to substrate first surface printed graphics on 1/16” thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.

Glass Mounted: Direct to substrate printed graphics on vinyl sheet.

Alternate Printing: Color ink-jet print on heavyweight bond. Poster mounts to wall surface with ow-tack tape loops on back.
Sign Manual
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Boston University
COVID-19 Temporary Sign Standards

Centers for Disease Control and Prevention
Informational Signage
“What you should know about COVID-19” Poster


Poster prints at 8 1/2” x 11”.

Wall Mounted: Direct to substrate first surface printed graphics on 1/16” thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.

Glass Mounted: Direct to substrate printed graphics on vinyl sheet.

Alternate Printing: Color ink-jet print on heavyweight bond. Poster mounts to wall surface with low-tack tape loops on back.

What you should know about COVID-19 to protect yourself and others

Know about COVID-19
- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

Know how COVID-19 is spread
- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Protect yourself and others from COVID-19
- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Practice social distancing
- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

Prevent the spread of COVID-19 if you are sick
- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.

Know your risk for severe illness
- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

cdc.gov/coronavirus
Centers for Disease Control and Prevention
Informational Signage
“What to do if you are sick” Poster


Poster prints at 8 1/2” x 11”.

Wall Mounted: Direct to substrate first surface printed graphics on 1/16” thick matte white acrylic sheet. Sign mounts to surface with removable double-sided foam tape squares.

Glass Mounted: Direct to substrate printed graphics on vinyl sheet.

Alternate Printing: Color ink-jet print on heavyweight bond. Poster mounts to wall surface with low-tack tape loops on back.

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**Prevent the spread of COVID-19 if you are sick**

If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a face mask before medical help arrives.

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If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**

Separate yourself from other people and pets in your home.

- As much as possible, stay in a specific room and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
- **See COVID-19 and Animals if you have questions about pets:** [https://www.cdc.gov/coronavirus/2019-ncov/FAQs.html#COVID19animals](https://www.cdc.gov/coronavirus/2019-ncov/FAQs.html#COVID19animals)

Monitor your symptoms.

- Common symptoms of COVID-19 include fever and cough. Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.

If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth if you must be around other people or animals, including pets (even at home).**
- **You don't need to wear the cloth face covering if you are alone.**

Call ahead. Many medical visits for routine care are being postponed or done by phone or telemedicine.

- **If you have a medical appointment that cannot be postponed, call your doctor’s office.** This will help the office protect themselves and other patients.

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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)
Sign Installation Guidelines - General

The following diagrams should serve as guidelines when determining locations for sign installation. Every building or facility will have unique conditions. Campus Planning & Operations will work together with the Building Coordinator to install the signs in the most logical way possible.

General signage installation guidelines for exterior and interior signage:
- Mount 10” and 12” signs 5’-0” to the bottom of the sign when possible.
- Mount larger size signs and posters centered on 5’-0” when possible.
- Center signs in the available space, or in a manner to optimize sign sight line to the oncoming viewer.
Sign Installation Guidelines - Exterior Signs

General signage installation guidelines for exterior signage:
Sign Type 1.A Entrance Information Sign should be mounted directly on the active door if possible, or on the closest available adjacent surface.
Sign Type 1.B Entrance Closed Sign should be mounted directly on the active door if possible, or on the closest available adjacent surface.

Location A
Align with existing door sign

Location B
Align below building address

Location C
Mount to right of existing door sign

Location D
Mount to far outside door
Sign Installation Guidelines - Interior Signs

General signage installation guidelines for interior signs mounted outside rooms/spaces:

- Signs mounted outside room or space entrances should be mounted at the latch side of the door whenever possible.
- If signs can not be mounted to the latch side, mount signs at the hinge side of the door.
- If signs can not be mounted to either side of the door, mount sign centered on the door itself.
- Sign Type 8.A Area Closed Sign should be mounted centered on the door.

