

Return to City Worksite Operational Task Force Signage Toolkit and Guidance (Last Updated Sept. 24, 2020)

Department Signage Responsibilities

1. Signage for FAS-managed Properties

The Department of Finance and Administrative Services will print and install signage in the publicfacing portion of facilities it manages: Seattle Municipal Tower, Seattle City Hall and the Seattle Justice Center, Charles St., Haller Lake, Sunny Jim, Airport Way Building B, and the City's Emergency Operations Center. Departments and divisions inside these buildings will be responsible for printing and hanging signage in areas that are closed to the public, such as conference rooms and break rooms.

2. Signage for all Other Properties

Departments that have worksites outside of these core downtown facilities are responsible for printing and installing signage.

3. Ordering Signage

Please consider ordering and printing signage with one of three vendors the City has blanket contracts with:

United Reprographics (206) 382-1177 csr@unitedreprographics.com

EE Printing (425) 656-1250 info@eeprinting.com

ARC (206) 531-2417 kevin.wellbaum@e-arc.com

Graphic Elements of Signage

This toolkit provides print-ready signage, as well as links to InDesign and Word templates in the Signage Table below, so that departments can customize as needed.

For custom-made signs, please adhere to the following signage guidance:

- 1. Font
 - Headlines should utilize INTRO COND BLACK FREE.
 - Subhead lines should utilize INTRO COND LIGHT FREE.

Return to Worksite Operational Task Force Communications Subcommittee Recommendations

- Body text should utilize Calibri font.
- These fonts are free and available for download if departments do not already have them.

Size each font accordingly based on the size of your sign.

2. Colors

Reopening signage should utilize the following colors:

RGB	18 117 188	RGB	247 150 33
HEX	#1275BC	HEX	#F79621
CMYK	86 50 0 0	CMYK	0 49 98 0

Sign catalog

FAS has developed 20 signs that are available for departments to use in their facilities upon reopening. Print-ready PDF files, along with native InDesign files, have been provided in the Table below, along with recommendations for how to display/hang signs and to ensure they are ADA accessible.

If you have questions about the signage below, or need them in different file formats, please contact FAS Communications and Marketing Director Melissa Mixon and melissa.mixon@seattle.gov.

External Signage

	Sign	InDesign file	PDF	Guidance/Requirements	Examples	Translation needed
1. Building Entry	<u>11x17</u> <u>24x36</u>	<u>11x17</u> <u>24x36</u>	 How to Print Recommend printing on: Foam board conducive for exterior use Vinyl Corrugated plastic How to Post Post/mount on 24x36 sandwich boards or mobile sign holders Affix to outside doors 	Example of how to use this sign: • <u>Outside</u> <u>your</u> <u>facilities</u> • In <u>interior</u> <u>entrances</u> .	YES View translations <u>here</u> .	
				 Where to Post All building entrances on either sandwich boards or affixed to entrance doors Ensure visible to employees and guests entering Do not block sidewalks 		

	Sign	InDesign file	PDF	Guidance/Requirements	Examples	Translation needed
	-		44.47	 Signs should be posted 40-70 inches from floor 11x17 - recommend posting middle of signs at 61 inches 18x24 - recommend posting middle of signs at 58 inches 24x36 - recommend posting middle of signs at 52 inches 	E	
2.	Entry Closed	<u>11x17</u> <u>24x36</u>	<u>11x17</u> <u>24x36</u>	 How to Print Recommend printing on: Foam board conducive for exterior use Vinyl Corrugated plastic Recommend one large 24x36 sign at closed entrance or two 11x17 signs on doorway entrances How to Post Post/mount on 24x36 sandwich boards Mobile sign holders Affix to outside doors Where to Post All building entrances on either sandwich boards or affixed to doorways Ensure visible to employees and guests entering Do not block sidewalks ADA Requirements Signs should be posted 40-70 inches from floor 11x17 - recommend posting middle of signs at 58 inches 24x36 - recommend posting middle of signs at 52 inches 	Example of how to use this sign: • <u>Outside</u> <u>your</u> <u>facilities</u>	NO
3.	Self-	<u>11x17</u>	<u>11x17</u>	How to Print	Example of how	YES
	Assessment	<u>24x36</u>	<u>24x36</u>	Recommend printing on:	to use this sign:	

Sign	InDesign file	PDF	Guidance/Requirements	Examples	Translation needed
	file		 Foam board conducive for exterior use Vinyl Corrugated plastic How to Post Post/mount on 24x36 sandwich boards Mobile sign holders Affix to outside doors Display on easels in lobby entrances before main building entry Recommend one 24x36 sign at entrance or two 11x17 signs on doorway entrances Where to Post All building entrances on either sandwich boards, easels of affixed to doors. Ensure visible to employees and guests entering Do not block sidewalks ADA Requirements Signs should be posted 40-70 inches from floor 11x17 - recommend posting middle of signs at 61 inches 18x24 - recommend posting middle of signs at 58 inches 	• Upon building entry	needed View translations <u>here</u> .
4 Face	9 5v11	8.5x11	24x36 - recommend posting middle of signs at 52 inches How to Print	Example of how	YES
4. Face Coverings Required	8.5x11 11x17 18x24 24x36	8.5x11 11x17 18x24 24x36	 Recommend printing on: Foam board conducive for exterior use Vinyl Corrugated plastic 	to use this sign: • <u>Upon</u> <u>entry</u>	
			 How to Post Post/mount on 24x36 sandwich boards Mobile sign holders 		

Sign	InDesign file	PDF	Guidance/Requirements	Examples	Translation needed
			 Affix to outside doors Display on easels in lobby entrances before main building entry Recommend one 24x36 sign at entrance or two 11x17 signs on doorway entrances 		
			Where to Post		
			All building entrances		
			Ensure visible to employees		
			and guests entering		
			Do not block sidewalks		
			ADA Requirements		
			Signs should be posted 40-70 inches from floor		
			• 11x17 - recommend posting middle of signs at 61 inches		
			18x24 - recommend posting		
			middle of signs at 58 inches		
			 24x36 - recommend posting middle of signs at 52 inches 		

Internal Signage

	Sign	InDesign file	PDF	Guidance	Examples	Translation needed
5.	Building Entry	<u>11x17</u> <u>24x36</u>	<u>11x17</u> <u>24x36</u>	 How to Print Recommend printing on: Foam board, or; Laminated How to Post Display on easels near doorway entrances Post/mount on 24x36 sandwich boards Recommend one large 24x36 sign at entrance or two 11x17 signs on doorway entrances Where to Post 	Example of how to use this sign: • In <u>interior</u> <u>entrances</u>	YES View translations <u>here</u> .

