

Workplace Reentry Signage Guidelines

Version 1



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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.



Place your logo here

Headline / title

Detailed information

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

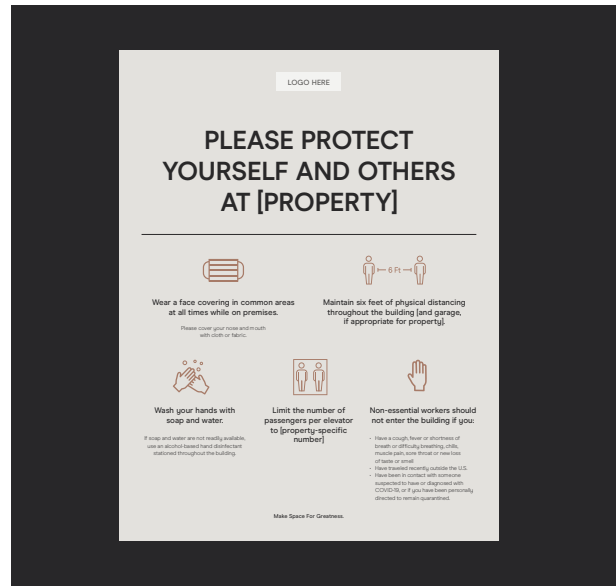


Color variations & visibility

Dark




Bright




Signal



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

 **Black:**
#282729

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

 **Canvas:**
#dcdad4

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.



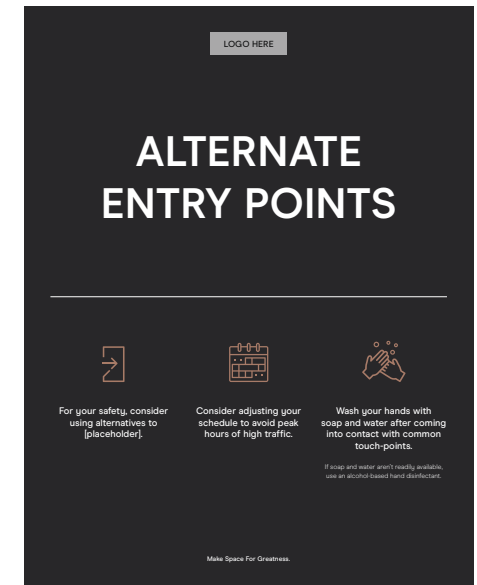
Type:
8.5x11 / 11x17 / Digital

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.



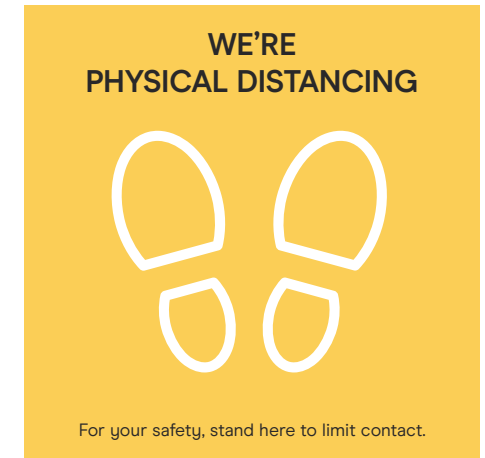
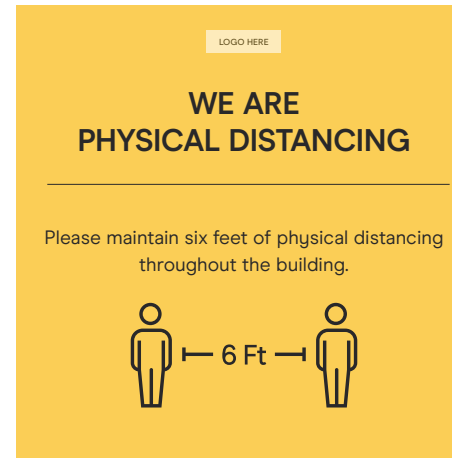
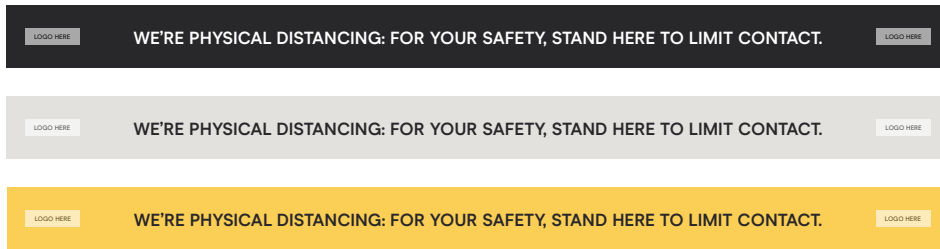
Type:
8.5x11 / 11x17 / 24x36

Purpose:
On-property requirements for visitors.



