

FUTURE FLOW

SIGNAGE
FOR SAFETY AND
WELLNESS

Buildings are being adapted in new ways to facilitate a safe return to the workplace. An instructional overlay can comfort and help us navigate these changes by identifying, orienting and informing us on how to enter, occupy, move around and exit spaces.

The following pages illustrate a signage system with four key sign types.



I Directional Signs

Entry processions and protocols are important for a safe transition into a building. Once inside the building, directional signs help users circulate into **individual** work or learning spaces, **common resource** spaces like breakrooms and **essential** spaces like restrooms.



II Identifier Signs

Occupancy of rooms is now limited by physical distancing to prevent the spread of the virus. Identifier signs that mark the new use and occupancy limit are vital for safety of the users.



III Informational or Instructional Signs

New rules of engagement in a previously familiar space can be clarified by instructional signs. These may differ based on each organization's new guidance.



IV Physical Distance Marker

These are helpful to provide a sense of scale and distance in a communal space.

Directional Signs

Entry into Buildings

- For Employees, Students, Staff and Visitors
- For Deliveries



Visitors
CONFERENCE ROOMS

DS01

SELECT ☐ Left ☐ Right ☐ Top ☐ Bottom ☐ Quantity_____

Visitors
PUBLIC RESTROOMS

DS02

SELECT ☐ Left ☐ Right ☐ Top ☐ Bottom ☐ Quantity_____

Delivery
DROP OFF AND
SIGNATURES

DS03

SELECT ☐ Left ☐ Right ☐ Top ☐ Bottom ☐ Quantity_____

Staff
ENTRY ONLY, NO EXIT

DS04

SELECT ☐ Left ☐ Right ☐ Top ☐ Bottom ☐ Quantity_____

Staff
EXIT ONLY, NO ENTRY

DS05

SELECT ☐ Left ☐ Right ☐ Top ☐ Bottom ☐ Quantity_____

Staff
USE RESTROOM ON
THIS FLOOR ONLY

DS06

SELECT ☐ Left ☐ Right ☐ Top ☐ Bottom ☐ Quantity_____

Suggested color pairings to be used to customize the signs. Maintain white or grey text, with the background colors.



Identifier Signs

Resource and Essential Spaces

- Conference Rooms
- Corridors
- Lockers
- Supply Room



THREE-PERSON
CONFERENCE ROOM

ID01

SELECT Number of Occupants____ Quantity____



ONE PERSON
AT A TIME IN RESTROOM

ID02

SELECT Number of Occupants____ Quantity____



ONE-WAY FLOW
CORRIDOR

ID03

SELECT Left ☐ Right ☐ Top ☐ Bottom ☐ Quantity____



PERSONAL LOCKER
DO NOT SHARE

ID04

Quantity____

8.5" SUGGESTED. SCALE AS NEEDED.

Instructional Signs

Entry into Buildings

- For Employees, Students, Staff and Visitors
- For Deliveries



Please wait to have your temperature taken, then proceed to the door

IS01

Quantity_____



Please leave the delivery signature form on the package and step back 6'

IS02

Quantity_____



Please stop at the line and keep 6' distance

IS03

Quantity_____

Suggested color pairings to be used to customize the signs. Maintain white or grey text, with the background colors.



Instructional Signs

Personal Health and Safety



Wave, don't shake hands

ISP01

Quantity_____



Avoid touching your face

ISP02

Quantity_____



Use sanitizer to clean
your hands per WHO
guidance found below

ISP03

Quantity_____



Wash your
hands per WHO washing
guidance found below

ISP04

Quantity_____



Use your elbow or use
towels provided to push
doors and elevator

ISP05

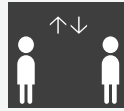
Quantity_____

8.5" SUGGESTED. SCALE AS NEEDED.

Instructional Signs

Essential Spaces

- Elevator
- Stairs
- Restrooms



Please turn away from each other and face the wall inside the elevator

IS04

Quantity_____



Please maintain 6' or 6 step distance in the staircase

IS05

Quantity_____



Please wear a mask at all times when occupying this space

IS06

Quantity_____



Please use towel provided to open the door and dispose towel upon use

IS07

Quantity_____



Please use gloves when touching surfaces in this space as needed

IS08

Quantity_____



This space was disinfected for your safety at _____

IS09

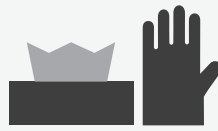
Quantity_____

Suggested color pairings to be used to customize the signs. Maintain white or grey text, with the background colors.



