Classroom Signage Toolkit 1A - Indoors

**Capacity Restricted Space**
- SS-3a_TempClosed
  - Temporarily closed
    - [Sorry about that]

**Instructor Station**
- SS-03b_CapacRm
  - Wash hands before entering
  - Sit only in designated areas
  - Clean surfaces before leaving

**Workstation Cleaning**
- SS-c2_Instructor
  - Instructor Station
    - Clean all surfaces you might touch before and after class
    - Use only cleaning supplies provided
    - Set aside cleaning supplies provided
    - Do not spray cleaner directly onto items
    - Wash hands before and after class
    - Remove all your personal belongings and equipment

**Protocol Interior**
- SS-8511-Workstation
  - Wipe keyboard and mouse with the cleaner provided
    - Leave wet to air dry

**Furniture**
- SS-8511-Furn
  - Do not move furniture
    - It is set up to maintain physical distance

Text can be edited with Acrobat/Bluebeam as needed
Communications Toolkit – Examples

Secondary entrance (closed)

Main entrance

Elevator Floor Signs

Restroom Exterior

Stair (stay right)

Restroom (interior)
Photos– Braun Corner 190 (01-320-109)
Photos – Braun Corner 190 (01-320-109)
Seating Chart: The Registrar’s Office will be placing a seating chart diagram in each interior classroom for reference.
### Classroom Signage Toolkit 1B – Specialized Labs & Studios

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS-04Di-SeatA</td>
<td>“A seat”</td>
</tr>
<tr>
<td>SS-04Di-SeatB</td>
<td>“B seat”</td>
</tr>
<tr>
<td>SS-04Di-Seat_ISA</td>
<td>“Accessible seat”</td>
</tr>
<tr>
<td>SS-04Di-0001</td>
<td>Use “Check”</td>
</tr>
<tr>
<td>SS-04Di-0002</td>
<td>Don’t Use “X”</td>
</tr>
<tr>
<td>SS-TBD-TBD</td>
<td>Boundary Tape</td>
</tr>
<tr>
<td>SS-1504-0001</td>
<td>Arrow</td>
</tr>
<tr>
<td>SS-1504-0002</td>
<td>Specialized Labs &amp; Studios</td>
</tr>
</tbody>
</table>

**Symbols:**
- **A** for “A seat”
- **B** for “B seat”
- **s1**, **s2**, **s3**
- **4” Ø**
- **2” x 50”**
- **15” x 4”**

- **“Stay Safe”**
- **“TIPS FOR USING CLASSROOM”**
- **“Do not enter class early (>5min)”**
- **“Leave promptly at end of class”**
- **“Wall/eave outside of building”**
Classroom Signage Toolkit 1C - Outdoors

**STAY SAFE**

**TIPS FOR USING CLASSROOM**
- Do not enter class early (>5 min).
- Leave promptly at end of class.

**STAY SAFE**

These areas are to be reserved for academic classes only.

**Outdoor Classroom**

- Back has sleeves for paper that can be individually customized.

**Boundary Tape**
- Optional on hard surfaces.

**Arrow**
- 15” x 4”

**SS-TBD-TBD**
- 2” x 50”

**SS-04Di-Seat_ISA**
- SS-04Di-0001

---

"Accessible seat"

Use "Check"

---

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The opposite side of the exterior classroom sandwich board has been open left up to the department or schools’ discretion. This area can be used to add supplemental information each unit may find necessary.

Information may include:

- Classroom Name
- Nearest Restroom
- Space Capacity
- Scheduling or Contact Information
- Nearest Wellness room
Capacity: 13
Canopy: 40x30
Tables: 13 @ 6'
Chairs: 13

Disposal Bins

Whiteboard

Disinfecting Wipes

STAY SAFE
TIPS FOR USING CLASSROOM
Do not enter class early (>5mins)
Leave promptly at end of class

- Wear a mask
- Practice physical distancing
- Cover your mouth and nose when coughing or sneezing
- Wash hands frequently
- Stay at least 6 feet apart

Classroom Signage Outdoor Example – Seminar Style

Classroom Signage Outdoor Example – Seminar Style

Classroom Signage Outdoor Example – Seminar Style

Classroom Signage Outdoor Example – Seminar Style

Classroom Signage Outdoor Example – Seminar Style

Classroom Signage Outdoor Example – Seminar Style
Classroom Signage Outdoor Example – Seminar Style

Capacity: 13
Canopy: 40x30
Tables: 13 @ 6’
Chairs: 13
Capacity: 13
Canopy: 40x30
Tables: 13 @ 6'
Chairs: 13

Disposal Bins

Whiteboard

Disinfecting Wipes

Boundary Tape

Classroom Signage Outdoor Example – Lecture Style

TIPS FOR USING CLASSROOM
Do not enter class early (>15mins)
Leave promptly at end of class
Classroom Signage Outdoor Example – Lecture Style