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

Signage



Type:
Floor markers - Stripes

Purpose:
Mark places to maintain physical distance.

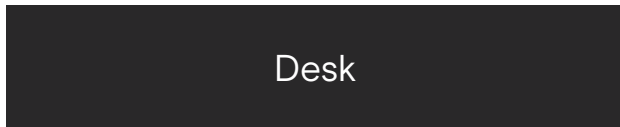
Type:
Floor markers - Squares

Purpose:
Mark places to maintain physical distance.



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

Placement - Desk



6ft



Placement - Line Queues



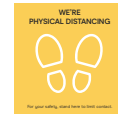
6ft



Placement - Various



6ft



6ft



Restrooms

Signage



Type:
8.5x11 / 11x17

Purpose:
Hand hygiene



Type:
8.5x11 / 11x17

Purpose:
Hand hygiene



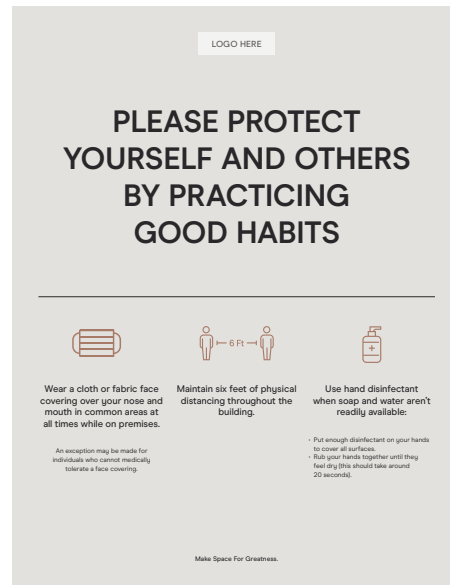
Sanitizer Stations

Signage



Type:
8.5x11 / 11x17

Purpose:
Hygiene



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.



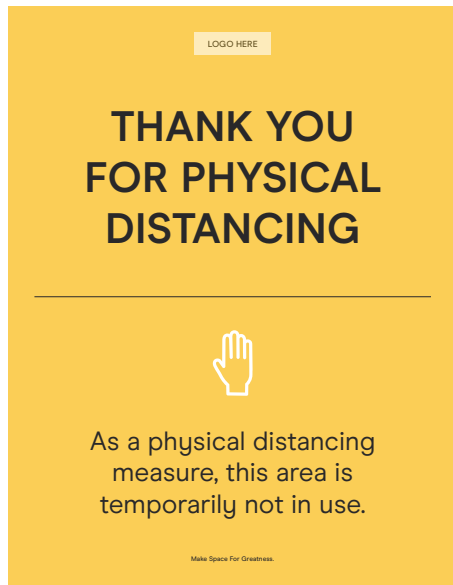
Type:
8.5x11 / 11x17 / Digital

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



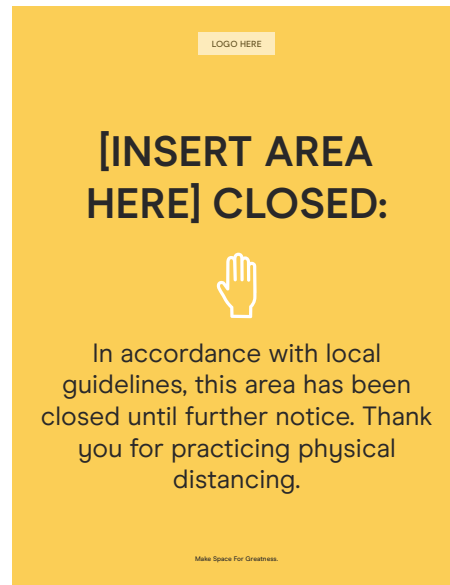
Closed Common Areas

Signage



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!

