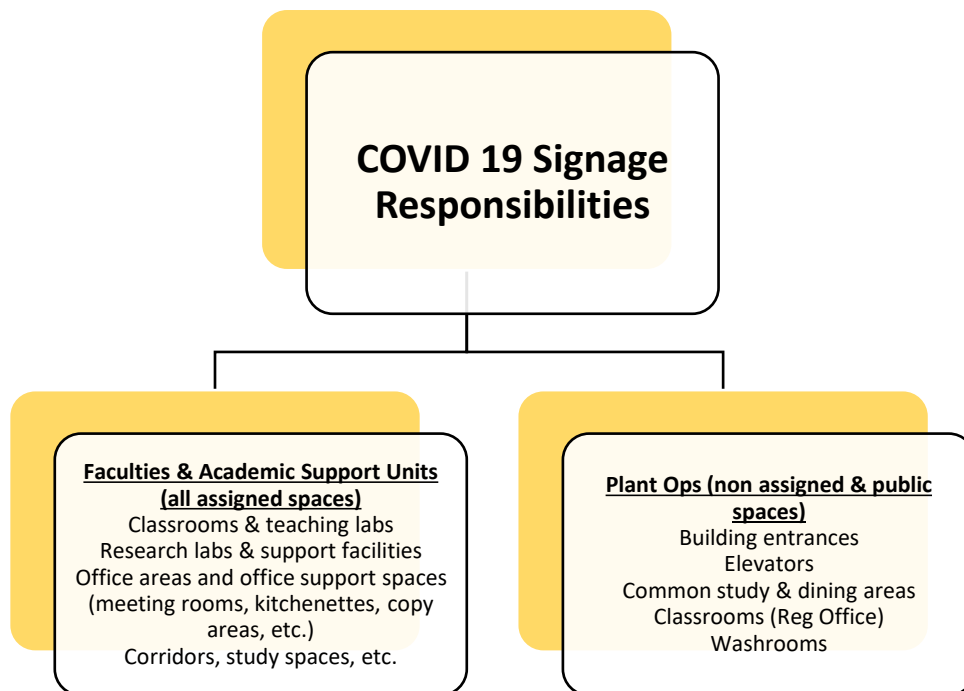


# UNIVERSITY OF WATERLOO COVID-19 SIGNAGE

Signage is an important part of our communications strategy. It is critical to provide frequent, clear instruction and reminders on public health measures that must be followed.

As we reach a significant turning point during this pandemic, this updated guide will help to ensure that distributed signage is correct and relevant. Signage instructions include hand hygiene, COVID-19 symptom awareness, face covering use, and physical distancing requirements.



The University of Waterloo COVID-19 signage guide was developed in 2020. Since then, lessons learned, along with updated information from Public Health have been used as a basis for the (re)creation of signage.

**Note:** many buildings have a significant amount of signage already installed. Some will have to be removed for the following reasons:

- Outdated information
- Areas are cluttered with signage
- Damaged posters
- Replace with updated or new signage

## NEW SIGNAGE INSTALLATION PROCEDURE

1. Plant Operations (Plant Ops) will identify the contact person for each faculty or user group.
  - a. Faculties and departments will remain responsible for conducting a review of their space. This collective effort is essential because each user group understands their needs the best and, given the size of the campus, limiting signage distribution to a single unit is not feasible.
2. Plant Ops will have regular meetings with the user group representatives to ensure that the signage guide is well understood, implementation is consistent, and overlapping/missing areas are covered.
3. If a signage plan development requires help, Plant Ops can assist with respect to design, and accessibility in challenging areas. Please email, Plant Ops for assistance. A project coordinator/design technologist from Plant Operations, Design and Construction Services will be assigned to provide support. In addition, as each space presents its own set of unique challenges for implementing physical distancing protocols, a site review of the existing space will be conducted jointly by the user group representative and a Plant Operations designer.
4. Plant Ops will manage signage removal and installation in shared public spaces, building entrances/exits, and elevators. **Note:** Plant Ops will not install departmental signage.
5. Signage ordering. Each department can order signage directly using the [Physical Distancing Sign Order Form](#) and install the signs according to the locations outlined in the table(s) below.

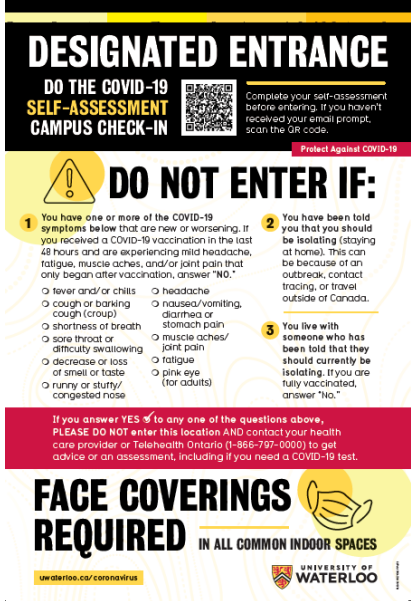
# SIGNAGE

## PHYSICAL DISTANCING

This signage will guide people where to sit and stand to encourage physical distancing, with the understanding that 6ft/2m may not be required but will remain beneficial.

