



# LACCD EMERGENCY OPERATIONS CENTER SAFETY ADVISORY COVID-19 SIGNAGE FOR COMPLETION OF SPRING 2020 CLASSES JULY 23, 2020

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## INTRODUCTION

The Los Angeles County Department of Public Health (LACDPH) has confirmed the Los Angeles Community College District (LACCD) can move forward with on-campus instruction at its nine colleges to complete classes from the Spring 2020 Semester that support California's essential services workforce infrastructure. This means that a limited, predetermined number of students and faculty will have access to the nine colleges on or after July 27, 2020 until August 31, 2020. Accordingly, the LACCD Emergency Operations Center has established specified signage for use at the colleges and District facilities that directs students, faculty and employees on best practices for social distancing, facial coverings and other steps to reduce exposure to, and the spread of, the COVID-19 coronavirus.

## BEST PRACTICES

Best Practices include, but are not limited to:

1. Reducing the hazard by limiting the number of students, faculty, and staff in classrooms and laboratories
2. Utilizing engineering controls to protect against COVID-10
3. Establishing administrative and exposure controls by way of signage
  - a. A symptom self-check before arrival on campus
  - b. Designated vehicle parking lots, pedestrian entrances, check-in points
  - c. Campus wayfinding
  - d. Safest way to enter and exit building
  - e. One-way circulation through stairs and corridors
  - f. Maintaining healthy distancing as best as possible (e.g. elevators, etc.)
4. Individuals adhering to public health guidelines
5. Cleaning facilities after use

**Caution:** Current [Health Orders](#) as of July 18, 2020 from LACDPH remain in effect and are subject to frequent updates. County health orders are followed by LACCD for its operations. Currently, only authorized LACCD personnel, and BuildLACCD personnel are permitted on campus. On or after July 27, 2020 through August 31, 2020, a limited number of predetermined students who need in-person instruction to complete some of their Spring 2020 classes will be allowed on campus, as well as their faculty instructors.

**Note:** This advisory reflects current Best Practices management, requirements and recommendations from relevant jurisdictional authorities and is subject to change as more information becomes available and/or health orders are modified.

## INSTALLATION BEST PRACTICES FOR SIGNS

When installing signage, please avoid damage to surfaces while also ensuring best signage visibility. Such practices include, but are not limited to:

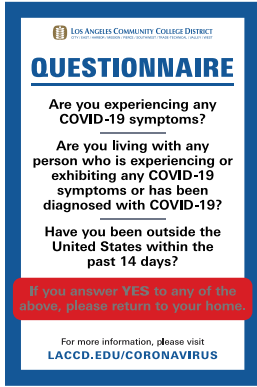
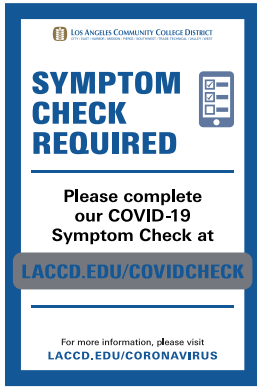

1. If available, use pre-existing signage inserts (e.g. acrylic wall mounts, freestanding hand sanitizer units, etc.);
2. Use gentle adhesives such as removable tacky putty or painter's tape;
3. Consider the use and flow of traffic in the space to assess where signage is needed;
4. Install signs at eye level to increase visibility; and
5. Avoid cluttering too many signs in one space



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**SIGN TYPES**

This safety advisory recommends the following signs the recommended placement for use at all LACCD colleges and District facilities as needed:

SIGN	DESCRIPTION	LOCATION
	<p><b><u>Questionnaire Poster</u></b></p> <ul style="list-style-type: none"> <li>• 24" x 36"</li> <li>• Corrugated Plastic</li> <li>• PDF available for download</li> </ul>	<ul style="list-style-type: none"> <li>• Pedestrian check-in</li> <li>• Vehicle check-in</li> </ul>
	<p><b><u>Symptom Check Required Poster</u></b></p> <ul style="list-style-type: none"> <li>• 24" x 36"</li> <li>• Corrugated Plastic</li> <li>• PDF available for download</li> </ul>	<ul style="list-style-type: none"> <li>• Pedestrian check-in</li> <li>• Vehicle check-in</li> </ul>
	<p><b><u>Check In Here Poster</u></b></p> <ul style="list-style-type: none"> <li>• 24" x 36"</li> <li>• Corrugated Plastic</li> <li>• PDF available for download</li> </ul>	<ul style="list-style-type: none"> <li>• Pedestrian check-in</li> <li>• Vehicle check-in</li> </ul>