Capacity: 13
Canopy: 40x30
Tables: 13 @ 6’
Chairs: 13
<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Key code</th>
<th>Dimensions</th>
<th>Applied surface</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free-standing</td>
<td>Classroom Code of Conduct</td>
<td>c3</td>
<td>24”x36”</td>
<td>Stand provided (print only)</td>
<td>-</td>
</tr>
<tr>
<td>Free-standing</td>
<td>Classroom Code of Conduct - Specialized Labs &amp; Studios</td>
<td>c4</td>
<td>22”x28”</td>
<td>Stand provided (print only)</td>
<td>-</td>
</tr>
<tr>
<td>Free-Standing</td>
<td>Classroom Code of Conduct - Outdoors</td>
<td>c5</td>
<td>22”x28”</td>
<td>Stanford provided (print only)</td>
<td>-</td>
</tr>
<tr>
<td>Ground Decals</td>
<td>Wait Here</td>
<td>9</td>
<td>12” Ø</td>
<td>Linoleum, carpet, concrete</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Stand Here</td>
<td>10</td>
<td>12” Ø</td>
<td>Linoleum, carpet, concrete</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Boundary tape</td>
<td>12</td>
<td>2”x50”</td>
<td>Linoleum, carpet, concrete</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Arrow text</td>
<td>15a</td>
<td>4”x15”</td>
<td>Linoleum, carpet, concrete</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Arrow no text</td>
<td>15b</td>
<td>4”x15”</td>
<td>Linoleum, carpet, concrete</td>
<td>-</td>
</tr>
<tr>
<td>Decals</td>
<td>Entry QR code</td>
<td>1d</td>
<td>4” Ø</td>
<td>Metal, wood, glass, fabric</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Use Check</td>
<td>6</td>
<td>4” Ø</td>
<td>Metal, wood, glass, fabric</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Don’t Use “X”</td>
<td>7</td>
<td>4” Ø</td>
<td>Metal, wood, glass, fabric</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Wash Hands</td>
<td>14</td>
<td>4” Ø</td>
<td>Metal, wood, glass, fabric</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>s1</td>
<td>4” Ø</td>
<td>Metal, wood, glass, fabric</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>s2</td>
<td>4” Ø</td>
<td>Metal, wood, glass, fabric</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>ADA</td>
<td>s3</td>
<td>4” Ø</td>
<td>Metal, wood, glass, fabric</td>
<td>-</td>
</tr>
</tbody>
</table>

These signs can be requested to the Stanford Sign Shop through a work order. Coordinate with the shop the available times for pick up. Specify for interior use. Refer installation guide and tips for decals installation.
https://lbre.stanford.edu/bgm/submit-work-request

*Signage sizes may be requested to Elena Angoloti angoloti@stanford.edu
**SoM will need to submit an LBRE ticket and specify that the ticket is for materials only
<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Key</th>
<th>Dim.</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wall Sign, by door</td>
<td>Code of Conduct</td>
<td>C3-C5</td>
<td>8.5&quot;x11&quot;</td>
<td>Primary Entrance</td>
<td>Available in 24&quot;x36&quot;</td>
</tr>
<tr>
<td>Wall Sign, by door</td>
<td>Building Capacity</td>
<td>1c</td>
<td>8.5&quot;x11&quot;</td>
<td>Primary Entrance</td>
<td>Capacity is editable</td>
</tr>
<tr>
<td>Wall Sign, by door</td>
<td>Capacity Space Closed</td>
<td>3a</td>
<td>8.5&quot;x11&quot;</td>
<td>Offices, labs, classrooms</td>
<td>Confirm with EH&amp;S status</td>
</tr>
<tr>
<td>Wall Sign, by door</td>
<td>Capacity Space</td>
<td>3b</td>
<td>8.5&quot;x11&quot;</td>
<td>Offices, labs, classrooms</td>
<td>Confirm with EH&amp;S up to date capacity. Editable</td>
</tr>
<tr>
<td>Wall sign</td>
<td>Do Not Move Furniture</td>
<td>22</td>
<td>8.5&quot;x11&quot;</td>
<td>As needed</td>
<td>Mostly for Seminar Style Classrooms</td>
</tr>
<tr>
<td>Instructor Area</td>
<td>Instructor Guidelines</td>
<td>c2</td>
<td>8.5&quot;x11&quot;</td>
<td>Instructor Area</td>
<td>Should be laminated for easy cleaning</td>
</tr>
</tbody>
</table>
Signage List – Exterior

☐ Classroom Guidelines
☐ Seat Indicator
☐ Capacity (optional)
☐ Nearest Restroom location (optional)
☐ Scheduling/Maintenance Information (optional)
☐ Nearest Wellness Room (optional)

Signage List – Interior

☐ Classroom Guidelines
☐ Room Capacity
☐ Instructor Station Boundary
☐ Seat Indicator
  ☐ May be either a checkpoint, or A or B
☐ Accessibility Priority Seat
☐ Classroom floorplan with approved seating
☐ Instructor Station Guidelines
☐ Do not move furniture sign
☐ Entry/Exit Route (optional)
**Communications Toolkit – Building managers FAQ**

- **Can I start adding signs to my building?**  
  The Building Manager can start to use the toolkit and install signs if you have been approved to open the building. However, this is the STAYSAFE program currently in pilot stage and it is likely that the program and signage will keep changing.