Several entrances in each building will be available for entry and egress. Sanitizing gel will be available at each exterior door (except limited fire exits).

Main doors will have [Designated Entrance](#) signs. These doors will be locked and unlocked allowing the University of Waterloo to restrict access to campus on the weekends and after hours. The list of doors that are open and times of operation will be modified as we move through the [steps of reopening](#). Additional information can be found on the UWaterloo [COVID-19](#) website.


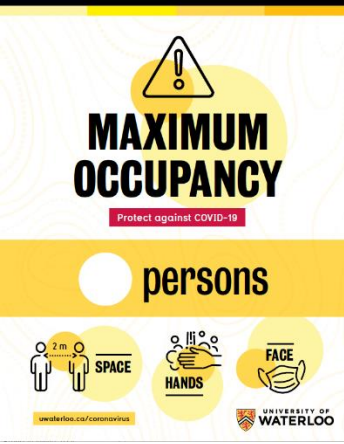

Poster	Type Size	Suggested posting location(s)	Installed by
 <p><b>DESIGNATED ENTRANCE</b> DO THE COVID-19 SELF-ASSESSMENT CAMPUS CHECK-IN</p> <p><b>DO NOT ENTER IF:</b></p> <ol style="list-style-type: none"> <li>You have one or more of the COVID-19 symptoms below that are new or worsening. If you received a COVID-19 vaccination in the last 48 hours and are experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, answer "NO."             <ul style="list-style-type: none"> <li>fever and/or chills</li> <li>cough or barking cough (croup)</li> <li>shortness of breath</li> <li>sore throat or difficulty swallowing</li> <li>decrease or loss of smell or taste</li> <li>runny or stuffy/congested nose</li> <li>headache</li> <li>nausea/vomiting, diarrhea or stomach pain</li> <li>muscle aches/joint pain</li> <li>fatigue</li> <li>pink eye (for adults)</li> </ul> </li> <li>You have been told you that you should be isolating (staying at home). This can be because of an outbreak, contact tracing, or travel outside of Canada.</li> <li>You live with someone who has been told that they should currently be isolating. If you are fully vaccinated, answer "No."</li> </ol> <p>If you answer YES to any one of the questions above, PLEASE DO NOT enter this location AND contact your health care provider or Telehealth Ontario (1-866-797-0000) to get advice or an assessment, including if you need a COVID-19 test.</p> <p><b>FACE COVERINGS REQUIRED</b> IN ALL COMMON INDOOR SPACES</p> <p>uwatwaterloo.ca/coronavirus</p>	<p>Poster 11" x 17"</p>	<p>Designated building entrances (entrances that will be unlocked daily)</p>	<p>Safety Office</p>

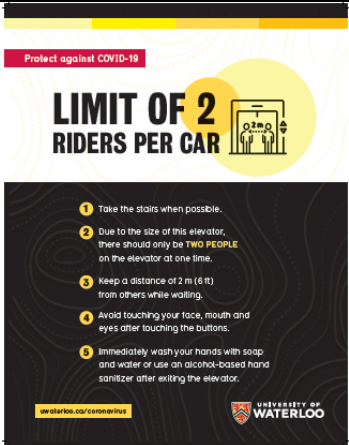
Poster	Type Size	Suggested posting location(s)	Installed by
<p><b>PROTECT YOURSELF AND OTHERS</b></p> <p>Protect against COVID-19</p> <p>Cough and sneeze into a tissue or elbow</p> <p>Wash your hands often with soap and water or use alcohol-based hand sanitizer</p> <p>Avoid shaking hands</p> <p>Stay home if you are ill</p> <p>Keep your distance (2 m)</p> <p>Complete daily symptom monitoring take the self-assessment</p> <p>UNIVERSITY OF WATERLOO</p> <p><a href="http://uwaterloo.ca/coronavirus">uwaterloo.ca/coronavirus</a></p>	Poster 8.5 x 11"	General	Requestor

## HYGIENE PROTOCOLS/ETIQUETTE

Most areas will not require additional signage because the use of these areas will be covered in departmental safety guides. However, if you feel that additional information is beneficial or if you expect frequent visitors to your space, please consider using the following materials.