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
			 All building entrances on sandwich boards or easels Ensure visible to employees and guests entering Do not block entrance ways or foot traffic paths ADA Requirements Signs should be posted 40-70 inches from floor 11x17 - recommend posting middle of signs at 61 inches 18x24 - recommend posting middle of signs at 58 inches 24x36 - recommend posting middle of signs at 52 inches 		
6. How to Wear a Face Covering	<u>8.5x11</u> <u>11x17</u>	<u>8.5x11</u> <u>11x17</u>	 How to Print Recommend printing on: Laminated; or, Foam Board How to Post 11x17 sign stands; or, Affixed to walls Where to Post Near hand sanitation stations where disposable masks are available ADA Requirements Signs should be posted 40-70 inches from floor 8.5x 11 - recommend posting middle of signs at 60 inches 	Example of how to use this sign: • In sign stands • Hand sanitizing stations	
7. Temperature Check	<u>24x36</u>	<u>24x36</u>	How to Print Recommend printing on: • Foam board, or;	Example of how to use this sign:	YES

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
			 Laminated How to Post Display on easels or sandwich boards Post/mount on 24x36 sandwich boards Recommend one 24x36 sign at temperature screening stations Where to Post Near temperature check station on easels or sandwich boards Ensure visible to employees and guests entering ADA Requirements Signs should be posted 40-70 inches from floor 11x17 - recommend posting middle of signs at 61 inches 18x24 - recommend posting middle of signs at 58 inches 24x36 - recommend posting middle of signs at 52 inches 	• <u>at</u> <u>temperature</u> <u>check.</u>	View translations <u>here</u> .
8. Temperature Check — Align Face Here	<u>24x36</u>	<u>24x36</u>	 How to Print Recommend printing on: Foam board, or; Laminated How to Post Display on easels or sandwich boards Post/mount on 24x36 sandwich boards Recommend one 24x36 sign at temperature screening stations Where to Post 	Example of how to use this sign: • <u>at</u> <u>temperature</u> <u>check.</u>	NO

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
			 Near temperature check station on either easels or sandwich boards Ensure visible to employees and guests entering ADA Requirements Signs should be posted 40- 70 inches from floor 11x17 - recommend posting middle of signs at 61 inches 18x24 - recommend posting middle of signs at 58 inches 		
			 24x36 - recommend posting middle of signs at 52 inches 		
9. Physical Distancing Circles	<u>12x12</u>	<u>12x12</u>	 How to Print Recommend printing on: Material compatible with multiple surfaces, including carpet, tile, etc. How to Post Place sticky side on desired floor surface 	Example of how to use this sign: • For directional and wayfinding.	NO
			 Any location where individuals might congregate, or lines queue and six feet physical distancing is required: Public-facing counters Elevator banks Inside elevators Lobbies 		
10. One-way Directional Arrows (18x18)	<u>18x18</u>	<u>18x18</u>	 How to Print Recommend printing on: Material compatible with multiple surfaces, including carpet, tile, etc. 	Example of how to use this sign: • For directional and wayfinding.	NO

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
			 How to Post Place sticky side on desired floor surface Where to Post Any location where directional wayfinding is needed: Entrances Lobbies High-traffic and arterial pathways Public-facing counters 		
11. One-way Directional Arrows (9x12)	<u>9x12</u>	<u>9x12</u>	 How to Print Recommend printing on: Material compatible with multiple surfaces, including carpet, tile, etc. How to Post	Example of how to use this sign: • For directional and wayfinding.	NO
12. Please Wait	<u>11x17</u>	<u>11x17</u>	 How to Print Recommend printing on: 20-80 pound paper, laminated if possible How to Post In 11x17 sign stands Where to Post In visible areas in elevator bank, preferably on sign stands that do not block paths 	Example of how to use this sign: • <u>to assist with</u> <u>crowd</u> <u>management</u> <u>and lines.</u>	NO

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Sign	InDesign file	PDF	Guidance	Examples	Translation needed
			 Along pathway of elevator line 		
			 ADA Requirements Signs should be posted 40- 70 inches from floor 11x17 - recommend posting middle of signs at 61 inches 		
13. Elevator Occupancy	<u>11x17</u>	<u>11x17</u>	 How to Print Recommend printing on: 20-80 pound paper, laminated if possible Shall be ASME compliant If being hung inside elevators, must be printed on flame-resistant paper How to Post Sign stands or affixed to walls Where to Post Elevator entrance: Stuck or affixed to wall above elevators buttons AND Inside elevators: Stuck or affixed to back wall of elevator so visible upon entrance ADA Requirements Signs should be posted 40-70 inches from floor 11x17 - recommend posting middle of signs at 61 inches 	Example of how to use this sign: • <u>Outside</u> <u>elevators</u> • <u>Inside</u> <u>elevators</u>	
14. Elevator Etiquette	<u>11x17</u>	<u>11x17</u>	How to Print Recommend printing on:	Example of how to use this sign:	NO
			20-80 pound paper, laminated if possible How to Post	 <u>Outside</u> <u>elevators</u> <u>Inside</u> <u>elevators</u> 	

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
Sign Sign 15. Cover Up • Male Version • Female Version	 A supervised and the state of t	PDF Male <u>8.5x11</u> <u>11x17</u> Female <u>8.5x11</u> <u>11x17</u>	 Sign stands or affixed to walls Where to Post Elevator entrance: Stuck or affixed to wall above elevator buttons AND Inside elevators: Stuck or affixed to back wall of elevator so visible upon entrance ADA Requirements Signs should be posted 40-70 inches from floor 11x17 - recommend posting middle of signs at 61 inches How to Print Recommend printing on: 20-80 pound paper, laminated if possible How to Post Affixed to walls Where to Post Inside elevators, conference rooms, break rooms and other common spaces: Stuck or affixed to 	Examples	
			back wall of elevator so visible upon entrance ADA Requirements • Signs should be posted 40- 70 inches from floor • 8.5x 11 recommend posting middle of signs at 60 inches		

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
			 11x17 - recommend posting middle of signs at 61 inches 		
16. Occupancy Limit	<u>8.5x11</u> <u>11x17</u>	8.5x11 11x17	 How to Print Recommend printing on: 20-80 pound paper, laminated if possible If being hung inside elevators, must be printed on flame-resistant paper How to Post Sign stands or affixed to walls Signs posted inside elevators should be printed on non-flammable paper 	Example of how to use this sign: • Inside and outside elevators, inside and outside conference rooms, break rooms and other shared spaces.	NO
			 Where to Post Elevator entrance: 		
			 ADA Requirements Signs should be posted 40- 70 inches from floor 11x17 - recommend posting middle of signs at 61 inches 		
17. Conference,	8.5x11 11x17	8.5x11 11x17	How to Print Recommend printing on:	Example of how to use this sign:	NO

