Post COVID-19: Signage Guidelines

Version 1

Content

Introduction

We've created a set of **signage and wayfinding templates** for our EQ Office tenants. We've implemented these throughout EQ properties to ensure the health and safety of our tenants and visitors, and we welcome you to use these for your spaces as well.

How-To Guide

We've created blank templates with spaces for your brand so you can easily make it your own.

The rest of the document summarizes all the different templates that are available, and you can find all the actual template files 'here'.

We've organized the document by location, but if you don't see anything for a particular space, we suggest reviewing other signage in case there is similar content that can be repurposed.

We've also suggested sizing and colors for each poster based on its content, but recommend that you use the specs that will work best for your purposes.

Access templates **here.**

LOGO HERE

PLEASE PROTECT YOURSELF AND OTHERS AT [PROPERTY]

Wear a face covering in common areas at all times while on premises.
Please cover your nose and mouth with cloth or fabric.

Maintain six feet of social distancing throughout the building [and garage, if appropriate for property].

← 6 Ft →

Wash your hands with soap and water.
If soap and water are not readily available, use an alcohol-based hand sanitizer stationed throughout the building.

Limit the number of passengers per elevator to [property-specific number]

Non-essential workers should not enter the building if you:
- Have a cough, fever or shortness of breath or difficulty breathing, chills, muscle pain, sore throat or new loss of taste or smell
- Have traveled recently outside the U.S.
- Have been in contact with someone suspected to have or diagnosed with COVID-19, or if you have been personally directed to remain quarantined.

Lorem ipsum dolor sit amet

Place your logo here

Headline / title

Detailed information

Placeholder for a tagline, website, or any additional information you'd like to include.

# Color variations & visibility

Dark

For dark signage, use our black color. Use this posters on brighter surfaces for high visibility.

Black:
#282729

Bright

For bright signage, use white or one of our brighter colors. Use this posters on darker surfaces for high visibility.

Canvas:
#dcdad4

Signal

Use one of our complementary signal colors for high visibility. Can be used on both dark and bright surfaces.

Citrine:
#fbce56

Signage - by location

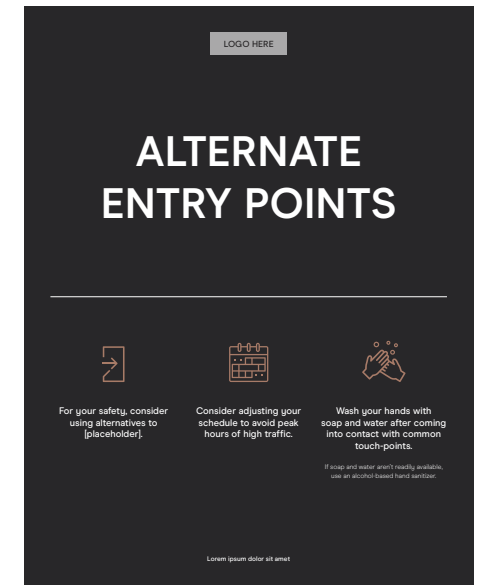# Entrances, Exits, Visitor Check-In Area and Common Areas

Signage

Type:
8.5x11 / 11x17 / Digital

Purpose:
On-property safety requirements for all occupants.

Type:
8.5x11 / 11x17 / Digital

Purpose:
On-property safety requirements for all occupants.

Type:
8.5x11 / 11x17 / Digital

Purpose:
On-property safety requirements for all occupants.

Type:
8.5x11 / 11x17

Purpose:
Use alternatives to entrance.

Entrances, Exits, Visitor Check-In Area
and Common Areas

Signage

Type:
8.5x11 / 11x17

Purpose:
Tenant information
resources.

Type:
8.5x11 / 11x17 / 24x36

Purpose:
On-property requirements
for visitors.