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SIGN	DESCRIPTION	LOCATION
 <p>The sign features the Los Angeles Community College District logo at the top. Below it, the text "CHECK OUT HERE" is written in large, bold, blue capital letters. To the right of the text is a blue circle containing a white 'X'. At the bottom, it says "For more information, please visit LACCD.EDU/CORONAVIRUS".</p>	<p><b><u>Check Out Here Poster</u></b></p> <ul style="list-style-type: none"><li>• 24" x 36"</li><li>• Corrugated Plastic</li><li>• PDF available for download</li></ul>	<ul style="list-style-type: none"><li>• Pedestrian check-in</li><li>• Vehicle check-in</li></ul>
 <p>The sign features the Los Angeles Community College District logo at the top. Below it, the text "PEDESTRIAN CHECK-IN" is written in blue capital letters. In the center is a large blue arrow pointing to the left. At the bottom, the text "PEDESTRIAN CHECK-IN" is written in blue capital letters, mirrored from the top.</p>	<p><b><u>Pedestrian Check-In Side Arrow Directional Sign</u></b></p> <ul style="list-style-type: none"><li>• 12" x 18"</li><li>• Corrugated Plastic</li><li>• PDF available for download</li></ul>	<ul style="list-style-type: none"><li>• College entrance</li></ul>
 <p>The sign features the Los Angeles Community College District logo at the top. Below it, the text "PEDESTRIAN CHECK-IN" is written in blue capital letters. In the center is a large blue arrow pointing upwards. At the bottom, the text "PEDESTRIAN CHECK-IN" is written in blue capital letters.</p>	<p><b><u>Pedestrian Check-In Up Arrow Directional Sign</u></b></p> <ul style="list-style-type: none"><li>• 12" x 18"</li><li>• Corrugated Plastic</li><li>• PDF available for download</li></ul>	<ul style="list-style-type: none"><li>• College entrance</li></ul>







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SIGN	DESCRIPTION	LOCATION
	<p><b><u>Vehicle Check-In Side Arrow Directional Sign</u></b></p> <ul style="list-style-type: none"> <li>• 12" x 18"</li> <li>• Corrugated Plastic</li> <li>• PDF available for download</li> </ul>	<ul style="list-style-type: none"> <li>• College entrance</li> <li>• Designated vehicle parking lot</li> </ul>
	<p><b><u>Vehicle Check-In Up Arrow Directional Sign</u></b></p> <ul style="list-style-type: none"> <li>• 12" x 18"</li> <li>• Corrugated Plastic</li> <li>• PDF available for download</li> </ul>	<ul style="list-style-type: none"> <li>• College entrance</li> <li>• Designated vehicle parking lot</li> </ul>
	<p><b><u>Face Coverings Required Door Sign</u></b></p> <ul style="list-style-type: none"> <li>• 8.5" x 11"</li> <li>• Weatherproof paper</li> <li>• PDF available for download</li> </ul>	<ul style="list-style-type: none"> <li>• Building entrances</li> <li>• Hallways</li> <li>• Classrooms</li> <li>• Labs</li> <li>• Lecture Halls</li> </ul>
	<p><b><u>Slow the Spread Door Sign</u></b></p> <ul style="list-style-type: none"> <li>• 8.5" x 11"</li> <li>• Weatherproof paper</li> <li>• PDF available for download</li> </ul>	<ul style="list-style-type: none"> <li>• Building entrances</li> <li>• Hallways</li> <li>• Classrooms</li> <li>• Labs</li> <li>• Lecture halls</li> </ul>

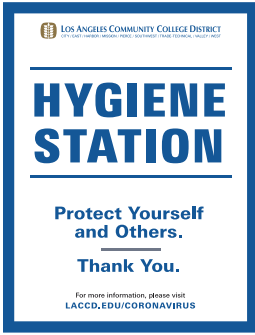

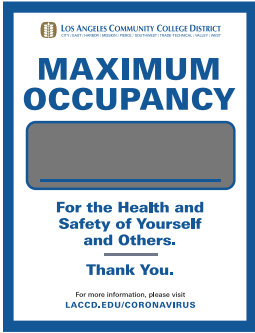
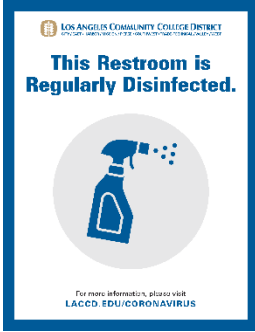