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
Breakroom Etiquette			 20-80 pound paper, laminated if possible How to Post Affixed to walls or doorways Where to Post Outside entrances to conference rooms, breakrooms, etc. Inside conference rooms, breakrooms, etc. ADA Requirements Signs should be posted 40- 70 inches from floor 8.5x 11 recommend posting middle of signs at 60 inches 11x17 - recommend posting middle of signs at 61 inches 	 Inside and outside elevators, inside and outside conference rooms, break rooms and other shared spaces. 	
18. Wash Hands	<u>8.5x11</u>	<u>8.5x11</u>	 How to Print Recommend printing on: 20-80 pound paper Should laminate How to Post Affixed to walls or doorways Where to Post Inside restrooms washing stations ADA Requirements Signs should be posted 40-70 inches from floor 8.5x11 recommend posting middle of signs at 60 inches 11x17 - recommend posting middle of signs at 61 inches 	Example of how to use this sign: • <u>Above sinks</u> in restrooms, near hand towel dispensers, etc.	NO

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
19. Dispose of Mask	<u>8.5x11</u> <u>11x17</u>	8.5x11 11x17	How to Print Recommend printing on: • 20-80 pound paper • Should laminate		NO
			 Affixed to walls, sign stands 		
			 Where to Post Near trashcans AND Near exits with trash bends 		
			 ADA Requirements Signs should be posted 40- 70 inches from floor 8.5x11 recommend posting middle of signs at 60 inches 11x17 - recommend posting middle of signs at 61 inches 		
20. Exit	<u>11x17</u>	<u>11x17</u>	How to Print Recommend printing on: • Foam board; or, • Laminated	Example of how to use this sign: • Exit doors.	NO
			 How to Post Affixed to walls, sign stands, easels or sandwich boards 		
			Where to Post At all exits 		
			 ADA Requirements Signs should be posted 40-70 inches from floor 11x17 recommend posting middle of signs at 61 inches 18x24 recommend posting middle of signs at 58 inches 		

Return to Worksite Operational Task Force Signage Toolkit

COVID-19 Community Vaccination Site at Lumen Field

























SHARE THIS SPACE NOT YOUR GERMS.

Help stop the spread of COVID-19.

WEAR PROTECTIVE FACE COVERING Wear a face covering over your nose and mouth



WIPE SURFACES

and avoid touching your face.

Before and after use.

PRACTICE PHYSICAL DISTANCING

Keep six feet apart at all times.

COVER COUGHS AND SNEEZES

Please use a tissue or the inside of your elbow. Dispose of tissues in the trash.



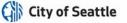
WASH YOUR HANDS

Wash hands often and for 20 seconds.



STAY HOME IF SICK

Unless seeking medical care, stay home if you're sick and avoid close contact with people who are sick.



LET'S STOP COVID-19 COVER UP

Safely dispose of a single-use protective face covering.

Please remember to dispose of it safely and immediately after use.



Remove mask from behind and avoid touching front of mask or your face



Discard your mask immediately in a trash bin

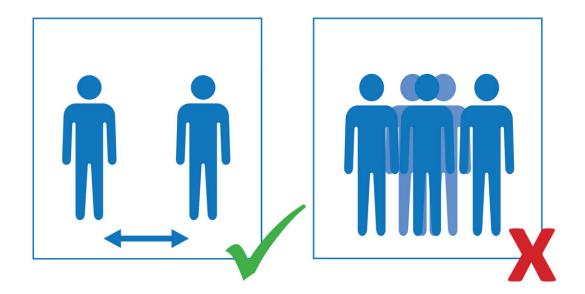


Clean your hands immediately with soap and water or alcohol-based hand sanitizer

Thanks for your cooperation!



RIDESAFE A PHYSICAL DISTANCING ON ELEVATORS



Help stop the spread of COVID-19.

Please follow these steps to help keep you and others safe and healthy while in this City of Seattle facility.

- ✓ Maintain six feet
- ✓ Avoid overcrowding
- Don't touch your face
- ✓ Wash your hands



LET'S STOP COVID-19

Need a protective face covering?

We got you. Masks are required in this facility and are available for individuals who don't have one.



Hold mask by earloops and place a loop around each ear Fit snuggly but comfortably against the side of the face Mask should Avoid touching cover just under mask and the bridge of your face your nose to under your chin

under your chin

Please continue to keep six-feet apart.



LET'S STOP COVID-19 COVER UP

For the health and safety of you and others, a protective face covering is required for entry.

Exceptions apply to:

- Children younger than five years old
- Individuals with a disability, medical or health condition that a covering would impair or impede
- Employees whose duties make wearing a covering unsafe or impractical

Forgot your face covering?

We got you. Disposable masks are available if you need one.



City of Seattle



Help stop the spread of COVID-19.

MAXIMUM OCCUPANCY

ATTENTION

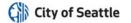
Welcome. Help stop the spread of COVID-19.

Please wait to be called forward and keep six feet apart.



Thank you for your cooperation!

City of Seattle





STAY SAFE TEMPERATURE CHECK REQUIRED FOR ENTRY

Welcome. Help stop the spread of COVID-19.

To help keep you and others safe and healthy while in this City of Seattle facility, entry requires a temperature check.

When approaching temperature screener:

- Position yourself one foot away from device
- Remove hats and lift hair so that forehead is exposed
- Align your forehead to the outline on the screen



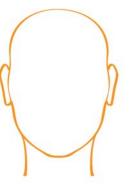
100.4F OR ABOVE = NO ENTRY

Entry can also be denied to individuals refusing a temperature check. Data is NOT being collected and is for public safety purposes only.



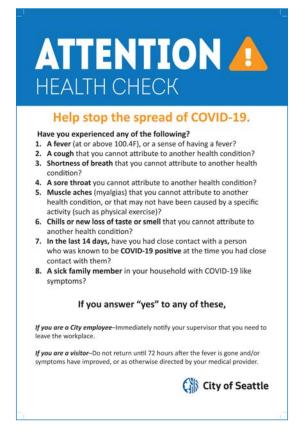
STAY SAFE TEMPERATURE CHECK REQUIRED FOR ENTRY

Align your forehead to the outline on the screen.



Entry can also be denied to individuals refusing a temperature check. Data is NOT being collected and is for public safety purposes only.





ATTENTION COVID-19 INFO

To learn about COVID-19 safety protocols in City facilities, please visit **tinyurl.com/y42n9wu4**

Para conocer los protocolos de seguridad del COVID-19 en las oficinas e instalaciones de la Ciudad, visite **tinyurl.com/** y42n9wu4

시 건물내의 COVID-19 안전 규정에 대해 알아보려면 tinyurl.com/y42n9wu4를 방문해 주세요.

በከተማ ተቋማት ስላሉ የኮቪድ-19 (COVID-19) የደህንነት ፕሮቶኮል ለማወቅ እባክዎ ይህንን ድህረንጽ **tinyurl.com/y42n9wu4** ይጎብኙ።

सएिटल शहर की सरकारी इमारतों में COVID-19 सुरक्षा प्रोटोकॉल के बारे में जानने के लएि, कृपया tinyurl. com/y42n9wu4 पर जाएं।

要了解更多市政府各大楼的COVID-19 安全守则,请浏览 tinyurl.com/y42n9wu4



WASHYOUR HANDS

Help stop the spread of COVID-19.