- **Who is responsible for this effort?**  
  LBRE will implement and fund building entrance information signage; building managers will update the temporary signage slot as needed; LBRE can provide guidance on exterior spaces.  
  Building Manager/Facility Director will implement and fund the following:  
  - Assess each facility and any exterior spaces directly adjacent that are program linked to facility; prioritize use depending on the Stage.  
  - Determine the required graphics. Order from Communications Tool Kit (download and print in the interim)  
  - Install  
  - Monitor effectiveness and supplement as required

- **Where should I install the signs?**  
  Look at the example shown above and follow all EH&S current guidelines on occupancy for all the spaces. All doors to spaces that are not locked and that access an occupied space should have a sign showing the capacity of the space. The building managers should decide where to install the floor graphics such as the arrows, stair direction, boundary tape, and the ‘Use’ and ‘Don’t Use’ decals. At this stage restroom stalls and sinks should be alternated and marked with a “Use” check green circle.

- **Can I use a different Sign Provider?**  
  Use of a different provider can be arranged as long as the provider uses the material selected. Contact Zone Management or UA-CPD for details.

- **Can I install my own signs?**  
  For campus consistency, please remove any previous COVID signage (other than ordinance related signage installed by EH&S) and replace with the STAY SAFE signage. The Building Manager is responsible to print, procure and install all signs other than those stipulated to be installed by LBRE. Please review the installation tips provided for paper and vinyl signs.

- **Where can I see the latest updates?**  
  All information is available at [CardinalRecovery.Stanford.edu](http://CardinalRecovery.Stanford.edu), including the signage toolkit (updated weekly) and the EH&S Recovery handbook.

- **Are there more signs available? I cannot find the sign that I need**  
  For custom signs that are not within the Communications Tool Kit, requests can be made to LBRE for a custom sign that will work within STAYSAFE program; contact: Elena Angoloti angoloti@stanford.edu

*Last updated 7/13/2020*
1. **Inspect the condition of the flooring/carpet.** Ensure that the floor finish is bonded well to the floor surface. If the floor finish is not well-bonded to the surface, the graphic may prematurely lift or the floor finish will be damaged upon graphic removal.

2. **Check for media compatibility to the floor surface.** This is to ensure that the media will adhere well to the floor surface prior to beginning the job.

3. **Use commercial detergent solutions and water to clean the surface prior to installation.** Refer to the cleaning table below for your specific surface for the recommended cleaning solution. Ensure the surface is adequately dry prior to installation. *Tip: Clean an area that is 4"-6" (10cm-15cm) inches larger than the graphic.*

4. **Final cleaning to remove any grease or oil with a 50:50 IPA/water (Isopropyl Alcohol IPA) solution and a lint free cloth.** For carpet applications, thoroughly vacuum carpets prior to installation.

5. **Installation of floor graphics requires firm pressure.**

6. **Repositioning.** If repositioning is needed, perform as soon as possible, and peel off the film slow and steady.

7. **AVOID standing or walking on graphics up to 8 hours after installation**

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**For step by step instructions go to**

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<table>
<thead>
<tr>
<th>SIGN MATERIAL</th>
<th>CLEANER</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAINTED METAL AND WOOD</td>
<td>Isopropyl Alcohol (IPA)</td>
</tr>
<tr>
<td>GLASS</td>
<td>IPA or Vinegar/Water Mix</td>
</tr>
<tr>
<td>ACRYLIC AND POLYCARBONATE</td>
<td>Non-siliconized Acrylic Cleaner or anti-static rag to remove static charge and last minute dust</td>
</tr>
<tr>
<td>PAINTED WALLS†</td>
<td>IPA / H2O (50:50) Mixture</td>
</tr>
</tbody>
</table>
Building Manager Tool Kit (Stay Safe Signs)
https://cardinalrecovery.stanford.edu/building-manager-toolkit/

LBRE Recovery Website
https://lbre-apps.stanford.edu/cfapps/prod/lbre_recovery/

Building Status Resources (Under Building Manager Resources, you can find a recording of the previous webinars)
https://lbre-apps.stanford.edu/cfapps/prod/covid_splash/resources.html

Installation guide to install vinyl graphics