Type:
8.5x11 / 11x17 / 24x36

Purpose:
On-property requirements
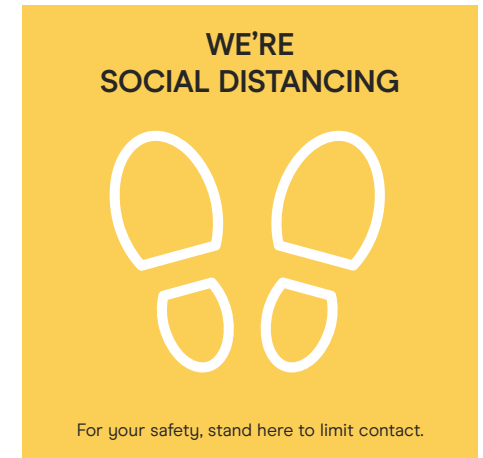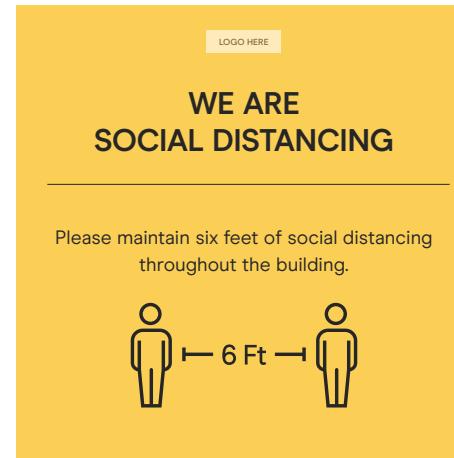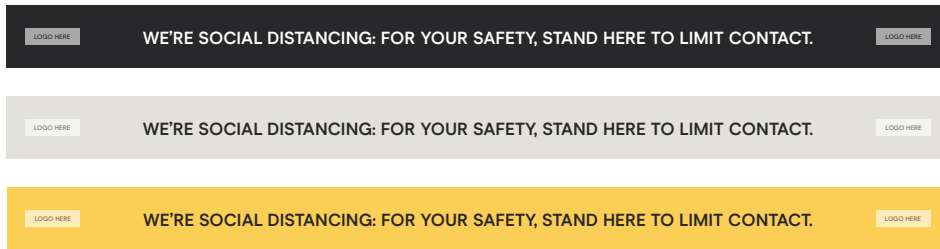for visitors.

Type:
8.5x11 / 11x17 / 24x36

Purpose:
On-property requirements
for visitors.

Entrances, Exits, Visitor Check-In Area and Common Areas

Signage

LOGO HERE — WE'RE SOCIAL DISTANCING: FOR YOUR SAFETY, STAND HERE TO LIMIT CONTACT. — LOGO HERE		

LOGO HERE — WE'RE SOCIAL DISTANCING: FOR YOUR SAFETY, STAND HERE TO LIMIT CONTACT. — LOGO HERE

LOGO HERE — WE'RE SOCIAL DISTANCING: FOR YOUR SAFETY, STAND HERE TO LIMIT CONTACT. — LOGO HERE

LOGO HERE

WE ARE SOCIAL DISTANCING

Please maintain six feet of social distancing throughout the building.

6 Ft

WE'RE SOCIAL DISTANCING

For your safety, stand here to limit contact.

Type:
Floor markers - Stripes
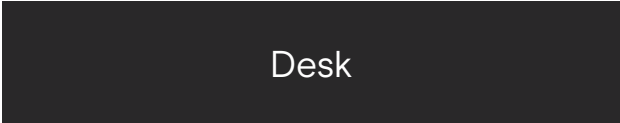
Purpose:
Mark places to maintain social distance.

Type:
Floor markers - Squares

Purpose:
Mark places to maintain social distance.

Entrances, Exits, Visitor Check-In Area and Common Areas

Placement - Desk

Desk

6ft

WE'RE SOCIAL DISTANCING: FOR YOUR SAFETY, STAND HERE TO LIMIT CONTACT.

Placement - Line Queues

WE'RE SOCIAL DISTANCING: FOR YOUR SAFETY, STAND HERE TO LIMIT CONTACT.

6ft
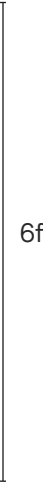
WE'RE SOCIAL DISTANCING: FOR YOUR SAFETY, STAND HERE TO LIMIT CONTACT.

Placement - Various

WE ARE SOCIAL DISTANCING

6ft

WE ARE SOCIAL DISTANCING

WE'RE SOCIAL DISTANCING

6ft

WE'RE SOCIAL DISTANCING
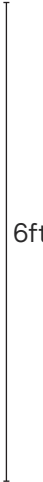
Restrooms

Signage

Type:
8.5x11 / 11x17

Purpose:
Hand hygiene

Type:
8.5x11 / 11x17

Purpose:
Hand hygiene

Sanitizer Stations

Signage

LOGO HERE
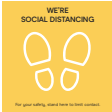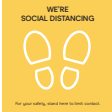
PLEASE PROTECT
YOURSELF AND OTHERS
BY PRACTICING
GOOD HABITS

Wear a cloth or fabric face covering over your nose and mouth in common areas at all times while on premises.

