Guide to COVID-19 Signage Placement in UVM Facilities

Purpose and Applicability
The COVID-19 signage posted throughout UVM facilities is intended to manage the flow of pedestrians and provide basic safety guidelines to prevent the spread of COVID-19.

This guidance applies to UVM facilities and event spaces. All UVM employees, students, vendors, contractors, volunteers, and anyone visiting UVM buildings for conferences, meetings, and events will be expected to follow the directional signage. This guidance also applies to UVM-owned or UVM-leased buildings and spaces, including off-campus sites and retail locations. The signs will be installed centrally in entries, exits, main hallways, public restrooms, and elevators.

Individual programs are encouraged to use these signs and labels in their areas as part of their Fall 2020 Operations Plan. Signs can be printed within the department or ordered through UVM Print and Mail.

Guidance for Directional Signage
The UVMStrong has developed signage to communicate requirements for face coverings in all public spaces, appropriate distancing, and proper hygiene to minimize exposure. New traffic patterns that reduce pinch points will at times increase the distance, and therefore the time required, for people to travel between destinations.

The following guidance should be considered when determining where to place signage and how to guide pedestrian flow.

- Buildings with double-door entries will use the right side for entry and exit for regular operation (use the door to your right). In the event of an emergency, both doors are used for exiting the building.
- Single door and double doors used to access narrow hallways (10’ wide or narrower) should be considered for uni-directional (one-way) travel. The number of people entering and exiting will be part of the determination. See the example below.
• Larger hallways will be bi-directional “Keep to the Right” signs will be hung from the ceiling or placed on walls on right side. Signs should be spaced 50 to 100 feet apart. When installing ceiling signs, consider the hanger types for least impact to the ceiling.
• Hallways 10’ width or narrower should be considered for uni-directional designation. Ex.

• Enclosed stairwells (depending on width) should be considered for uni-directional designation. Ex.
• Open stairways can generally accommodate two-way traffic. Ex.

• All pedestrian traffic will be encouraged keep to the right. Ex.
• Restrooms will have instructional hand-washing posters, generally to be placed on the door. Ex.

• Inside restroom doors will have a reminder to wash hands. Ex.

• Elevators will have a maximum occupancy rate based on the size of the elevator car. Ex.
• In elevator cars, feet decals on the floor illustrate where and in which direction to stand (facing away from others in the car). Ex.
• Signs describing the basic three rules for stopping the spread of COVID-19 (wear face coverings, practice physical distancing, wash your hands) should be placed in areas where people congregate, at hand sanitizing stations, and in places where lines may form. Ex.
Visual characters shall be 40 inches (1015 mm) minimum above the finish floor or ground. The mounting height and character height changes based on the horizontal viewing distance.
### Table 703.5.5 Visual Character Height

<table>
<thead>
<tr>
<th>Height to Finish Floor or Ground from Baseline of Character</th>
<th>Horizontal Viewing Distance</th>
<th>Minimum Character Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 inches (1015 mm) to less than or equal to 70 inches (1780 mm)</td>
<td>less than 72 inches (1830 mm)</td>
<td>5/8 inch (16 mm)</td>
</tr>
<tr>
<td></td>
<td>72 inches (1830 mm) and greater</td>
<td>5/8 inch (16 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 72 inches (1830 mm)</td>
</tr>
<tr>
<td>Greater than 70 inches (1780 mm) to less than or equal to 120 inches (3050 mm)</td>
<td>less than 180 inches (4570 mm)</td>
<td>2 inches (51 mm)</td>
</tr>
<tr>
<td></td>
<td>180 inches (4570 mm) and greater</td>
<td>2 inches (51 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 180 inches (4570 mm)</td>
</tr>
<tr>
<td>greater than 120 inches (3050 mm)</td>
<td>less than 21 feet (6400 mm)</td>
<td>3 inches (75 mm)</td>
</tr>
<tr>
<td></td>
<td>21 feet (6400 mm) and greater</td>
<td>3 inches (75 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 21 feet (6400 mm)</td>
</tr>
</tbody>
</table>

All signs have been developed by UVM and are available through University Print and Mail Service. An estimate of signs will be issued for each building for installation to designated personnel.

If there are questions on placement of directional signs contact Chris Walker 238-9148, Stephen Znamierowski 922-1672 or Vince Brennan 922-1672 for direction.