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SIGN	DESCRIPTION	LOCATION
	<p><b><u>Social Distancing Required Door Sign</u></b></p> <ul style="list-style-type: none"><li>• 8.5" x 11"</li><li>• Weatherproof paper</li><li>• PDF available for download</li></ul>	<ul style="list-style-type: none"><li>• Building entrances</li><li>• Hallways</li><li>• Classrooms</li><li>• Labs</li><li>• Lecture halls</li></ul>
	<p><b><u>Drinking Fountain Bottle Filling Off Sign</u></b></p> <ul style="list-style-type: none"><li>• 8.5" x 11"</li><li>• Weatherproof paper</li><li>• PDF available for download</li></ul>	<ul style="list-style-type: none"><li>• Drinking fountains</li><li>• Bottle filling stations</li></ul>
	<p><b><u>2 Persons Max on Elevators Sign</u></b></p> <ul style="list-style-type: none"><li>• 8.5" x 11"</li><li>• Weatherproof paper</li><li>• PDF available for download</li></ul>	<ul style="list-style-type: none"><li>• Elevators</li></ul>
	<p><b><u>4 Persons Max on Elevators Sign</u></b></p> <ul style="list-style-type: none"><li>• 8.5" x 11"</li><li>• Weatherproof paper</li><li>• PDF available for download</li></ul>	<ul style="list-style-type: none"><li>• Elevators</li></ul>







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	<p><b><u>Hygiene Station Sign</u></b></p> <ul style="list-style-type: none"> <li>• 8.5” x 11”</li> <li>• Weatherproof paper</li> <li>• PDF available for download</li> </ul>	<ul style="list-style-type: none"> <li>• Hallways (entrances)</li> <li>• Hallways (elevators)</li> <li>• Classrooms</li> <li>• Labs</li> <li>• Lecture halls</li> </ul>
	<p><b><u>Hygiene Station with Symbols Sign</u></b></p> <ul style="list-style-type: none"> <li>• 8.5” x 11”</li> <li>• Weatherproof paper</li> <li>• PDF available for download</li> </ul>	<ul style="list-style-type: none"> <li>• Hallways (entrances)</li> <li>• Hallways (elevators)</li> <li>• Classroom</li> <li>• Lab</li> <li>• Lecture hall</li> </ul>
	<p><b><u>Maximum Occupancy Sign</u></b></p> <ul style="list-style-type: none"> <li>• 8.5” x 11”</li> <li>• Weatherproof paper</li> <li>• PDF available for download</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom entrance</li> <li>• Lab entrance</li> <li>• Lecture hall entrance</li> </ul>
	<p><b><u>Restroom Regularly Disinfected Sign</u></b></p> <ul style="list-style-type: none"> <li>• 8.5” x 11”</li> <li>• Weatherproof paper</li> <li>• PDF available for download</li> </ul>	<ul style="list-style-type: none"> <li>• Restrooms</li> </ul>