Location A
- Align with existing room sign
- 12”x12”
- 10”x10”
- Centered on 5’-0”

Location B
- Opposite side from existing room sign
- 12”x1’-6”
- Centered on 5’-0”

Location C
- Centered on door
- 10”x10”
- 12”x1’-6”
- Centered on 5’-0”
Sign Installation Guidelines - One Way Corridors

General signage installation guidelines for One Way Corridors:
Sign Type 3.B Corridor Floor Marking - Directional graphics should be centered on the corridor width, floor markings should be applied at all corridor connections and adjacent to entrances to primary destinations.
Sign Type 3.A Directional Sign should be centered above floor marking on adjacent wall surface.
Sign Installation Guidelines - Two Way Corridors

General signage installation guidelines for Two Way Corridors:
Sign Type 3.C Corridor Floor Marking - Lane Marking should be centered on the corridor width. Lane markings should run the full length of the corridor, or be applied in 5 or 6 foot runs with 3 foot gaps in long corridors with no connections or doors.
Sign Type 3.B Corridor Floor Marking - Directional graphics should be centered on the lane width, floor markings should be applied at all corridor connections and adjacent to entrances to primary destinations.
Sign Type 3.A Directional Sign should be centered above directional floor markings on adjacent wall surface.
Sign Installation Guidelines - One Way Stairs

General signage installation guidelines for One Way Stairs:
Sign Type 4.B Stair Floor Marking - Directional graphics should be centered on the stair width, Floor Markings should be applied at the top and bottom of stairs, and on every other stair tread.
Sign Type 4.A Directional Sign should be located at the top and bottom of stairs on adjacent wall surface.
Sign Installation Guidelines - Two Way Stairs

General signage installation guidelines for Two Way Stairs:
Sign Type 4.C Stair Floor Marking - Lane Marking should be centered on the stair width. Lane markings should be applied at the top and bottom of the stairs, and on every stair tread.
Sign Type 4.B Stair Floor Marking - Directional graphics should be centered on the stair width, Floor Markings should be applied at the top and bottom of stairs, and on every other stair tread.
Sign Type 3.A Directional Sign should be located at the top and bottom of stairs on adjacent wall surface.
Sign Installation Guidelines - Furniture

General signage installation guidelines for furniture signs:
Sign Types 2.E and 7.D Seat Markings should be centered on the seat or cushion of seats that are NOT to be used.
Sign Installation Guidelines - Programming

The following Sign Programming Worksheet should be used by the Building Coordinator to document the required signage by space when conducting the preliminary walk through.

Spaces are identified along the top of the worksheet by room number or simple space name.

Sign mounting details are identified with the following indicators:
- Indicate wall mounted signs with "W"
- Indicate glass mounted signs with “G”
- Indicate hard floor or hard furniture surfaces with "H"
- Indicate carpeted floor or upholstery furniture surfaces with “C”
<table>
<thead>
<tr>
<th>Sign Type</th>
<th>Room Number or Space Name</th>
<th>Sign Style</th>
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<tbody>
<tr>
<td><strong>1. Entrance Signage</strong></td>
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<tr>
<td>1A Entrance Information Sign</td>
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<tr>
<td>1B Entrance Closed/Exit Only Sign</td>
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<td>1C Delivery Entrance Sign</td>
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<td><strong>2. Shared Area Signage</strong></td>
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<tr>
<td>2A Shared Area Information Sign</td>
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<tr>
<td>2B Shared Area Occupancy Sign</td>
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<td>2C Occupancy ONE Sign</td>
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<td>2D Stand Here Markings</td>
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<tr>
<td>2E Seat Markings</td>
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<td><strong>3. Corridor Signs</strong></td>
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<td>3A Directional Sign</td>
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<td>3B Corridor Floor Marking - Directional</td>
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<td><strong>4. Stair Signs</strong></td>
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<td>4A Stair Direction Sign</td>
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<td>4B Stair Floor Marking - Directional</td>
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<td><strong>5. Elevator Signs</strong></td>
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<td>5A Elevator Occupancy Sign</td>
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<td>5B Elevator Occupancy ONE Sign</td>
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<td>5C Elevator Stand Here Markings</td>
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<td><strong>6. Restroom Signs</strong></td>
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<td>6A Restroom Occupied Sign</td>
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<td>6B Restroom Occupancy Sign</td>
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<td>6C Hand-washing Sign</td>
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<td><strong>7. Teaching Area Signage</strong></td>
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<td>7A Teaching Area Information Sign</td>
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<td>7B Teaching Area Occupancy Sign</td>
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<td>7C Stand Here Markings</td>
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<td><strong>8. General Operational Signs</strong></td>
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<td>8A Area Closed Sign</td>
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<td>8B Water Turned Off Sign</td>
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<td>8C Telephone Sign</td>
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<td>8D Approved Laboratory Sign</td>
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