



A FREE GUIDE TO TEMPORARY SIGNAGE TO HELP PROMOTE PERSONAL SAFETY

COVID-19 Signage Templates

SELBERT

PERKINS

DESIGN

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ABOUT THIS TOOL

In these uncertain times, we need to take care of each other. Giving staff and visitors clear direction reduces stress and helps us all stay safe. Cohesive signage that is easy to read and interpret is more important than ever.

That's why we developed this guide that businesses can use as they start to welcome people safely back into their buildings. We designed the following free signage templates to be easily implemented throughout your space using local printing options, a-frame sandwich boards, and simple fabrication techniques. You can customize yours with a logo, brand colors, or even a sharpie.

Stay safe out there. We're here if you need a little more help.

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BEST PRACTICES



WAYFINDING GUIDELINES

Wayfinding involves signage, landmarks, environmental cues, and often, our trusty smartphones. To stop the spread of COVID-19, facilities of all kinds are advocating for one-way routes, proper spacing, and separate entrances for visitors and staff as we start to reopen to the public. Orienting users to your new layout and encouraging personal protective practices will create a safer environment for everyone, and reduce stress on first time visitors. When installing signage, make sure it is properly designed and placed, following the current best practices:

- 1) **Proper Visibility** including text large enough to see, proper contrast to read, and the icons make sense to the viewer.
- 2) **Creating Hierarchy** by designing the most important information largest/darkest and making less important items smaller/lighter.
- 3) **Designing for First Time Visitors** by developing easy concise messaging that makes sense to everyone.
- 4) **Proper Mounting Locations** inside the main circulation spaces facing the reader in the locations they need the information.



INSTALLATION

When installing these templates it's important to maintain consistency in your approach. If doing these in-house, find mounting locations that are high enough for viewers to read; usually between 4 feet and 6 feet.

Keep your paper signs protected by laminating, printing on heavy paper, or sliding them into a sheet protector or mounted sign holder. If your window visibility allows, install inside the building to prevent moisture buildup. All installations will need adequate cleaning before mounting any materials.

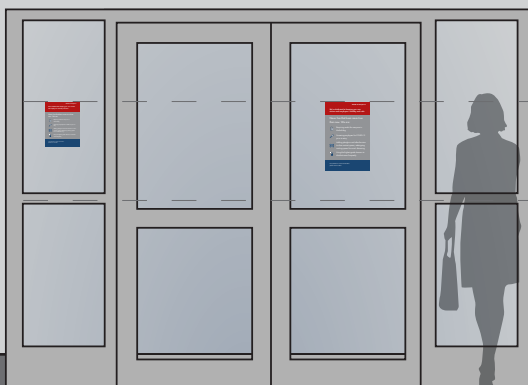
MATERIAL SELECTION

We recommend **3M™ Controltac™ Print Film 40C-114R** for wall mounted applications. The floor decals will need a more durable film than other locations as visitors will be walking over them. We recommend **3M™ Scotchcal™ Graphic Film 3662** for this application. We recommend **3M™ Controltac™ Print Film 40C-114R** or **Sintra Panels** for a-frame sandwich board applications.

When working with a fabricator talk with them directly about the best choice of materials to meet your durability standards, ease of installation/upkeep, and your budget.

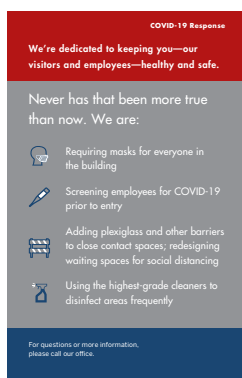
2

SIGNAGE TEMPLATES



sign type:

General CDC Guidelines



DESCRIPTION

This sign is used to show visitors that you are using the recommended CDC guidelines to keep everyone safe. All businesses should display this sign near their front entry to give clear guidance on what to expect.

TEMPLATE INSTRUCTIONS

Download the template from the link to the left. This sign comes in two sizes: 8.5"x11" and 11"x17".

To do it yourself, print this out on a typical color printer and mount inside a clear page sleeve or plastic sign holder.

If hiring a signage fabricator, produce in vinyl for a quick and more durable installation.

[click here for our material recommendations.](#)

locations:

Entry Doors, Exterior
Windows, Vestibules

template:

[DOWNLOAD HERE](#)



sign type:

Employee Safety Guidelines



DESCRIPTION

This sign is intended to build trust with your visitors while reminding staff of the guidelines required of them. All businesses should display this sign near employee entrances.

TEMPLATE INSTRUCTIONS

Download the template from the link to the left. This sign comes in two sizes: 8.5"x11" and 11"x17".

locations:

Employee Entrance,
Entry Doors, Entry
Vestibules

To do it yourself, print this out on a typical color printer and mount inside a clear page sleeve or plastic sign holder.

template:

[DOWNLOAD HERE](#)

If hiring a signage fabricator, produce in vinyl for a quick and more durable installation.

[click here for our material recommendations.](#)



sign type:

Healthcare Visitor Guidelines



DESCRIPTION

This sign is used in healthcare facilities only to lower risk of infection. All healthcare facilities restricting visitors should use this sign near main entrances alongside the CDC guidelines.

TEMPLATE INSTRUCTIONS

Download the template from the link to the left. This sign comes in two sizes: 8.5"x11" and 11"x17".

locations:

Visitor Entrance, Entry Doors, Entry Vestibules

template:

[DOWNLOAD HERE](#)

To do it yourself, print this out on a typical color printer and mount inside a clear page sleeve or plastic sign holder.

