

MEMORANDUM

DATE: July 13, 2020

TO: All UAH Building Stakeholders

FROM: Christian Reed
Kristy Olive
LeeAnn Darling
Elizabeth Gibisch

SUBJECT: UAH Campus COVID-19 Health & Safety Signage

Goal

To protect the health and safety of the UAH community while effectively minimize the risk of exposure and spread of COVID-19 through the use of building information signage.

Summary

1. UAH will display health & safety signage in a consistent, strategic manner throughout the interior and exterior of buildings in prominent, highly visible locations.
2. Signage will promote everyday protective measures and describe how to stop the spread of germs including instructions on the proper use of PPE, adherence to campus social distancing guidelines, CDC guidance, and inform individuals of cleaning and sanitation policies.
3. Signage has been developed with the assistance of the Office of Marketing and Communications to help create a high-quality, cohesive signage package that meets the specific needs of UAH while maintaining consistency across campus.
4. This signage addresses general health and safety requirements across campus; however, it is not intended to be exhaustive. Additional individual or department specific signage should be developed and coordinated by the respective users through the Office of Marketing and Communications.

Health & Safety Signage

Specific health & safety signage types and their proposed locations are as follows:

- “Wear a Face Covering & Keep Your Distance” Decal – this decal shall be located on the entrance door(s) to all buildings on campus to remind occupants to wear face covering and practice social distancing within the building.
- “Social Distancing & Face Covering” Sign - this sign shall be located on walls at highly-visible locations near main lobbies, elevator lobbies, common stairwells, drinking fountains, vending machines, break rooms, suite reception areas, and at entrances to large assembly areas. This sign reminds occupants to wear face covering and practice social distancing within the building.

Please note, because buildings are not designed to meet social distancing guidelines including entry vestibules, corridors, stairwells, elevators, most common areas and bathrooms; it is imperative that we follow University policy and encourage occupants to practice social distancing when feasible while wearing a face covering. With the use of consistent, strategically placed signage this message should be properly communicated in each building on campus.

- “STOP! Feeling Sick” Sign - this sign identifies the symptoms of COVID-19 and shall be located on walls at prominent, highly-visible locations near main lobbies, elevator lobbies, common stairwells, drinking fountains, vending machines, break rooms, suite reception areas, and at entrances to large assembly areas.
- “Wash Your Hands” Decal – this decal shall be located above lavatories in all toilet facilities on campus. It shall also be located at hand sanitizer stations in common areas throughout buildings.
- “Disinfect Common Area” Sign – this sign shall be located in classrooms and computer labs above UAH provided sanitization stations to encourage individuals to adhere to campus cleaning and sanitation policies.
- “Take the Stairs” Decal – this decal shall be located in all elevator lobbies, on each floor of all buildings on campus, to encourage students to consider using the stairs whenever possible. This decal may be installed on the wall above the elevator controls or on the elevator door. Please note, the elevator will remain available for all faculty, staff, students and visitors with any accessibility needs.
- Floor Marker Decal - floor markers may be used to communicate proper social distancing at dining facilities, elevators and other areas where queuing is necessary. Each department may order and install this sign as desired based on the function of their respective spaces.
- Directional Arrow Decal – this floor marker may be used to communicate desired flow of foot traffic at dining facilities, points of ingress and egress, and other high-traffic areas. Each department may order and install this sign as desired based on the function of their respective spaces.
- “Please Use This Door” Decal – this decal may be located on exterior door(s) to buildings on campus to help to distinguish entrances from exits. It may also be located at interior spaces with multiple doors. Facilities & Operations will provide and install

signage for each building's main exterior entrances and exits. Each department may order and install this sign as desired for interior spaces based on the respective function.

- Seating Marker Decal – this sign shall be used in classrooms, auditoriums, computer labs, common areas and other spaces where seating is provided to communicate proper social distancing. Facilities & Operations will provide and install signage within the classrooms, auditoriums, and computer labs. Each department may order and install this sign for common spaces based on the function of each respective space.
- “Practice Social Distancing” Sidewalk Sign – this sign shall be located along the Altenkirch Lawn “Greenway” to remind individuals that social distancing still applies when outdoors and that individuals should adhere to campus social distancing guidelines when around others.

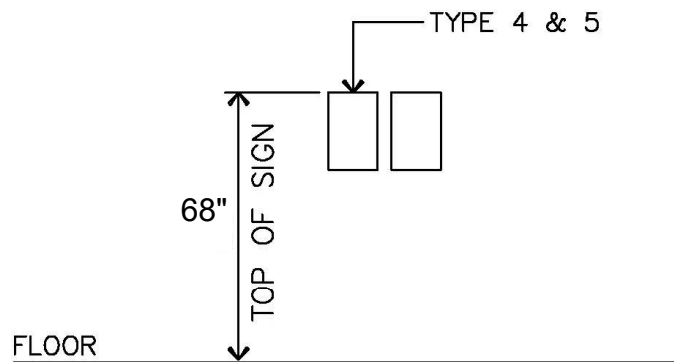
END OF MEMORANDUM

Attachments: Sign Legend
Health & Safety Signage Package
Signage Mounting Heights
Building Specific Sign Location Drawings
Order Request Form