An exception may be made for individuals who cannot medically tolerate a face covering.

Maintain six feet of social distancing throughout the building.

Use hand sanitizer when soap and water aren't readily available:

· Put enough sanitizer on your hands to cover all surfaces.
· Rub your hands together until they feel dry (this should take around 20 seconds).

Lorem ipsum dolor sit amet

Type:
8.5x11 / 11x17

Purpose:
Hygiene

LOGO HERE

PLEASE PROTECT
YOURSELF AND OTHERS
BY PRACTICING
GOOD HABITS

Wear a cloth or fabric face covering over your nose and mouth in common areas at all times while on premises.

An exception may be made for individuals who cannot medically tolerate a face covering.

Maintain six feet of social distancing throughout the building.

Use hand sanitizer when soap and water aren't readily available:

· Put enough sanitizer on your hands to cover all surfaces.
· Rub your hands together until they feel dry (this should take around 20 seconds).

Lorem ipsum dolor sit amet

Type:
8.5x11 / 11x17

Purpose:
Hygiene

Open Common Areas, Food Areas

Signage

Type:
8.5x11 / 11x17

Purpose:
Common area safety requirements reminder.

Type:
8.5x11 / 11x17

Purpose:
Common area safety requirements reminder.

Type:
8.5x11 / 11x17 / Digital

Purpose:
For food & retail areas to remind of safety measures and requirements.
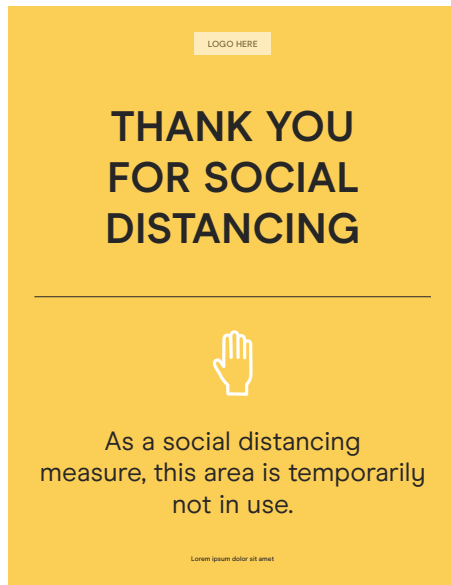

Type:
8.5x11 / 11x17 / Digital

Purpose:
For food & retail areas to remind of safety measures and requirements.
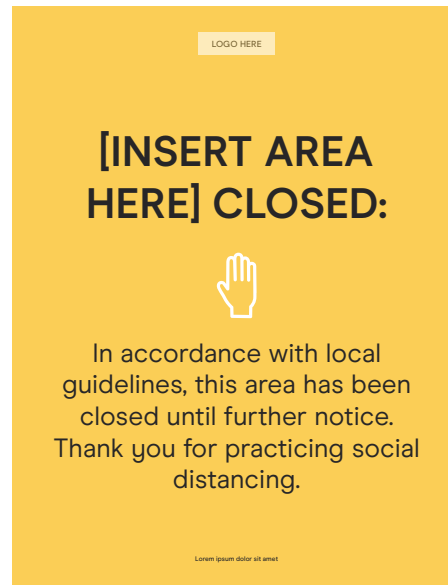
Closed Common Areas

Signage

Signage Example 1

LOGO HERE

THANK YOU FOR SOCIAL DISTANCING

As a social distancing measure, this area is temporarily not in use.

Lorem ipsum dolor sit amet

Signage Example 2

LOGO HERE

[INSERT AREA HERE] CLOSED:

In accordance with local guidelines, this area has been closed until further notice. Thank you for practicing social distancing.

Lorem ipsum dolor sit amet

Type:
8.5x11 / 11x17

Purpose:
To notify tenants of areas that are closed for safety.

Type:
8.5x11 / 11x17

Purpose:
To notify tenants of areas that are closed for safety.

Multi-lingual Poster

Signage

Type:
24x36

Purpose:
Safety requirements and reminders
- includes Spanish translation.

Signage

Type:
24x36

Purpose:
Safety requirements and reminders
- includes Spanish translation.

Signage

Type:
24x36

Purpose:
Safety requirements and reminders
- includes Spanish translation.

Thank you!
Stay safe and healthy!