WET HANDS WITH RUNNING WATER



SOAP & SCRUB

FOR 20 SECONDS

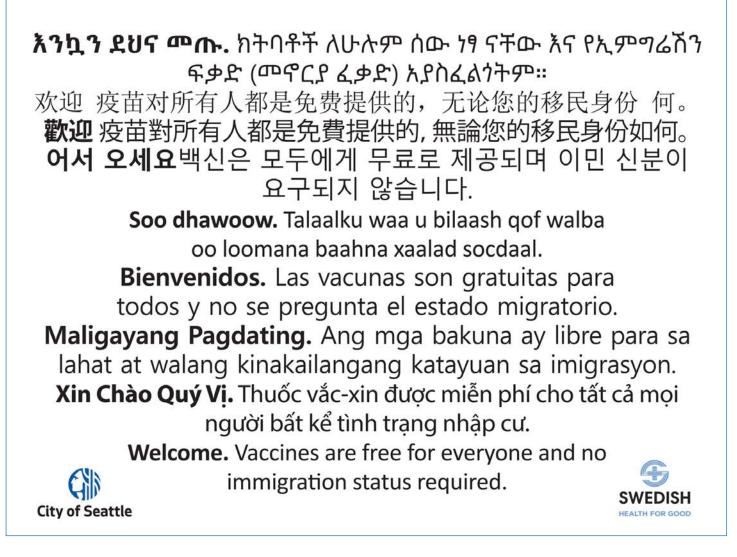


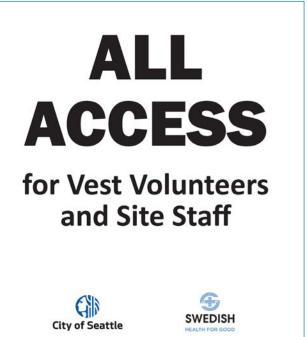
RINSE THOROUGHLY WITH RUNNING WATER



DRY HANDS WITH SINGLE-USE TOWEL







BEAHERO while you wait.



COVER UP





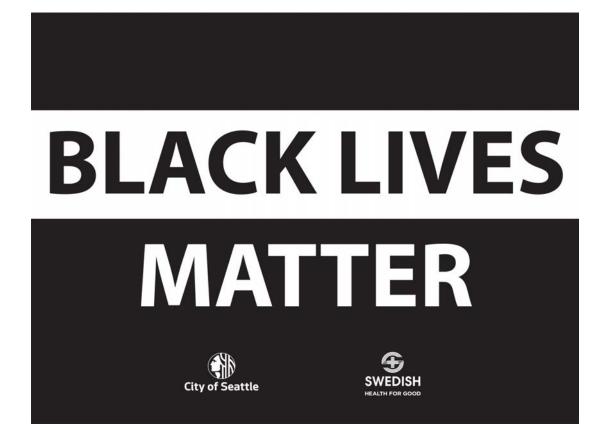
FAS COVID-19 Response and Recovery Summary • 411

BEAHERO while you wait.









CLINIC LEVEL VOLUNTEER HUDDLE





Take elevator to first floor for VACCINATION ENTRANCE





ELIGIBILITY NOTICE

Vaccinations proudly offered by **APPOINTMENT ONLY**

to those who meet the current Washington state criteria for eligibility.

Please remember, falsifying eligibility takes a dose away from someone in even greater need.

Make an appointment today at www.seattle.gov/vaccine





¿Necesita un intérprete?
Pregúntele a un voluntario que viste un chaleco.
አስተርጓሚ ይፈልጋሉ? ቡኒ ልብስ የለበሱ ይጠይቁ።
ተርጓማይ ትደልዩ ዲዥም? ጃካ ንዝንበረ ወለንተናዊ ሰብ ሕተቱ።
Kailangan mo ang tagapagsalin ng wika? Tanungin ang isang boluntaryo na naka-tsaleko.
Need ASL interpretation?
Ask a volunteer in a vest.

需要口譯員嗎? 穿背心的志願者可以幫您。 **통역사가 필요하세요?** 조끼를 입은 자원 봉사자에게 문의하세요.

Quý vị có cần thông dịch viên không?
Hãy hỏi tình nguyện viên mặc áo vest.
Nama afaan hiiku barbaaddaa?
Nama tola ooltummaa dalagu ka jaakkeetaa san gaafadhu.
Ma ubaahan tahay turjubaan?
Weydii tabaruce jaakad qaba.



PHOTOGRAPHY/MEDIA

Photographs and/or video may be taken by event organizers or members of the media at today's event. This might include (but is not limited to), the right to use photos in their printed and online publicity, social media and media reporting.

- If you do not wish to be photographed please inform the photographer and/or an event organizer.
- Media and staff will also be directed to ask for your permission before taking any identifying photos.



to Vest Volunteers and Site Staff









Please wait here and we'll be with you shortly.







Thank you for your cooperation!





Aaga kormeerka Área de observación

Lugar ng Pagmamasid



Kursi fariiso Aaggeenna Kormeerka oo saacad u samee 15 daqiiqo. Haddii aad waligaa la kulantay falcelin daran, fadlan sug 30 daqiiqo.

Tome asiento en nuestra Área de observación y programe una alarma para 15 minutos. Si alguna vez ha experimentado una reacción grave, por favor espere 30 minutos.

Umupo sa aming Lugar ng Pagmamasid at magtakda ng isang orasan para sa 15 minuto. Kung nakaranas ka ng matinding reaksyon, mangyaring maghintay ng 30 minuto.



Gacantaada kor u taag hadaad u baahantahay in lagu caawiyo.

Levante la mano si necesita ayuda.

Itaas ang iyong kamay para sa tulong.



vsafe.cdc.gov

City of Seattle



የጦታየት ቦታ 관찰 구역 觀察區 Khu Quan Sát

 ሰዓት ቆጣሪዎ ለ15 ደቂቃ በማዘ2ጀት በመከታተያ ቦታ ኣረፍ ብለው ይቀጦጡ። ከበድ ያለ የሕጦም ስሜት ከተሰማዎት እባክዎን ለ30 ደቂቃ ይጠብቁ።

在我們的觀察區坐下,設定好時間,等待15 分鐘。 如果您曾有過嚴重的過敏反應,請等 待 30 分鐘 。_____

관찰 구역에 앉아 타이머를 15분으로 설정합니다. 심각한 반응을 경험한 적이 있다면 30분 동안 기다리십시오.

Xin Vui lòng ngồi đợi trong Observation Area (Khu Vực Quan Sát) của chúng tôi và trong vòng 15 phút. Nếu quý vị đã từng bị phản ứng nghiêm trọng, xin vui lòng đợi 30 phút.



እርዳታ ከፈለጉ እጅዎን ያንሱ

如需幫助,請舉手。

도움이 필요하시면 손을 들어주세요.



Hãy giơ tay lên nếu cần giúp đỡ. vsafe.cdc.gov





OBSERVATION AREA

For your health and safety, please:



Take a seat and set a timer for 15 minutes. If you've ever experienced a severe reaction, please wait 30 minutes.



