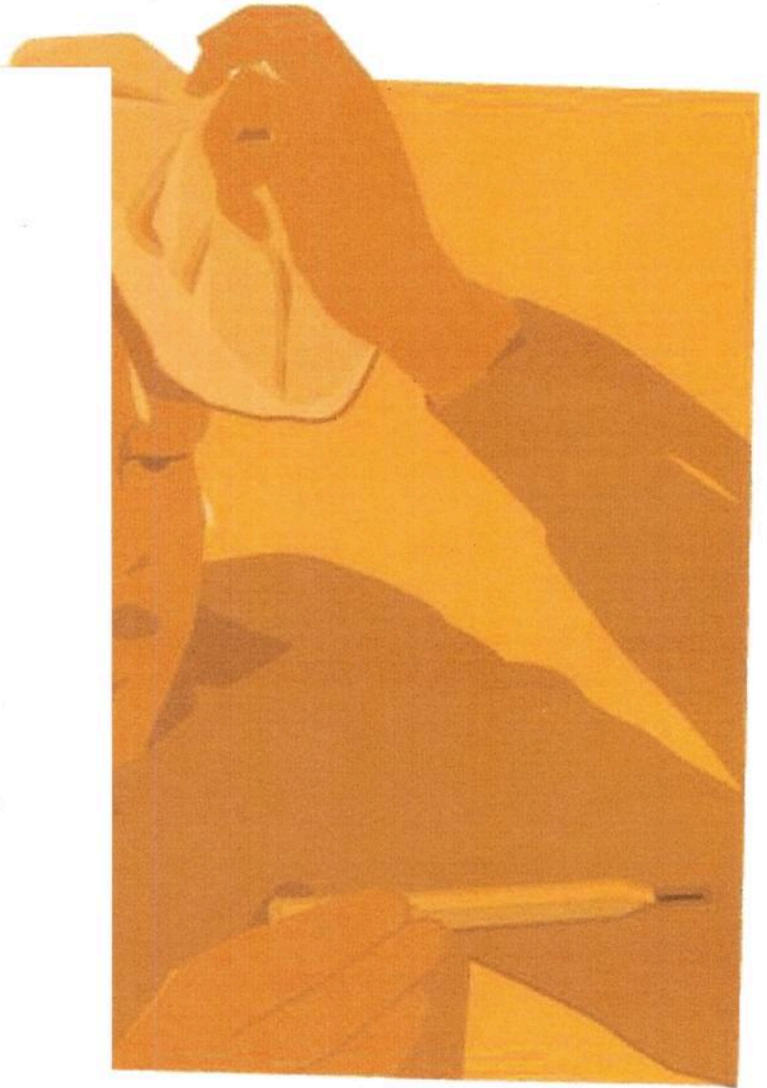


COVID-19 Signage Committee Report



JULY 31, 2020



COVID-19 Signage Committee

Committee Included

Michele Halstead

Laura Kniffen

Kyle Mungavin

Kim Nelson

Michael Malloy (Chair)

Attached to this report is the current “Publicly Available “ Covid signage that was developed by the COVID 19- Signage to aid the Staff, Students and Visitors by visually reminding them of our campus policies , reopening plan , and how to be safe while on campus during this pandemic. The signage needs will be fluid as new developments, changes to advice from Health Officials and Agencies, or as needs arise. New Signage will be developed by the committee and designed by the Office of Communication and Marketing.

These signs and decals are presently available on the “Return to Work Request” on the Office of Emergency Management’s website

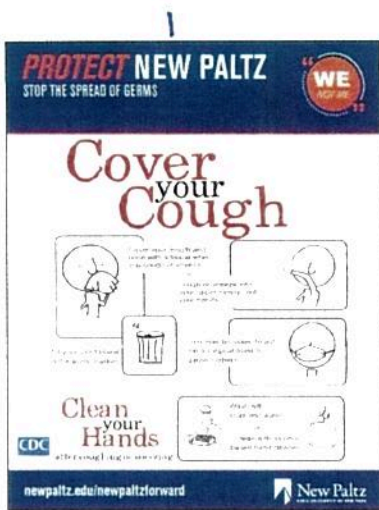
<https://www.newpaltz.edu/firesafety/return-to-work-requests/>

Currently Department Requests for signage are sent to the Env Health and Safety Dept. (EHS) to fulfill and deliver. EHS has ordered a supply of each sign in anticipation of requests for the near future.

The Committee will be working to develop a website or a storefront connected with “Team Dynamics” to allow departments to order individual orders for the Print Shop to fulfill while charging order to the proper COVID – 19 Account.

