Emerging from this pandemic.
Together. Stronger.

Catalog Purpose

This catalog has been produced by Carnegie Mellon University's Emergency Response Management team in collaboration with Facilities Management and Campus Service (FMCS), Marketing & Communications and various campus stakeholders in an effort to provide a safe campus in support of CDC recommendations and our state and local governments.

This document provides the most common signs needed by location managers for easy ordering of unified, campus messaging.

How do I order?
Email your request to fixit@andrew.cmu.edu. Include the sign catalog number, material and quantity for each item.

What if the sign I need is not in the catalog?
Email your request to fixit@andrew.cmu.edu. Facilities Maintenance and Campus Services (FMCS) will review the request and work with Tartan Ink and Marketing & Communications to produce the necessary sign.

When and where do I need a sign?
Facilities Management and Campus Service (FMCS) will install signs in the majority of the highest traffic locations and public spaces. If you are working on a location that has not had safety signs installed or if you see a unique situation, please email your request to fixit@andrew.cmu.edu.

For more COVID-19 awareness information and resources for the CMU community, visit cmu.edu/coronavirus.
**WALL AND WINDOW SIGNS**

---

**CLOSED**

**DO NOT ENTER THIS ROOM**
**THIS ROOM MUST REMAIN UNOCCUPIED**

This room was last cleaned by ______________ on ______________

---

**LIMITED USE**

**USE OF THIS ROOM IS RESTRICTED**

- Call 412-268-2910 before entering this room
- No more than 10 persons at a time
- Wear a facial covering when on campus
- Keep 6 feet distance between you and others
- Wash hands frequently for 20 seconds at a time

---

**LOCKED**

**CMU AUTHORIZED PERSONNEL ONLY**

---

**MAXIMUM OCCUPANCY**

**XXX PERSONS**

---

**USE STAIRS IF YOU CAN**

- Please locate the nearest stairs and follow the directional arrows up or down
- Wear a facial covering when on campus
- Keep 6 feet distance between you and others
- Wash hands frequently for 20 seconds at a time

---

**STOP**

- Do you have a fever, cough, or shortness of breath?
- Have you had close contact with a person who may have COVID-19?
- Have you traveled in the past 14 days?

IF YOU ANSWERED YES TO ANY OF THESE, DO NOT COME ON-SITE. PLEASE GO HOME.
**How Cloth Face Coverings Work**

- When using a cloth face covering, make sure:
  - The covering fits snugly against the sides of your face
  - The mouth and nose are fully covered
  - The covering is fully secured to prevent slipping

**Avoid Touching Your Face**

- Avoid touching your eyes, nose, and mouth.

**Wash Hands Frequently**

- Wash your hands often with soap and water for at least 20 seconds.
- Use hand sanitizer if soap and water are not available.

**Wash Your Hands**

- Wash your hands with soap and water.
- Place your covering in the washing machine.
- Do not place your covering on a child younger than 2.
- Avoid close contact with people who are sick.

**Respiratory Diseases Like COVID-19**

- Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing.
- If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community.
- Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you.
- Face coverings worn by others protect you from getting the virus.

**CDC Recommendations**

- Everyone should wear cloth face coverings when leaving their homes.
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

**Prevent the Spread of Respiratory Diseases Like COVID-19**

- Wear cloth face coverings instead of PPE when respirators or facemasks are indicated.
- N95 respirator equipment (PPE) should be used by healthcare personnel and first responders for their protection.
- Healthcare personnel and first responders should not wear cloth face coverings instead of PPE.
- When respirators are indicated, cloth face coverings should not be placed on anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for responders for their protection.

**Please Do Not Congregate**

- Keep 6 feet distance between you and others.
- Wash hands frequently for at least 20 seconds each time.
- Do not place a face covering on a child younger than 2.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, or mouth.

**Respond to the Department of Health**

- Please follow these recommendations from the Department of Health:
  - No more than 10 persons in this area
  - Wear a facial covering when on campus
  - No more than 10 persons in this area
  - Keep 6 feet distance between you and others
  - Wash hands frequently for 20 seconds at a time

**Wash Hands**

- Wash with soap and water for at least 20 seconds.

**Wash Hands Graphic**

- Wash with soap...
WALL AND WINDOW SIGNS

15A
Size: 8.5"x11"
• WE ARE OPEN FOR MEETINGS,...
  • No more than 10 persons at a time
  • Wear a facial covering when on campus
  • Keep 6 feet distance between you and others
  • Wash hands frequently for 20 seconds at a time
  • Department of Health Recommendations

15B
Size: 8.5"x11"
• WE ARE OPEN FOR PHONE MEETINGS
  • Please call

15C
Size: 8.5"x11"
• WE ARE OPEN FOR...

18
Size: 8.5"x11"
• THIS IS A SHARED SPACE
  • CONSIDER THE HEALTH...
TABLE TENTS

22
Folded Size: 4.25”x6”

- PREVENT THE SPREAD...
- CDC.gov/coronavirus Infographics

23
Folded Size: 4.25”x6”

- HOW TO SAFELY WEAR...
- CDC.gov/coronavirus Infographics

24
Folded Size: 4.25”x6”

- SIDE 1: PREVENT THE SPREAD...
- SIDE 2: HOW TO SAFELY WEAR...
- CDC.gov/coronavirus Infographics
YARD SIGNS

04A
Size: 24"x18"
- ALL OUTDOOR FACILITIES AND FIELDS ARE CLOSED.
- STAY HOME. SAVE LIVES.

04B
Size: 24"x18"
- TO PROTECT HEALTH AND SAFETY, ALL OUTDOOR FACILITIES AND FIELDS ARE CLOSED.
- STAY HOME. SAVE LIVES.

25
Size: 18"x22"
- IMPORTANT INFORMATION ABOUT YOUR CLOTH FACE COVERINGS
- CDC.gov/coronavirus Infographics

CDC recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don’t have any symptoms.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work
Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.

N95 respirator

General considerations for the use of cloth face coverings
When using a cloth face covering, make sure:
- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping

Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don’t share it with anyone else unless it’s washed and dried first. You should be the only person handling your covering.

Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html
FLOOR AND DIRECTIONAL GRAPHICS

07
Size: 15"x15"
- PAUSE YOUR PAWS HERE

14A
- ARROWS - DIRECTIONAL

14B
Size: 6"x9"
- ARROW - STAIRWAY UP

14C
Size: 6"x9"
- ARROW - STAIRWAY DOWN

14D
Size: 8"x6"
- ARROWS - UP AND DOWN

ALTERNATE - PRE-MADE:
HTTPS://WWW.MYSAFETYSIGN.COM/FLOOR-MARKING-ARROW/SKU-SF-0556
FLOOR AND DIRECTIONAL GRAPHICS

17  •  WAIT YOUR TURN
Size: 6"x9"

20  •  LINE STARTS HERE
Size: 18"x3"