If hiring a signage fabricator, produce in vinyl for a quick and more durable installation.

[click here for our material recommendations.](#)



sign type: COVID-19 Symptoms Guidelines



DESCRIPTION

This sign communicates which visitors should NOT enter your business. All businesses should use this sign in the large size outside main entrances as patrons approach and the small size at secondary entrances and on doors.

TEMPLATE INSTRUCTIONS

Download the template from the link to the left. This sign comes in two sizes: 8.5"x11" for window/wall mounting and 24"x36" to be used in typical sandwich boards.

To do it yourself, print the smaller size on a typical color printer and mount inside a clear page sleeve or plastic sign holder.

If working with a signage fabricator, use vinyl or Sintra panels for a more durable installation.

[click here for our material recommendations.](#)

locations:

Entry Doors, Exterior
Windows, Vestibules,
Exterior Sandwich
Boards

template:

[DOWNLOAD HERE](#)



sign type: Directional Signage



DESCRIPTION

These signs display altered directions due to your COVID-19 layout including arrows and do not enter info. All businesses should use these signs where their normal layout has changed.

TEMPLATE INSTRUCTIONS

Download the templates from the link to the left. This sign comes in two sizes: 8.5"x11" for window/wall mounting and 24"x36" to be used in typical sandwich boards.

To do it yourself, print the smaller size out on a typical color printer and mount inside a clear page sleeve or plastic sign holder.

If working with a signage fabricator, use vinyl or Sintra panels for a more durable installation.

[click here for our material recommendations.](#)

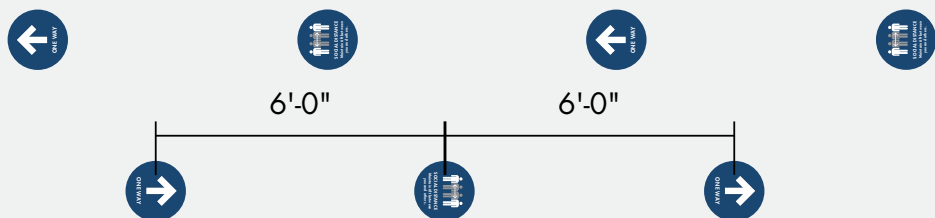
locations:

Entry Doors,
Vestibules, Exterior
Sandwich Boards,
Hallways, Interior
Sandwich Boards

templates:

[8.5" x 11"](#)

[24" x 36"](#)



sign type: Floor Decals



locations:

Reception, Checkout
Locations, Hallways

template:

[DOWNLOAD HERE](#)

DESCRIPTION

A collection of floor decals used to show proper social distancing, one way traffic, as well as give a visual cue for where to wait in a line. All businesses should use these signs at reception desks, hallways/aisles, and waiting locations.

TEMPLATE INSTRUCTIONS

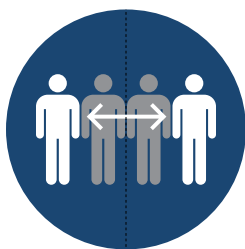
Download the template from the link to the left. This sign comes in one size: 15"x15". Perfect for any location.

If you don't have the ability to produce adhesive-backed vinyl in-house, you'll need to hire a fabricator to make these large stickers. The decals should be installed directly to clean floors with a minimum of 6ft between each one.

[click here for our material recommendations.](#)



sign type: Elevator Safety



DESCRIPTION

These signs remind visitors to socially distance inside the elevator. Due to many factors (size of elevator, etc), we have only included icons and a request to use the stairs but you can add more details for your situation.



TEMPLATE INSTRUCTIONS

Download the templates from the link to the left. These templates only come in one size.

locations:

Elevator Doors, Wall
next to Elevators

template:

[DOWNLOAD HERE](#)

If you don't have the ability to produce adhesive-backed vinyl in-house, you'll need to hire a fabricator to make these large decals. The round sticker should be installed directly to the elevator doors. The large stairwell sign should be mounted near each elevator or elevator bay.

[click here for our material recommendations.](#)

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CONTACT US

ABOUT US

We combine placemaking, wayfinding, and branding to create more memorable experiences.

Selbert Perkins Design (SPD) is a multidisciplinary, international design firm that unites art, communications, and environments. Our unique cross-disciplinary approach has made us a pioneer of experiential design. For almost four decades we have been helping our clients make spaces people can connect with. Our branded environments, wayfinding systems, technology-based and sculptural elements build excitement and a sense of place.

// We have worked with Selbert Perkins Design on several projects over the last decade, including an interior and exterior wayfinding master plan for our entire campus. They are flexible and adaptable, able to listen to our needs and respond with creative solutions. SPD's project management, understanding of best practices, and knowledge of materials, and install methods has kept us on time and on budget. They have become a true partner we can trust with large and small projects of all kinds.

Peter Schlecht
Assistant Vice President for Campus Planning
Loyola University Chicago

How can we help you?

Contact the office nearest to you for COVID-specific or other needs.

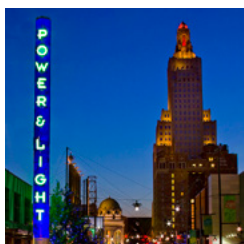


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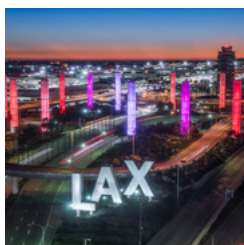


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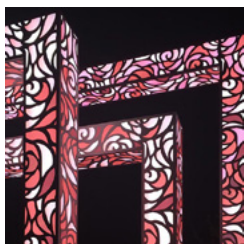


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