



EMERGENCY INFORMATION SYSTEMS

Project S•A•F•E
Model Label
Installation Layout
For Schools

Every Step Counts™

AREAS OF FOCUS

TIER 1 Concerns

Must be addressed

Building Entryways
Main Office
Classrooms
Cafeterias
Elevators
Hallways
Stairwells
Counseling Services
Public Restrooms
Common Areas
Study Lounges
Dormitories
Communal Bathrooms and Showers

TIER 2 Concerns

Should be addressed

Library
Computer Labs
Studio/Art Spaces
Administrative Offices
Program / Academic Offices
Resource Areas
Lecture Halls, & Large Classrooms
Bookstore & Other Retail Spaces

TIER 3 Concerns

Can be addressed

Gymnasium
Pavilions
Recreational Outdoor Spaces
Outdoor Queues & Curbside Pickup Lines
Bus/Shuttle Stops
Sports and Recreation areas

CAFETERIAS



Safe Distance Lines should be utilized in all queues.

- Food Service Lines
- Cashier lines / Entry swipe lines

Seats in dine-in areas should be marked with **SAFE Seat Labels** to limit the number of students per table and ensure safe distancing between sitting students. Recent studies prove that cafeterias are the source of most new cases in most institutions.

STAIRWELLS



Each stairwell should be designated for travel in one direction, up or down. Unidirectional traffic mitigates droplet exposure.

- On each floor, signage should be mounted to the stairwell doors to designate stairwell as "up" or "down"
- One-way arrows on landings to direct flow of traffic in one direction
- Labels encouraging spacing should be affixed to risers (every six steps apart)

ELEVATORS



Elevators

Pursuant to determined occupancies and signage posted outside of elevator, labels should be installed in 2 or 4 corners in each elevator, one per corner, spacing occupants as far apart as possible.

An 18"x18" floor label will be placed centrally in elevator to enforce distancing.



Posted signage above elevator buttons will remind occupants to maintain safe distance and press the button with their elbow rather than their hand.



Elevator Lobby

At least four SAFE Distancing Lines in front of each elevator
Posted signage in front of each elevator or on elevator door enforcing 2 occupants per elevator

Model Label Installation Layout

Hallways

Dotted lines down hallways dividing hallway down center to create two lanes

One-way arrows at either end of hallway to promote one-way flow in right-side lanes

Arrows may have additional directions towards important landmarks (i.e. one-way stairwells)

Student Services

Safe Distance Lines installed in all queues

Lounge seating area should have seats marked off which are within too close a proximity to one another

Public Restrooms

Occupancy not restricted

Every Other urinal and sink blocked off
Alternatively, add divider to sinks (however, less sinks means less handwashing)
Signs on air dryers prohibiting use

Communal/Dorm Bathrooms and Showers (where applicable)

Occupancy not restricted

Every Other urinal and sink blocked off

Signs on air dryers prohibiting use - "do not use"

Studios Spaces

Highlighted work areas
Floor labels in open areas
Labels on top of workbenches/tables reminding users to maintain distance

Active & Teaching Lab Spaces

Highlighted work areas

Directional signage for traffic flow

Floor labels in open areas

Labels on top of workbenches/tables reminding users to maintain distance

Research Labs

Lab PIs should request social distancing labels and directional signage on a per-case basis

Common Areas and Study Lounges

If closed: Posted signage

If open: Seats that are within too close a proximity to one another should be blocked off with red label

Dormitories

Posted signage to announce closure of common spaces

- Safe Distance Line at card swipe entryway
- See "Communal Bathrooms," "Elevators," and "Stairwells"
- Floor labels for laundry facilities or posted signage restricting occupancy
- RA Training/social distancing review as a part of first floor meeting

Building Entryways

- Vinyl decal for entry doors: Masks are required in all campus buildings
- Vinyl decal for entry doors: Please observe social distancing signage
- Large posted signage or banner that describes social distancing tools that have been installed throughout the building - make entrants aware of what they must adhere to