Instructional Signs Resource Spaces

- Kitchens
- Breakrooms
- Supply Room



Please use the wipes
and gloves provided to
clean up after yourself

IS10

Quantity_____



Please wipe down
everything you touch
before you leave

IS11

Quantity_____



Please bring your
own utensils, glasses,
mugs and plates

IS12

Quantity_____



If storing food in the
fridge, please wipe down
everything you touch

IS13

Quantity_____

Please follow these instructions
for your safety and health

IS14 | WRITE IN THE INSTRUCTION

Quantity_____

Instructional Signs

Work Spaces

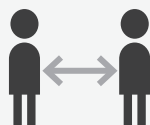
- Work Desk
- Communal Work Areas
- Conference Rooms



Please do not occupy
chairs and benches
marked with an X

IS15

Quantity_____



Please maintain 6'
distance between
each other

IS16

Quantity_____



Please wipe down
everything you touch
before you leave

IS17

Quantity_____

Using Technology in this Room

- 1 Log-in to computer with **your user name and password via INPUT 1**, this allows for optimal preferred collaboration by using video for every virtual meeting.
- 2 Use your personal laptop. Use remote to **switch INPUT to 3** to share the screen and video hosted from your person laptop.
- 3 Locate HDMI cable mounted on back of TV and plug into your personal computer. Use remote to switch **INPUT to 2**, Once meeting is complete ensure computer is **reset to INPUT 1** and **HDMI cable is returned to back of TV**.

IS18 | CUSTOM INSTRUCTIONAL SIGN

Quantity_____

Suggested color pairings to be
used to customize the signs.
Maintain white or grey text, with
the background colors.



8.5" SUGGESTED. SCALE AS NEEDED.

System of Signs

Each of the signs in the previous pages can be used alone or in combination by stacking them as shown below to create custom solutions for entry ways, essential, work and resource spaces.



Please do not occupy
chairs and benches
marked with an X



Please maintain 6'
distance between
each other



Please wipe down
everything you touch
before you leave

Combine by stacking signs
for custom solutions

Maintain 60" to center
of signage stack above finished floor

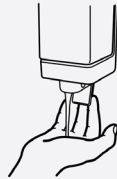


How to Handwash?

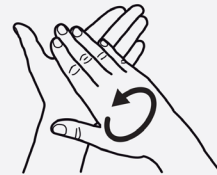
40-60 Seconds



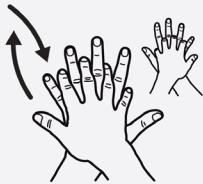
1 Wet hands with water



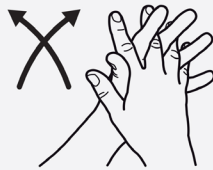
2 Apply enough soap to cover all hand surfaces



3 Rub hands palm to palm



4 Right palm over left dorsum with interlaced fingers and vice versa



5 Palm to palm with fingers interlaced



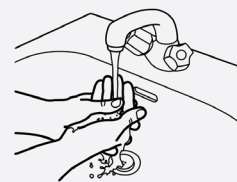
6 Backs of fingers to opposing palms with fingers interlaced



7 Rotating rubbing of left thumb clasped in right palm and vice versa



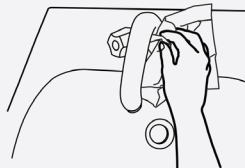
8 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



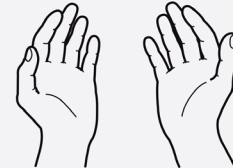
9 Rinse hands with water



10 Dry hands thoroughly with single use towel



11 Use towel to turn off faucet



12 Your hands are now safe

Safe Together

This poster is adapted from a similar one issued by the World Health Organization.

bnim

How to Handrub?