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SIGN	DESCRIPTION	LOCATION
 A blue sign with a white hand being washed under water with bubbles. Text includes: "WASH YOUR HANDS", "Please wash your hands for at least 20 seconds. Use warm water and soap. Turn off the faucet with a paper towel if available.", "Thank You.", and "For more information, please visit LACCD.EDU/CORONAVIRUS".	<p><b><u>Wash Your Hands Sign</u></b></p> <ul style="list-style-type: none"><li>• 8.5" x 11"</li><li>• Weatherproof paper</li><li>• PDF available for download</li></ul>	<ul style="list-style-type: none"><li>• Restrooms</li></ul>
 A blue sign with a large white arrow pointing right. Text includes: "ONE-WAY TRAFFIC STAY 6 FEET APART", "Thank You.", and "For more information, please visit LACCD.EDU/CORONAVIRUS". Below the text is an illustration of two people walking with a dotted line between them indicating distance.	<p><b><u>One Way Traffic Left to Right Sign</u></b></p> <ul style="list-style-type: none"><li>• 8.5" x 11"</li><li>• Weatherproof paper</li><li>• PDF available for download</li></ul>	<ul style="list-style-type: none"><li>• Hallways</li></ul>
 A blue sign with a large white arrow pointing left. Text includes: "ONE-WAY TRAFFIC STAY 6 FEET APART", "Thank You.", and "For more information, please visit LACCD.EDU/CORONAVIRUS". Below the text is an illustration of two people walking with a dotted line between them indicating distance.	<p><b><u>One Way Traffic Right to Left Sign</u></b></p> <ul style="list-style-type: none"><li>• 8.5" x 11"</li><li>• Weatherproof paper</li><li>• PDF available for download</li></ul>	<ul style="list-style-type: none"><li>• Hallways</li></ul>
 A blue sign with a white arrow pointing right. Text includes: "KEEP RIGHT ON STAIRS PLEASE STAY 6 FEET APART", "Thank You.", and "For more information, please visit LACCD.EDU/CORONAVIRUS". Below the text is an illustration of a person walking up a set of stairs.	<p><b><u>Keep Right on Stairs Sign</u></b></p> <ul style="list-style-type: none"><li>• 8.5" x 11"</li><li>• Weatherproof paper</li><li>• PDF available for download</li></ul>	<ul style="list-style-type: none"><li>• Stairs</li></ul>



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SIGN	DESCRIPTION	LOCATION
 <p>The sign features the Los Angeles Community College District logo at the top. Below it, the text reads "Please Wear Your Face Mask Properly." in bold. In the center is a circular graphic showing a person wearing a face mask correctly, with arrows indicating the mask should cover the nose and mouth. Below the graphic, it says "Cover Your Nose and Mouth. Thank You." At the bottom, it provides a website for more information: "For more information, please visit LACCD.EDU/CORONAVIRUS".</p>	<p><b><u>Wear Mask Properly Sign</u></b></p> <ul style="list-style-type: none"> <li>• 8.5" x 11"</li> <li>• Weatherproof paper</li> <li>• PDF available for download</li> </ul>	<ul style="list-style-type: none"> <li>• Hallways</li> <li>• Classrooms</li> <li>• Labs</li> <li>• Lecture halls</li> </ul>
 <p>A blue triangular floor decal with a white border. Inside the triangle, there is a white arrow pointing upwards and two white footprints. Below the footprints, the words "ONE WAY" are written in white capital letters.</p>	<p><b><u>One Way Floor Decal</u></b></p> <ul style="list-style-type: none"> <li>• 12" x 12" triangle</li> <li>• Vinyl with medium strength adhesive</li> <li>• PDF available for download</li> </ul>	<ul style="list-style-type: none"> <li>• Hallways</li> </ul>
 <p>A circular blue floor decal with a white border. The words "WAIT HERE" are written in white across the top. In the center, there are two white footprints. The words "PLEASE PRACTICE PHYSICAL DISTANCING" are written in white around the perimeter of the circle.</p>	<p><b><u>Wait Here Floor Decal</u></b></p> <ul style="list-style-type: none"> <li>• 12" x 12" circle</li> <li>• Vinyl with medium strength adhesive</li> <li>• PDF available for download</li> </ul>	<ul style="list-style-type: none"> <li>• Check-in</li> <li>• Waiting areas</li> </ul>
 <p>A circular blue sign with a white border. The words "PLEASE SIT HERE" are written in white around the top edge. In the center, there is a white checkmark. At the bottom, the words "thank you" are written in white.</p>	<p><b><u>Please Sit Here</u></b></p> <ul style="list-style-type: none"> <li>• 8" x 8" circle</li> <li>• Vinyl with medium strength adhesive</li> <li>• PDF available for download</li> </ul>	<ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Labs</li> <li>• Lecture halls</li> <li>• Seating area</li> </ul>
 <p>A circular blue sign with a white border. The words "PLEASE DO NOT SIT HERE" are written in white around the top edge. In the center, there is a white 'X'. At the bottom, the words "thank you" are written in white.</p>	<p><b><u>Please Do Not Sit Here</u></b></p> <ul style="list-style-type: none"> <li>• 8" x 8" circle</li> <li>• Vinyl with medium strength adhesive</li> <li>• PDF available for download</li> </ul>	<ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Labs</li> <li>• Lecture halls</li> <li>• Seating area</li> </ul>