

## EMERGENCY INFORMATION SYSTEMS

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

# AREAS OF FOCUS

#### **TIER 1 Concerns**

Must be addressed

**Building Entryways** 

Main Office

Classrooms

Cafeterias

**Elevators** 

Hallways

Stairwells

**Counciling 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

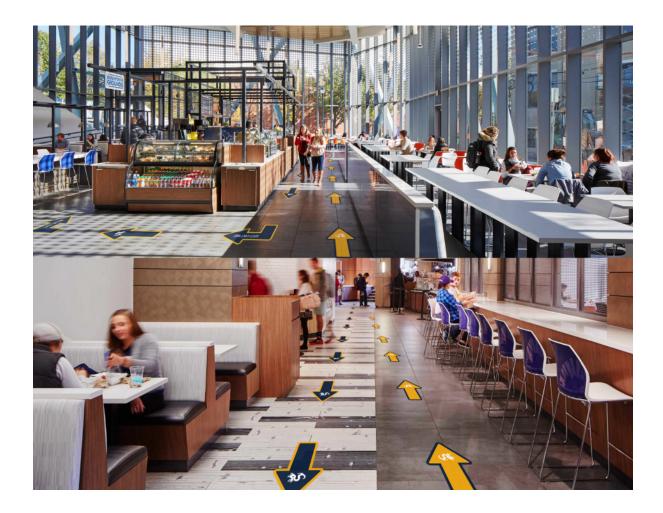
#### **TIER 3 Concerns**

Can be addressed

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



# CAFETERIAS

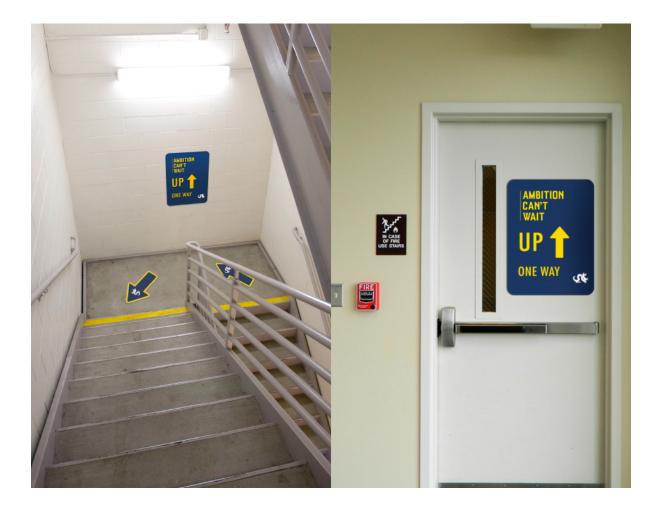


Safe Distance Lines should be utilized in all queues.

- -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 Pls 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