Raise your hand for help.



Register with V-safe, a CDC smartphone tool that will send you health check-ins: vsafe.cdc.gov



Learn about vaccine eligibility and vaccination opportunities at seattle.gov/vaccine



City of Seattle











Meet here and scan the QR code to read the Job Aid for this position.





PATIENT CHECK-IN



Meet here and scan the QR code to read the Job Aid for this position.





PHARMACY SUPPORT



Meet here and scan the QR code to read the Job Aid for this position.





LANGUAGE SUPPORT



Meet here and scan the QR code to read the Job Aid for this position.









Meet here and scan the QR code to read the Job Aid for this position.





VOLUNTEER CHECK-IN



Meet here and scan the QR code to read the Job Aid for this position.





WAYFINDING



Meet here and scan the QR code to read the Job Aid for this position.



VACCINATION DATA ENTRY



Meet here and scan the QR code to read the Job Aid for this position.





VACCINATOR



Meet here and scan the QR code to read the Job Aid for this position.





VACCINE MANAGEMENT



Meet here and scan the QR code to read the Job Aid for this position.





VACCINE PREP



Meet here and scan the QR code to read the Job Aid for this position.





DO NOT GET A VACCINE TODAY IF:



You have ever had a **severe allergic reaction** to ingredients in the COVID-19 vaccine.



You are COVID-19 positive, have symptoms, or are in isolation due to potential exposure.



You have **received monoclonal antibodies or convalescent plasma** as part of COVID-19 treatment within the last 90 days.

www.cdc.gov/vaccines/covid-19









Let's give it our #BestShotSeattle

Vaccinations are our best shot to stop the spread of COVID-19 and begin recovery. Thanks to you, we are one step closer. Learn more about what the vaccine means for you and how to keep doing your part.

What vaccine did I get?

You received the Pfizer COVID-19 vaccine. This vaccine is authorized for emergency use by U.S. Food and Drug Administration for individuals 16 years and older. The vaccine is highly effective in preventing COVID-19 after two doses. No serious safety concerns have been found.

What symptoms could the vaccine cause? Common side effects are soreness at injection site, fatigue, headache and muscle pain. For most people, these side effects occurred within two days of getting the vaccine and lasted about a day.

What symptoms are NOT associated with the vaccine?

- · Cough
- Shortness of Breath
- Loss of taste or smell
- Sore throat

If any of these symptoms present, OUARANTINE and seek testing to determine if you have COVID-19. If you experience a severe allergic reaction, call 9-1-1.

Can I still get COVID if I've had the vaccine? Yes. You can still catch COVID-19 after receiving the vaccine

The vaccine does not become fully effective until about two weeks after the second dose.

Do I still have to wear a mask?

Yes. Please continue to prevent COVID-19 transmission by doing the following:



hands

Social distance

SAVE-THE-DATE

Name: Date of Next Vaccine:_ Location of Vaccine Apt:_

City of Seattle



Want to learn more about the Pfizer Vaccine? Register with V-safe: You can find the most recent Pfizer COVID-19 Fact Sheet and additional information here at https://www.fda.gov/ media/144414/download

QR code:



The Pfizer COVID-19 vaccine may not protect everyone.

Report any side effects to: Report vaccine side effects to FDA/CDC Vaccine Adverse Event Reporting System (VAERS). The VAERS toil-free number is 1-800-822-7967 or report online to https://vaers.hhs.gov/reportevent.html.

Please include "Pfizer COVID-19 Vaccine EUA" in the first line of box #18 of the report form.

www.seattle.gov/vaccine (206) 684-2489 Interpretation Services available.

Department of Health www.doh.wa.gov/Emergencies/COVID19/

Seattle

The Centers for Disease Control and Prevention (CDC) developed V-safe, a smartphone-based tool that uses text messaging to provide personalized health check-ins after you receive a COVID-19 vaccination. Through V-safe, you you receive a COVID-19 vaccination. Infougn V-sate, you can quickly tell the CDC if you have any side effects after getting the COVID-19 vaccine. Depending on your answers, someone from the CDC may call to check on you. V-safe will also remind you to get your second COVID-19 vaccine dose if you need one. Your participation in CDC's V-safe makes a difference - it helps keep COVID-19 vaccines safe

Register and learn more at: <u>ysafe.cdc.gov</u>

- Pressour and learn more at: <u>Valte GOD</u> and <u>Valte</u>

 Privacy and Acknowledgment

 I. I certify that lam the patter and at least 15 years of age.

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 I. greatly that lam the patter and at least 15 years of age.

 I. understand is is not possible to predict all possible side effects or complications associated with receiving the value of the state is and a strate the food and Orag Administration (PDA) has an abance to ask questions that were answered to my satisfaction.
 I. understand the nature, alternative, benefits and risks of values that the state of the state and risks of values the state and risks of values that the state and the state and values that more and values to reading the state and risks of values that have the advalues of the state and risks of values that the state and walues the reading the remain near the values into the advalues of the state is abatement of the state and the state and the food of the yalue health information to remain values in the pattern langthrise on the pattern langthrise on the pattern advalues of the mattern abatement of the pattern advalues of the mattern abatement of the pattern advalues of the mattern abatement of the state advalues of the mattern abatement of the state advalues of the matternation.

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 I. Landerstate that I am on creating a adtern of relations advalues of the matternation advalues of the matternation
- operations. Lunderstand that I am not creating a patient relationship with the City of seattle in y participating in vaccination. Lunderstand the City of Seattle in or acting a sny medical provider. Vaccination does not replace treatment by my medical provider. Laccination does medical advice, care and treatment from a medical provider if I have questions or concerns, or II experience side effects. 7.



YOU ARE

All ages. All cultures. All races. All ethnicities. All religious beliefs. All gender identities. All sexual affiliations. All citizenship/immigration status. All sovereign nations. All abilities. All socioeconomic backgrounds. All people.

WELCOME HERE.







ATTENTION **BEFORE ENTRY**

Welcome. Help stop the spread of COVID-19.

Please follow these steps to help keep you and others safe and healthy while in this City of Seattle facility.



CHECK FOR SYMPTOMS

Do not enter if you've had a known COVID-19 exposure in the last 14 days or are experiencing unexplained:













FEVER

COUGH

SHORTNESS OF BREATH

SORE THROAT HEAD ACHES

MUSCLE &

CHILLS LOSS OF SMELL **OR TASTE**



WEAR PROTECTIVE FACE COVERING

Entry requires use of a protective face covering. A mask will be made available to you if needed.



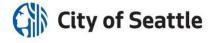
FOLLOW DIRECTIONS

Directional guides throughout the building will help ensure physical distancing.



PHYSICAL DISTANCE

Keep six feet apart at all times.



For individuals with:
Mobility or language access needs
Small children





LANGUAGE CHART

Welcome! Need language support? The translation reads "Point to your language. An interpreter will be called. The interpretation is provided at no cost to you."