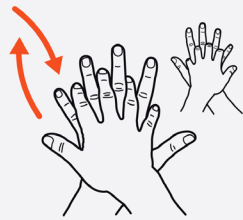
20-30 Seconds



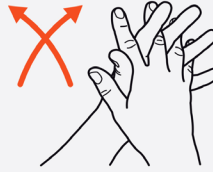
1 Apply a palmful of the product in a cupped hand



2 Rub hands palm to palm



3 Right palm over left dorsum with interlaced fingers and vice versa



4 Palm to palm with fingers interlaced



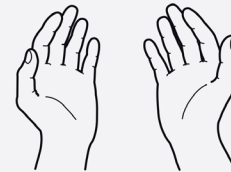
5 Backs of fingers to opposing palms with fingers interlaced



6 Rotating rubbing of left thumb clasped in right palm and vice versa



7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



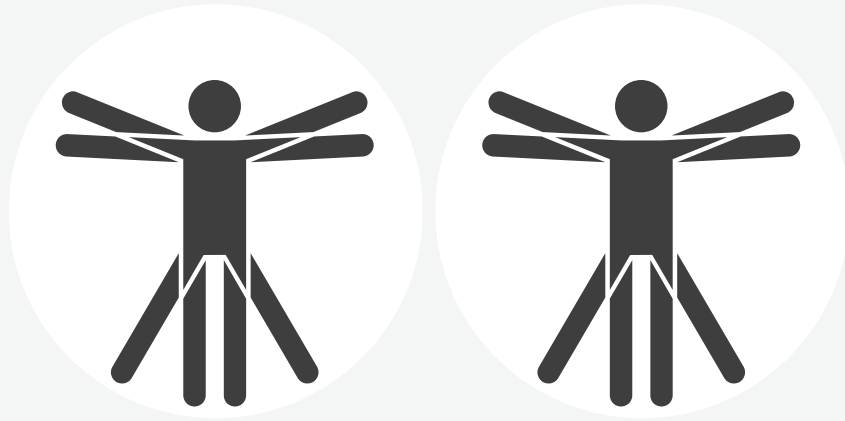
8 Once dry, your hands are safe

Safe Together

This poster is adapted from a similar one issued by the World Health Organization.