SIGNAGE MOUNTING HEIGHTS

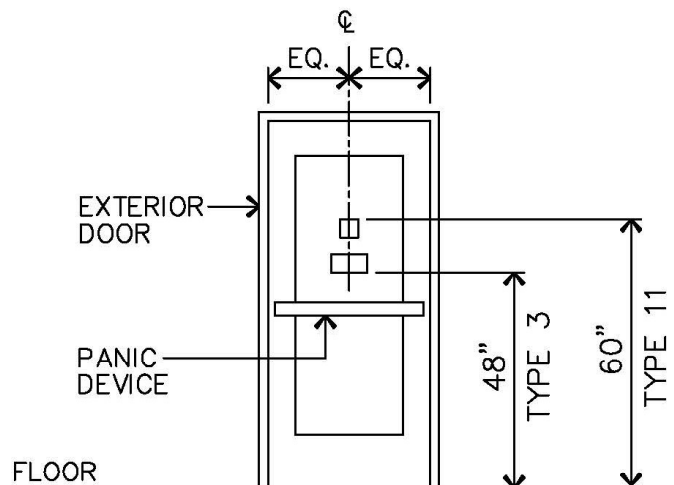
DETAIL 01 – WALL SIGNS

INSTALL WALL SIGN WITH MOUNTING PUTTY



DETAIL 02 – DOOR DECALS

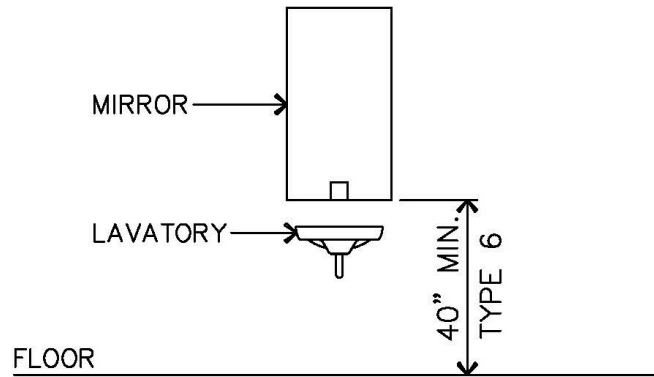
INSTALL DECALS AT CENTER OF DOOR GLASS



Signage Mounting Heights

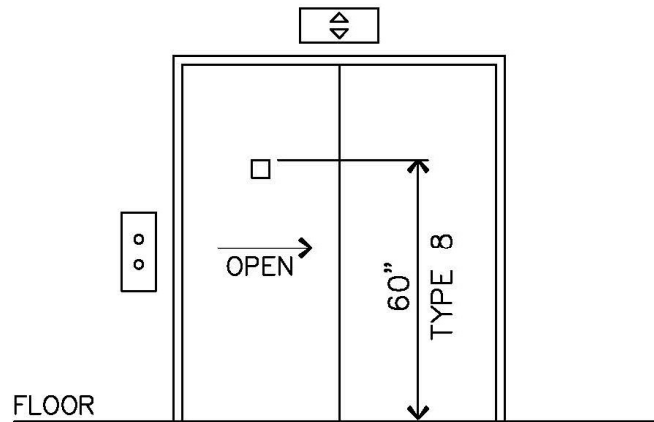
DETAIL 03 – "WASH HANDS" DECAL

INSTALL BOTTOM CENTER EDGE OF MIRROR



DETAIL 04 – ELEVATOR DECALS

INSTALL ON SURFACE OF ELEVATOR DOOR

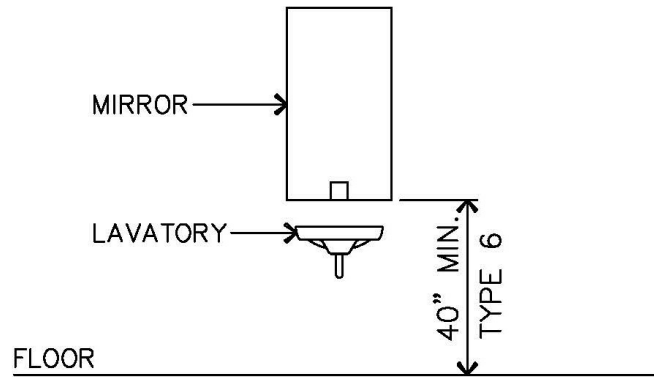


DECAL 9: INSTALL FLOOR MARKER IN FRONT OF CONTROLS INSIDE CAB. INSTALL SECOND FLOOR MARKER AT OPPOSITE CORNER OF THE CAB.

Signage Mounting Heights

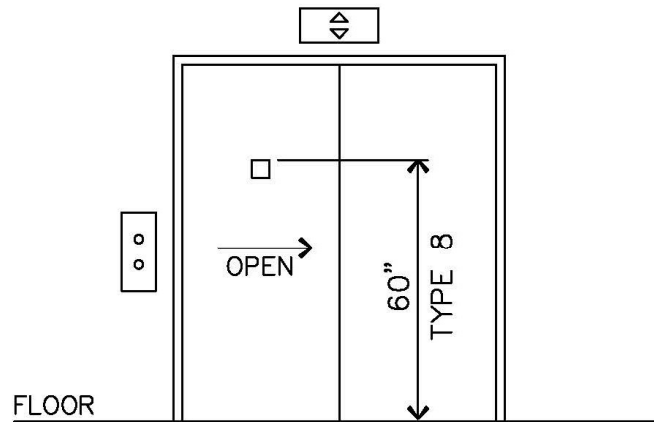
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