Amharic አማርኛ	Mandarin 普通话
ቋንቋዎትን ያመልክቱ። አስተርዓሚ ይጠራል። አስተርዓሚው በነጻ	请指认您的语言,以便为您
ይቀርብልዎለታል።	提供免费的口译服务。
العربية	Oromo Oromo
اشر الى لغتك. وسيتم الاتصال بمترجم.	Gara afaan keetti eeri. Turjumaanni ni waamama.
نقدم خدمة المترجم مجانا لك.	Turjumaanni beesee takka malee siif qophaawa.
Cantonese 廣東話 請指認您的語言,以便為您 提供免費的口譯服務。	Russian Русский Укажите язык, на котором вы говорите. Вам вызовут переводчика. Услуги переводчика предоставляются бесплатно.
French Français Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.	Somali Af-Soomaali Farta ku fiiqluqadaada Waxa laguugu yeeri doonaa turjubaan. Turjubaanka wax lacagi kaaga bixi mayso.
Hindi	Spanish
अपनी भाषा को इंगित करें। जिसके अनुसार आपके लिए दुभाषिया बुलाया जाएगा।	Señale su idioma y llamaremos a un intérprete.
आपके लिए दुभाषिया की निशुल्क व्यवस्था की जाती है।	El servicio es gratuito.
Hmong Hmoob Taw rau koj hom lus. Yuav hu rau ib tug neeg txhais lus. Yuav muaj neeg txhais lus yam uas koj tsis tau them dab tsi.	TagalogTagalogIturo po ang inyong wika. Isang tagasalin ang ipagkakaloob nang libre sa inyo.
Japanese 日本語	Thai ไทย
あなたの話す言語を指してください。	ช่วยชี้ที่ภาษาที่ท่านพูด แล้วเราจะจัดหาล่ามให้ท่าน
無料で通訳サービスを提供します。	การใช้ล่ามไม่ต้องเสียค่าใช้จ่าย
Khmer (Cambodian) ខ្មែរ (កម្ពុជា) សូមចង្អុលភាសាអ្នក។ យើងនឹងហៅអ្នកបកប្រៃភាសាមកជូន។ អ្នកបកប្រៃភាសានឹងជួយអ្នកដោយមិនគិតថ្លៃ។	Tigrinya ትግርኛ ቋንቋኸም ኣመልከቱ፡፡ ኣተርጓሚ ከጽዋአ ይኽአል አዩ፡፡ > ንኣተርጓሚ አትከፍልፆ ዝኾነ ከፍሊት የለን፡፡ >
Korean 한국어	Ukrainian Українська
귀하께서 사용하는 언어를 지정하시면 해당	Вкажіть вашу мову. Вам викличуть перекладача.
언어 통역 서비스를 무료로 제공해 드립니다.	Послуги перекладача надаються безкоштовно.
Laotian ຟາສາລາວ ຊັ້ບອກພາສາທີ່ເຈົ້າເວົ້າໄດ້. ພວກເຮົາຈະຕິດຕໍ່ນາຍພາສາໃຫ້. ທ່ານບໍ່ຕ້ອງເສຍເງິນຄ່າແປໃຫ້ແກ່ນາຍແປພາສາ.	VietnameseTiếng ViệtHãy chỉ vào ngôn ngữ của quý vị. Một thông dịch viên sẽ được gọi đến, quý vị sẽ không phải trà tiển cho thông dịch viên.

LINE A



G **City of Seattle**





STEP 1: Check-in Please have ID and appointment verification ready. Your vaccine is free.

STEP 2: Vaccination A vaccine will be administered by one of our health partners.

Ľ

STEP 3: Observation Take a seat and relax in our medical observation space for 15 minutes.





LINE C STEP 1: Check-in

STEP 2: Vaccination



STEP 3: Observation





LINE D LINE STEP 1: Check-in Your vaccine is free. **STEP 2:** Vaccination A vaccine will be administered by one of our health partners. **STEP 3: Observation** 112: Take a seat and relax in our medical observation space for 4

SWEDISH

City of Seattle

Check-in Please have ID and appointment verification ready. Your vaccine is free.

Vaccination

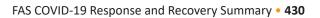
A vaccine will be administered by one of our health partners.

Observation

Take a seat and relax in our medical observation space for 15 minutes.

Đ SWEDISH **City of Seattle**







WELCOME You must have an appointment to get a vaccine.







THANK YOU

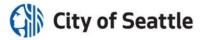
for protecting yourself and your community!











Return to City Worksite Operational Task Force Signage Toolkit and Guidance (Last Updated Sept. 24, 2020)

Department Signage Responsibilities

1. Signage for FAS-managed Properties

The Department of Finance and Administrative Services will print and install signage in the publicfacing portion of facilities it manages: Seattle Municipal Tower, Seattle City Hall and the Seattle Justice Center, Charles St., Haller Lake, Sunny Jim, Airport Way Building B, and the City's Emergency Operations Center. Departments and divisions inside these buildings will be responsible for printing and hanging signage in areas that are closed to the public, such as conference rooms and break rooms.

2. Signage for all Other Properties

Departments that have worksites outside of these core downtown facilities are responsible for printing and installing signage.

3. Ordering Signage

Please consider ordering and printing signage with one of three vendors the City has blanket contracts with:

United Reprographics (206) 382-1177 csr@unitedreprographics.com

EE Printing (425) 656-1250 info@eeprinting.com

ARC (206) 531-2417 kevin.wellbaum@e-arc.com

Graphic Elements of Signage

This toolkit provides print-ready signage, as well as links to InDesign and Word templates in the Signage Table below, so that departments can customize as needed.

For custom-made signs, please adhere to the following signage guidance:

- 1. Font
 - Headlines should utilize INTRO COND BLACK FREE.
 - Subhead lines should utilize INTRO COND LIGHT FREE.

Return to Worksite Operational Task Force Communications Subcommittee Recommendations

- Body text should utilize Calibri font.
- These fonts are free and available for download if departments do not already have them.

Size each font accordingly based on the size of your sign.

2. Colors

Reopening signage should utilize the following colors:

RGB	18 117 188	RGB	247 150 33
HEX	#1275BC	HEX	#F79621
CMYK	86 50 0 0	CMYK	0 49 98 0

Sign catalog

FAS has developed 20 signs that are available for departments to use in their facilities upon reopening. Print-ready PDF files, along with native InDesign files, have been provided in the Table below, along with recommendations for how to display/hang signs and to ensure they are ADA accessible.

If you have questions about the signage below, or need them in different file formats, please contact FAS Communications and Marketing Director Melissa Mixon and melissa.mixon@seattle.gov.