bnim

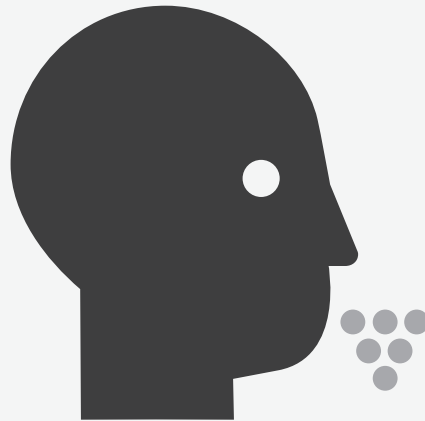
Safe Together



Please
maintain
6' distance
between
each other
at all times

bnim

Safe Together



Please
avoid entering
the premises
if you have
a cough or a cold

bnim

Safe Together



**Please wear
a face covering
within the
premises
at all times**

bnim

Safe Together



Wave,
don't shake
hands to
greet each
other

bnim

Safe Together



Please use
hand sanitizer
for your safety
and health

bnim

bnim

Safe Together



Please
maintain
6' distance
between
each other
at all times

bnim

Safe Together



Please
avoid entering
the premises
if you have
a cough or a cold

bnim

Physical Distance Marker
Floor and Seat



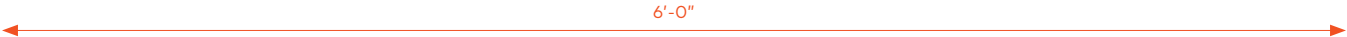
PD01

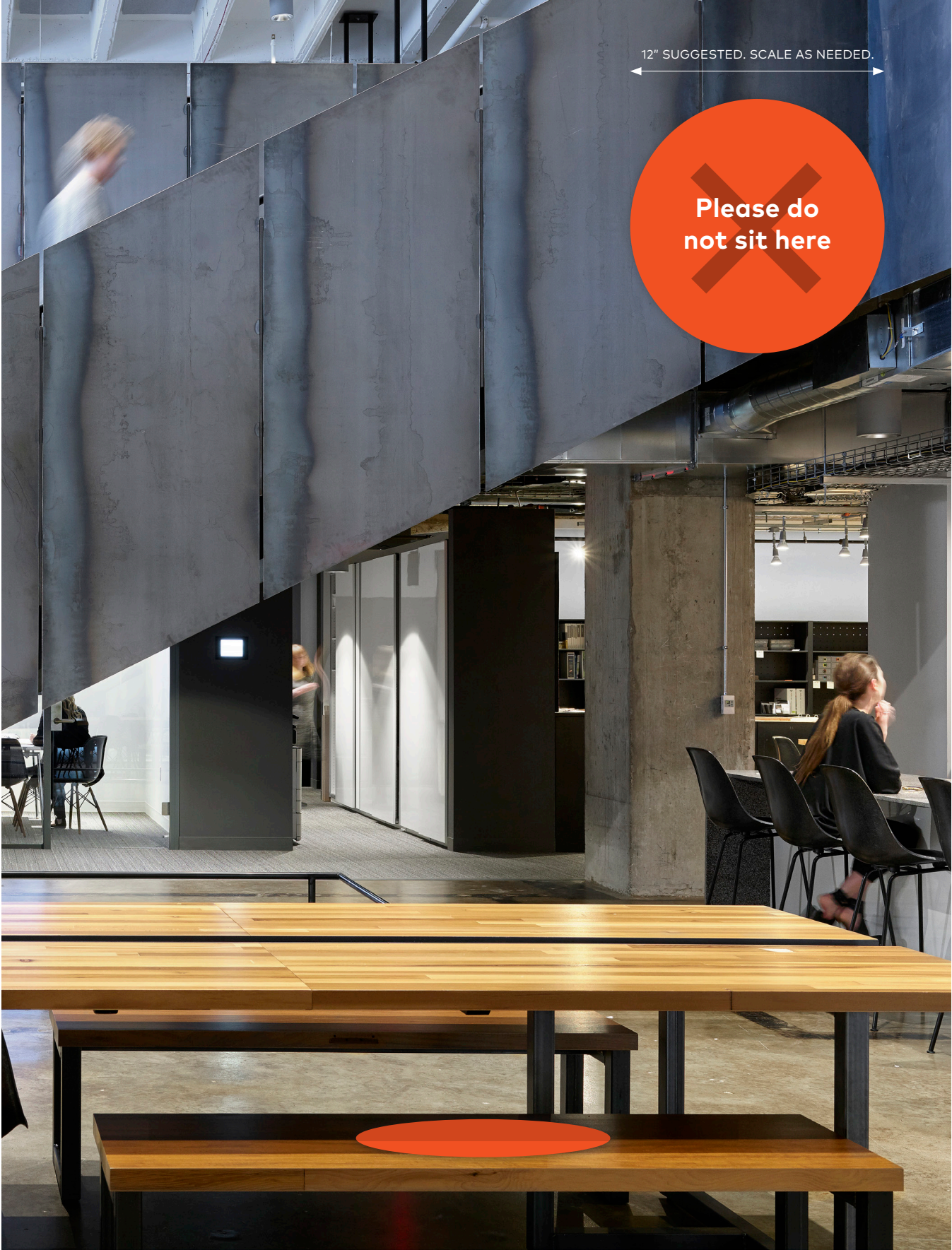
Quantity_____



PD02

Quantity_____





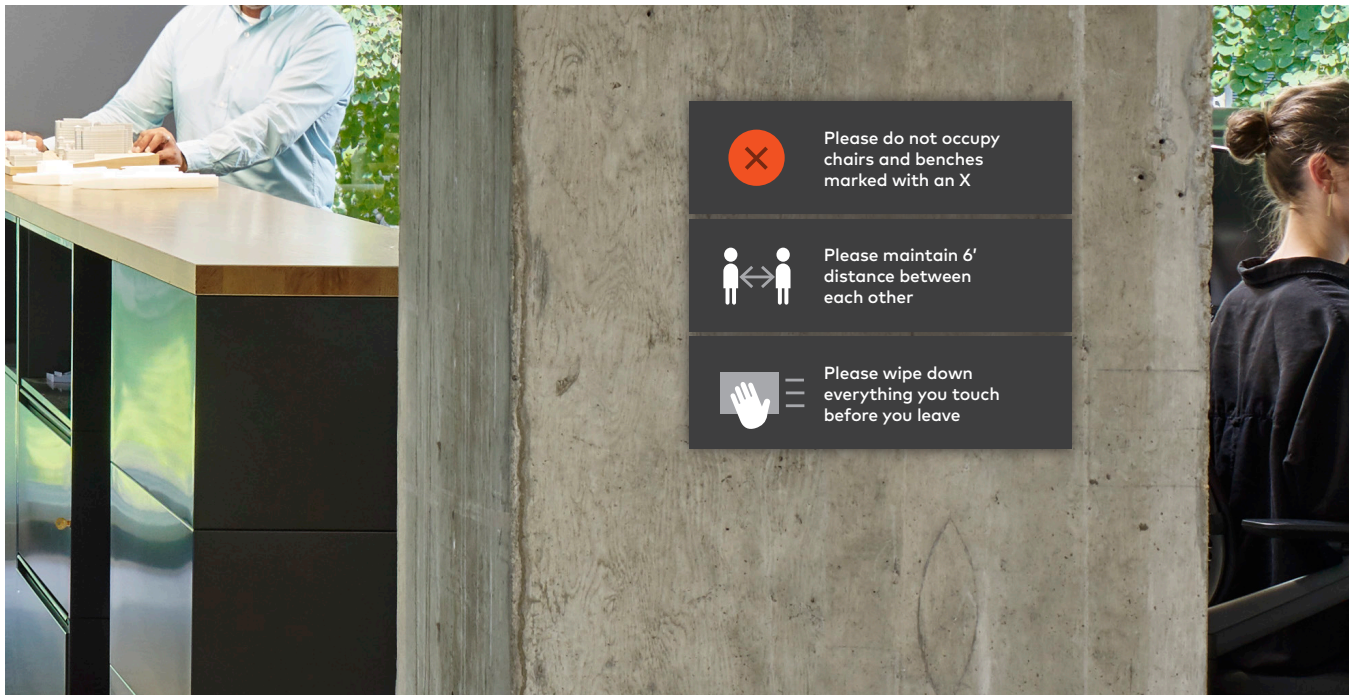
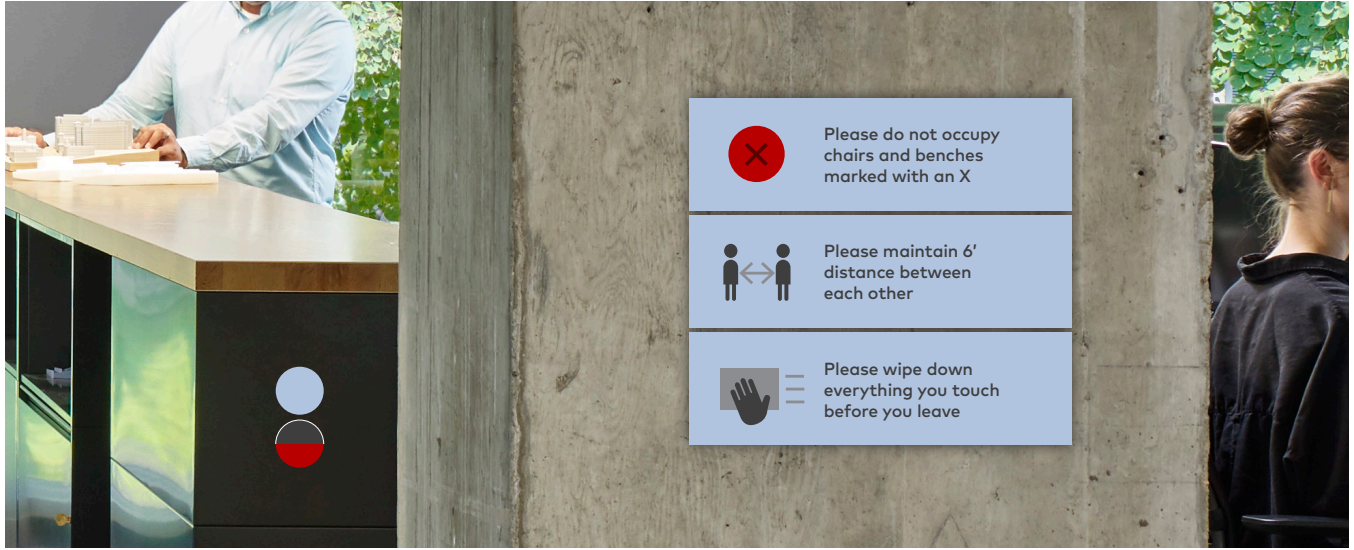
Custom Colors for Brands

Please note that all the signs above can be customized with other brand colors and fonts as needed.

Additional signs or alternate wording for all the signage can be designed as needed.

Suggested color pairings to be used to customize the signs. Maintain white or grey text, with the background colors.





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bnim is building positive

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