Poster	Type Size	Suggested posting location(s)	Installed by
<p>Protect Against COVID-19</p> <p><b>WASHROOM SAFETY</b></p> <ol style="list-style-type: none"> <li>1 Wear a mask at all times – when entering and when using the washroom.</li> <li>2 Washroom occupancy is limited to the number of individual stalls, including hand washing.</li> <li>3 If a washroom stall is not available, please wait 2 m from the door.</li> <li>4 There is no waiting in the washroom.</li> <li>5 Wash your hands before and after use.</li> <li>6 Use a paper towel (or other barrier) to open the door when exiting.</li> </ol> <p><b>REMEMBER</b></p> <p>WEAR A MASK</p> <p>WASH YOUR HANDS OFTEN</p> <p>MAINTAIN 2 M DISTANCE</p> <p>DON'T TOUCH YOUR FACE</p> <p>UNIVERSITY OF WATERLOO</p> <p><a href="http://uwaterloo.ca/coronavirus">uwaterloo.ca/coronavirus</a></p>	Poster 8.5" x 11"	Washroom door	Plant Operations

Poster	Type Size	Suggested posting location(s)	Installed by
 <p>Protect against COVID-19</p> <h2>KITCHEN CLEANLINESS</h2> <p>KEEP YOURSELF AND OTHERS SAFE</p> <ol style="list-style-type: none"> <li>1 Disinfect all shared surfaces before each use <ul style="list-style-type: none"> <li>- Microwave buttons and handles</li> <li>- Fridge handle</li> <li>- Kettle handle</li> <li>- Lunch table</li> </ul> </li> <li>2 Wash your hands before you eat</li> <li>3 Do not share utensils or dishes</li> <li>4 Maintain physical distancing of 2 m (6 ft) between yourself and others</li> </ol> <p>uwaterloo.ca/coronavirus UNIVERSITY OF WATERLOO</p>	Poster 8.5" x 11"	Kitchens / Kitchenettes	Requestor
 <p>Protect against COVID-19</p> <h2>MAXIMUM OCCUPANCY</h2> <p>persons</p> <p>2 m SPACE HANDS FACE</p> <p>uwaterloo.ca/coronavirus UNIVERSITY OF WATERLOO</p>	Poster 8.5" x 11"	Kitchenette, meeting rooms	Requestor
 <p>Protect against COVID-19</p> <h2>LIMIT OF 1 RIDER PER CAR</h2> <ol style="list-style-type: none"> <li>1 Take the stairs when possible.</li> <li>2 Due to the size of this elevator, there should only be ONE PERSON on the elevator at one time.</li> <li>3 Keep a distance of 2 m (6 ft) from others while waiting.</li> <li>4 Avoid touching your face, mouth and eyes after touching the buttons.</li> <li>5 Immediately wash your hands with soap and water or use an alcohol-based hand sanitizer after exiting the elevator.</li> </ol> <p>uwaterloo.ca/coronavirus UNIVERSITY OF WATERLOO</p>	Poster 8.5" x 11"	Elevator	Plant Operations

Poster	Type Size	Suggested posting location(s)	Installed by
 <p>Protect against COVID-19</p> <p><b>LIMIT OF 2 RIDERS PER CAR</b></p> <ol style="list-style-type: none"> <li>Take the stairs when possible.</li> <li>Due to the size of this elevator, there should only be <b>TWO PEOPLE</b> on the elevator at one time.</li> <li>Keep a distance of 2 m (6 ft) from others while waiting.</li> <li>Avoid touching your face, mouth and eyes after touching the buttons.</li> <li>Immediately wash your hands with soap and water or use an alcohol-based hand sanitizer after exiting the elevator.</li> </ol> <p>www.uwaterloo.ca/coronavirus</p> <p>UNIVERSITY OF WATERLOO</p>	Poster 8.5" x 11"	Elevator	Plant Operations


## DESIGNATED DINING AREAS

Designated dining areas will be available in food service outlets. Self-service cleaning supplies will be available for times where Food Services outlets are not operating.

Poster	Type Size	Suggested posting location(s)	Installed by
 <p><b>DESIGNATED DINING AREA</b></p> <p>Protect against COVID-19</p> <p>MUST WEAR MASKS WHEN NOT SITTING AND EATING   MAXIMUM 30 MINUTES</p> <p><b>IF YOU DO NOT FOLLOW THESE RULES YOU WILL BE ASKED TO LEAVE</b></p> <p>DO THE COVID-19 SELF-ASSESSMENT CAMPUS CHECK-IN   SANITIZE OR WASH YOUR HANDS OFTEN</p> <p>www.uwaterloo.ca/coronavirus</p> <p>UNIVERSITY OF WATERLOO</p>	Poster 8.5" x 11"	Food service outlets	Food Services
 <p><b>DESIGNATED DINING AREA</b></p> <p>Protect against COVID-19</p> <p><b>OUTSIDE OF OPERATING HOURS, PLEASE DISINFECT THE TABLE BEFORE USE</b></p> <p>UNIVERSITY OF WATERLOO</p>	Sticker Poster 8.5" x 11"	Food service outlets	Food Services

## STUDY AREA RULES

Study areas are available throughout campus. Consumption of food is not permitted within these areas to maintain mandatory mask wearing. Occupants may temporarily lower their masks for drinking.

Poster	Type Size	Suggested posting location(s)	Installed by
	Poster 8.5" x 11"	Study spaces	Requestor