External Signage

	Sign	InDesign file	PDF	Guidance/Requirements	Examples	Translation needed
1. Building Entry	<u>11x17</u> <u>24x36</u>	<u>11x17</u> <u>24x36</u>	 How to Print Recommend printing on: Foam board conducive for exterior use Vinyl Corrugated plastic How to Post Post/mount on 24x36 sandwich boards or mobile sign holders Affix to outside doors 	Example of how to use this sign: • <u>Outside</u> <u>your</u> <u>facilities</u> • In <u>interior</u> <u>entrances</u> .	YES View translations <u>here</u> .	
			 Where to Post All building entrances on either sandwich boards or affixed to entrance doors Ensure visible to employees and guests entering Do not block sidewalks 			

	Sign	InDesign file	PDF	Guidance/Requirements	Examples	Translation needed
	-		44.47	 Signs should be posted 40-70 inches from floor 11x17 - recommend posting middle of signs at 61 inches 18x24 - recommend posting middle of signs at 58 inches 24x36 - recommend posting middle of signs at 52 inches 	E	
2.	Entry Closed	<u>11x17</u> <u>24x36</u>	<u>11x17</u> <u>24x36</u>	 How to Print Recommend printing on: Foam board conducive for exterior use Vinyl Corrugated plastic Recommend one large 24x36 sign at closed entrance or two 11x17 signs on doorway entrances How to Post Post/mount on 24x36 sandwich boards Mobile sign holders Affix to outside doors Where to Post All building entrances on either sandwich boards or affixed to doorways Ensure visible to employees and guests entering Do not block sidewalks ADA Requirements Signs should be posted 40-70 inches from floor 11x17 - recommend posting middle of signs at 58 inches 24x36 - recommend posting middle of signs at 52 inches 	Example of how to use this sign: • <u>Outside</u> <u>your</u> <u>facilities</u>	NO
3.	Self-	<u>11x17</u>	<u>11x17</u>	How to Print	Example of how	YES
	Assessment	<u>24x36</u>	<u>24x36</u>	Recommend printing on:	to use this sign:	

Sign	InDesign file	PDF	Guidance/Requirements	Examples	Translation needed
	file		 Foam board conducive for exterior use Vinyl Corrugated plastic How to Post Post/mount on 24x36 sandwich boards Mobile sign holders Affix to outside doors Display on easels in lobby entrances before main building entry Recommend one 24x36 sign at entrance or two 11x17 signs on doorway entrances Where to Post All building entrances on either sandwich boards, easels of affixed to doors. Ensure visible to employees and guests entering Do not block sidewalks ADA Requirements Signs should be posted 40-70 inches from floor 11x17 - recommend posting middle of signs at 61 inches 18x24 - recommend posting middle of signs at 58 inches 	• Upon building entry	needed View translations <u>here</u> .
4 Face	9 5v11	8.5x11	24x36 - recommend posting middle of signs at 52 inches How to Print	Example of how	YES
4. Face Coverings Required	8.5x11 11x17 18x24 24x36	8.5x11 11x17 18x24 24x36	 Recommend printing on: Foam board conducive for exterior use Vinyl Corrugated plastic 	to use this sign: • <u>Upon</u> <u>entry</u>	
			 How to Post Post/mount on 24x36 sandwich boards Mobile sign holders 		

Sign	InDesign file	PDF	Guidance/Requirements	Examples	Translation needed
			 Affix to outside doors Display on easels in lobby entrances before main building entry Recommend one 24x36 sign at entrance or two 11x17 signs on doorway entrances 		
			Where to Post		
			All building entrances		
			Ensure visible to employees		
			and guests entering		
			Do not block sidewalks		
			ADA Requirements		
			Signs should be posted 40-70 inches from floor		
			• 11x17 - recommend posting middle of signs at 61 inches		
			18x24 - recommend posting		
			middle of signs at 58 inches		
			 24x36 - recommend posting middle of signs at 52 inches 		

Internal Signage

	Sign	InDesign file	PDF	Guidance	Examples	Translation needed
5.	Building Entry	<u>11x17</u> <u>24x36</u>	<u>11x17</u> <u>24x36</u>	 How to Print Recommend printing on: Foam board, or; Laminated How to Post Display on easels near doorway entrances Post/mount on 24x36 sandwich boards Recommend one large 24x36 sign at entrance or two 11x17 signs on doorway entrances Where to Post 	Example of how to use this sign: • In <u>interior</u> <u>entrances</u>	YES View translations <u>here</u> .

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
			 All building entrances on sandwich boards or easels Ensure visible to employees and guests entering Do not block entrance ways or foot traffic paths ADA Requirements Signs should be posted 40-70 inches from floor 11x17 - recommend posting middle of signs at 61 inches 18x24 - recommend posting middle of signs at 58 inches 24x36 - recommend posting middle of signs at 52 inches 		
6. How to Wear a Face Covering	<u>8.5x11</u> <u>11x17</u>	<u>8.5x11</u> <u>11x17</u>	 How to Print Recommend printing on: Laminated; or, Foam Board How to Post 11x17 sign stands; or, Affixed to walls Where to Post Near hand sanitation stations where disposable masks are available ADA Requirements Signs should be posted 40-70 inches from floor 8.5x 11 - recommend posting middle of signs at 60 inches 	Example of how to use this sign: • In sign stands • Hand sanitizing stations	
7. Temperature Check	<u>24x36</u>	<u>24x36</u>	How to Print Recommend printing on: • Foam board, or;	Example of how to use this sign:	YES

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
			 Laminated How to Post Display on easels or sandwich boards Post/mount on 24x36 sandwich boards Recommend one 24x36 sign at temperature screening stations Where to Post Near temperature check station on easels or sandwich boards Ensure visible to employees and guests entering ADA Requirements Signs should be posted 40-70 inches from floor 11x17 - recommend posting middle of signs at 61 inches 18x24 - recommend posting middle of signs at 58 inches 24x36 - recommend posting middle of signs at 52 inches 	• <u>at</u> <u>temperature</u> <u>check.</u>	View translations <u>here</u> .
8. Temperature Check — Align Face Here	<u>24x36</u>	<u>24x36</u>	 How to Print Recommend printing on: Foam board, or; Laminated How to Post Display on easels or sandwich boards Post/mount on 24x36 sandwich boards Recommend one 24x36 sign at temperature screening stations Where to Post 	Example of how to use this sign: • <u>at</u> <u>temperature</u> <u>check.</u>	NO

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
			 Near temperature check station on either easels or sandwich boards Ensure visible to employees and guests entering ADA Requirements Signs should be posted 40- 70 inches from floor 11x17 - recommend posting middle of signs at 61 inches 18x24 - recommend posting middle of signs at 58 inches 		
			 24x36 - recommend posting middle of signs at 52 inches 		
9. Physical Distancing Circles	<u>12x12</u>	<u>12x12</u>	 How to Print Recommend printing on: Material compatible with multiple surfaces, including carpet, tile, etc. How to Post Place sticky side on desired floor surface 	Example of how to use this sign: • For directional and wayfinding.	NO
			 Any location where individuals might congregate, or lines queue and six feet physical distancing is required: Public-facing counters Elevator banks Inside elevators Lobbies 		
10. One-way Directional Arrows (18x18)	<u>18x18</u>	<u>18x18</u>	 How to Print Recommend printing on: Material compatible with multiple surfaces, including carpet, tile, etc. 	Example of how to use this sign: • For directional and wayfinding.	NO