Current Signage has been placed or is in the process of being placed by FOC Custodial and EHS. Most of the Signage will be placed by the first day of classes where needed and will continue to be placed as the need arises.

SIGNAGE & FLOOR DECALS (P. 2)



Cover.cough.8.5x11



Clean Hands 8.5x11



Bathroom.signage.8.5x11



Ganged.Sinks.and.Urinals.8.5x11



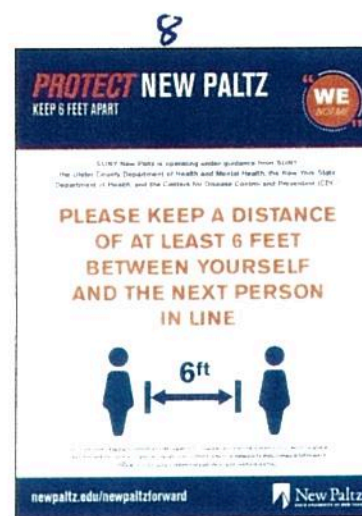
How to wear face masks 8.5x11



social.distance.8.5x11



Room.capacity.8.5x11

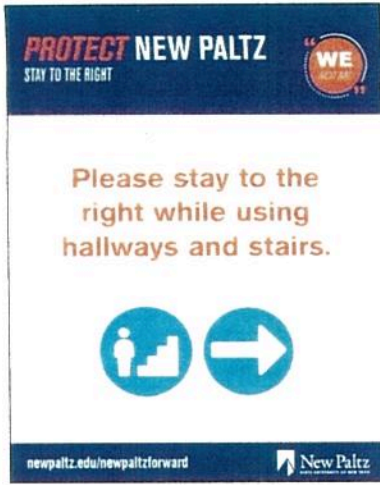


6.feet.apart.in.line.8.5x11



Hugo.face.cover.req'd.
11x17 & 24x36

10



Stay.to.the.right.8.5x11

11



Hugo.6.feet.apart.11x17

FLOOR DECALS

12



13A



13B



13C



Number/Name of Sign	Size	Purpose	Suggested Locations for Use
1/Cover.Cough	8.5x11 and larger	Informational CDC recommendations for covering cough, cleaning of hands , masks	Entrance doors, elevators, office areas
2/Clean Hands	8.5x11	Reminder to wash hands frequently	Classroom, hallways, restrooms , offices
3/Bathroom.Signage	8.5x11	Remind staff and students to wear masks, social distance , wash hands while using restrooms	All restroom entrance doors
4/Ganged.Sinks	8.5x11	To put on sinks that have been turned off to promote social distancing in Reshall "gang" restrooms so as not to generate workorders to FOC, promote social distancing etc	
5/How to wear face masks	8.5x11	Informational sign reminding staff/students/visitors how to properly use face coverings	Misc areas, hallways, reshalls etc
6/Social.distancing	8.5x11	Informational sign reminding staff/students/visitors of social distancing	Misc areas, hallways, reshalls etc
7/Room.capacity.	8.5x11	Capacity signs for misc rooms, such as break areas, conference rooms. Student lounges	Misc areas, reshalls etc
8/6.feet.apart.in.line	8.5x11	Remind Staff / Students to Keep social distancing while standing inline	Any area that has the possibility of lines forming to wait for service or product
9/Hugi.face.cover.req'd	11x17	Building entrances , office areas, hallway to remind staff, students, and visitors face coverings are required	All blds

10/Stay.to.right.	8.5x11	Informational sign to help promote social distancing by asking staff, students, and visitors to walk to the right in halls and stairs, helping to create more distance between them as they pass each other	Stair doors, hallways
11/Hugo.6.feet.apart	11x17	Informational sign reminding staff/students/visitors of social distancing	Building entrances , office areas, hallway, Misc areas, hallways, reshalls etc
12/Floor Decal Stay to the Right	12x12	Informational floor sticker to help promote social distancing by asking staff, students, and visitors to walk to the right in halls , helping to create more distance between them as they pass each other	Hallway floors
13A/Floor decal Hawk Print Blue	12x12	Floor stickers demonstrating 6 feet to be used in areas that may have staff/students/visitors in lines	Any area that has the possibility of lines forming to wait for service or product
13B/Floor decal Hawk Print Multi footprints	12x12	Floor stickers demonstrating 6 feet to be used in areas that may have staff/students/visitors in lines	Any area that has the possibility of lines forming to wait for service or product
13C/Floor decal Hawk Blue	12x12	Floor stickers demonstrating 6 feet to be used in areas that may have staff/students/visitors in lines	Any area that has the possibility of lines forming to wait for service or product