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
			 How to Post Place sticky side on desired floor surface Where to Post Any location where directional wayfinding is needed: Entrances Lobbies High-traffic and arterial pathways Public-facing counters 		
11. One-way Directional Arrows (9x12)	<u>9x12</u>	<u>9x12</u>	 How to Print Recommend printing on: Material compatible with multiple surfaces, including carpet, tile, etc. How to Post Place sticky side on desired floor surface Where to Post Any location where directional wayfinding is needed: Entrances Lobbies High-traffic and arterial pathways Public-facing counters 	Example of how to use this sign: • For directional and wayfinding.	NO
12. Please Wait	<u>11x17</u>	<u>11x17</u>	 How to Print Recommend printing on: 20-80 pound paper, laminated if possible How to Post In 11x17 sign stands Where to Post In visible areas in elevator bank, preferably on sign stands that do not block paths 	Example of how to use this sign: • <u>to assist with</u> <u>crowd</u> <u>management</u> <u>and lines.</u>	NO

~

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
			 Along pathway of elevator line 		
			 ADA Requirements Signs should be posted 40- 70 inches from floor 11x17 - recommend posting middle of signs at 61 inches 		
13. Elevator Occupancy	<u>11x17</u>	<u>11x17</u>	 How to Print Recommend printing on: 20-80 pound paper, laminated if possible Shall be ASME compliant If being hung inside elevators, must be printed on flame-resistant paper How to Post Sign stands or affixed to walls Where to Post Elevator entrance: Stuck or affixed to wall above elevators buttons AND Inside elevators: Stuck or affixed to back wall of elevator so visible upon entrance ADA Requirements Signs should be posted 40-70 inches from floor 11x17 - recommend posting middle of signs at 61 inches 	Example of how to use this sign: • <u>Outside</u> <u>elevators</u> • <u>Inside</u> <u>elevators</u>	
14. Elevator Etiquette	<u>11x17</u>	<u>11x17</u>	How to Print Recommend printing on:	Example of how to use this sign:	NO
			 20-80 pound paper, laminated if possible How to Post 	 <u>Outside</u> <u>elevators</u> <u>Inside</u> <u>elevators</u> 	

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
Sign Sign 15. Cover Up • Male Version • Female Version	 A supervised and the state of t	PDF Male 8.5x11 11x17 Female 8.5x11 11x17	 Sign stands or affixed to walls Where to Post Elevator entrance: Stuck or affixed to wall above elevator buttons AND Inside elevators: Stuck or affixed to back wall of elevator so visible upon entrance ADA Requirements Signs should be posted 40-70 inches from floor 11x17 - recommend posting middle of signs at 61 inches How to Print Recommend printing on: 20-80 pound paper, laminated if possible How to Post Affixed to walls Where to Post Inside elevators, conference rooms, break rooms and other common spaces: Stuck or affixed to 	Examples	
			back wall of elevator so visible upon entrance ADA Requirements • Signs should be posted 40- 70 inches from floor • 8.5x 11 recommend posting middle of signs at 60 inches		

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
			 11x17 - recommend posting middle of signs at 61 inches 		
16. Occupancy Limit	<u>8.5x11</u> <u>11x17</u>	<u>8.5x11</u> <u>11x17</u>	 How to Print Recommend printing on: 20-80 pound paper, laminated if possible If being hung inside elevators, must be printed on flame-resistant paper How to Post Sign stands or affixed to walls Signs posted inside elevators should be printed on non-flammable paper 	Example of how to use this sign: • Inside and outside elevators, inside and outside conference rooms, break rooms and other shared spaces.	NO
			 Where to Post Elevator entrance: 		
			 ADA Requirements Signs should be posted 40- 70 inches from floor 11x17 - recommend posting middle of signs at 61 inches 		
17. Conference,	8.5x11 11x17	8.5x11 11x17	How to Print Recommend printing on:	Example of how to use this sign:	NO

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
Breakroom Etiquette			 20-80 pound paper, laminated if possible How to Post Affixed to walls or doorways Where to Post Outside entrances to conference rooms, breakrooms, etc. Inside conference rooms, breakrooms, etc. ADA Requirements Signs should be posted 40- 70 inches from floor 8.5x 11 recommend posting middle of signs at 60 inches 11x17 - recommend posting middle of signs at 61 inches 	 Inside and outside elevators, inside and outside conference rooms, break rooms and other shared spaces. 	
18. Wash Hands	<u>8.5x11</u>	<u>8.5x11</u>	 How to Print Recommend printing on: 20-80 pound paper Should laminate How to Post Affixed to walls or doorways Where to Post Inside restrooms washing stations ADA Requirements Signs should be posted 40-70 inches from floor 8.5x11 recommend posting middle of signs at 60 inches 11x17 - recommend posting middle of signs at 61 inches 	Example of how to use this sign: • <u>Above sinks</u> in restrooms, near hand towel dispensers, etc.	NO

Sign	InDesign file	PDF	Guidance	Examples	Translation needed
19. Dispose of Mask	<u>8.5x11</u> <u>11x17</u>	8.5x11 11x17	How to Print Recommend printing on: • 20-80 pound paper • Should laminate		NO
			 Affixed to walls, sign stands 		
			 Where to Post Near trashcans AND Near exits with trash bends 		
			 ADA Requirements Signs should be posted 40- 70 inches from floor 8.5x11 recommend posting middle of signs at 60 inches 11x17 - recommend posting middle of signs at 61 inches 		
20. Exit	<u>11x17</u>	<u>11x17</u>	How to Print Recommend printing on: • Foam board; or, • Laminated	Example of how to use this sign: • Exit doors.	NO
			 How to Post Affixed to walls, sign stands, easels or sandwich boards 		
			Where to Post At all exits 		
			 ADA Requirements Signs should be posted 40-70 inches from floor 11x17 recommend posting middle of signs at 61 inches 18x24 recommend posting middle of signs at 58 inches 		

Return to Worksite Operational Task Force Signage Toolkit

COVID-19 Community Vaccination Site at Lumen Field

























SHARE THIS SPACE NOT YOUR GERMS.

Help stop the spread of COVID-19.

WEAR PROTECTIVE FACE COVERING Wear a face covering over your nose and mouth



WIPE SURFACES

and avoid touching your face.

Before and after use.

PRACTICE PHYSICAL DISTANCING

Keep six feet apart at all times.

COVER COUGHS AND SNEEZES

Please use a tissue or the inside of your elbow. Dispose of tissues in the trash.



WASH YOUR HANDS

Wash hands often and for 20 seconds.



STAY HOME IF SICK

Unless seeking medical care, stay home if you're sick and avoid close contact with people who are sick.

