

**COVID-19**

# **Building Owner Reopen Signage Program**

Communication with your tenants and visitors.

# **When you're ready to open the door again, consider these essential points when using signage to communicate.**

## **Staying informed with regulations is essential.**

Enact federal, state, local and OSHA regulations for the safety of your tenants and visitors. Display any state or local compliance postings that may be required.

## **Social distancing is a top priority.**

Remind tenants and visitors of social distancing measures and implement physical changes to maximize the layout.

## **Maintaining a clean space is everyone's duty.**

Keeping your building sanitized requires compliance and assistance from all tenants and even incoming visitors.

## **Social etiquette connects working and personal behavior.**

Bridge the gap between healthy protocols and human behavior to remind tenants that actions in the workplace can affect everyone's personal and home life, too.



# **Your signage plan begins by identifying core areas in and around the building.**

Below are the common areas in which signage and traffic routes may be needed for effective communication.

**Building Plaza**

**Building Entrance**

**Lobby / Security Desk**

**Elevator Lobby**

**Building Core**

**Building Amenities**





# Building Lobby

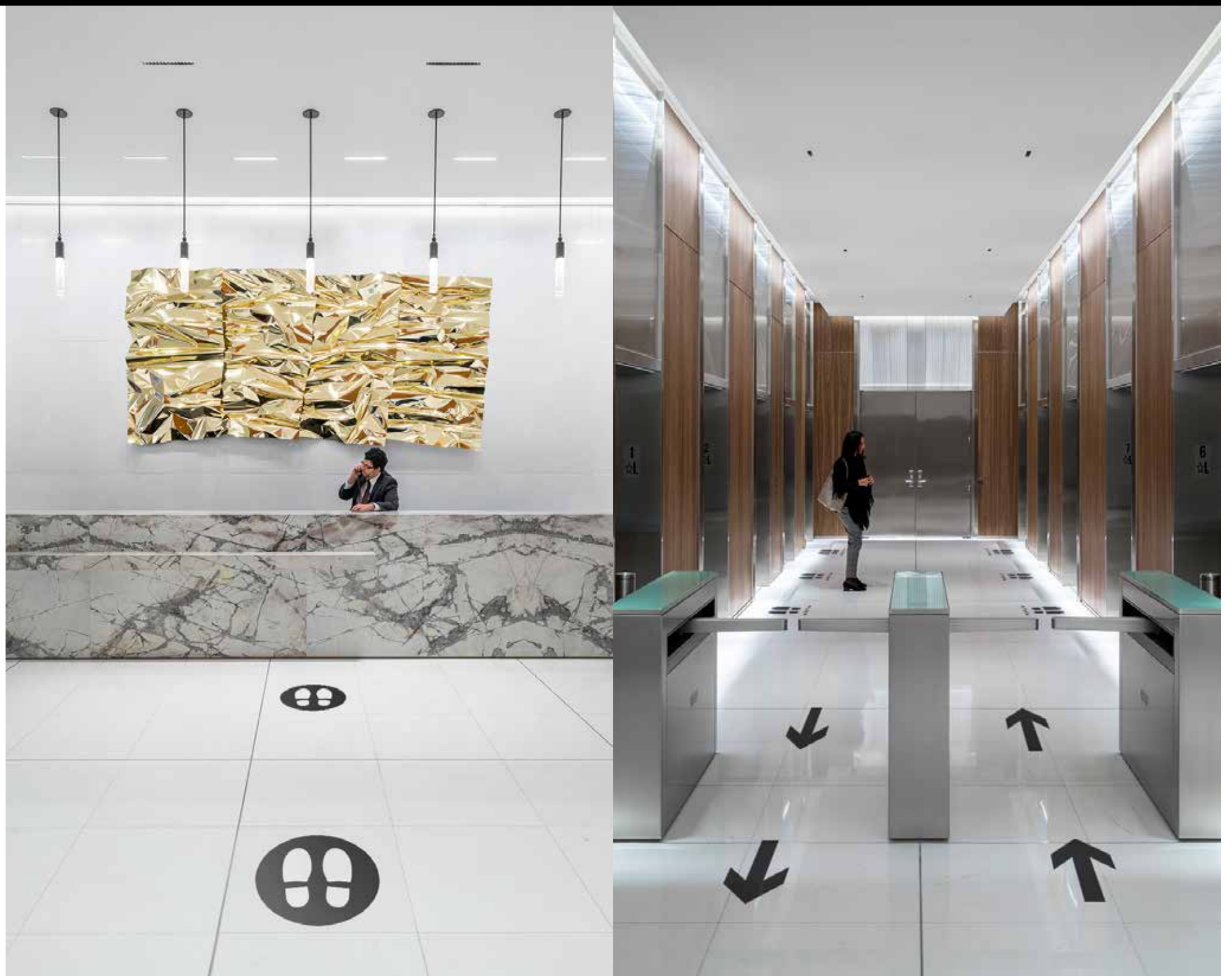
## Strategy

The building lobby should properly queue visitors at the entrance desk and maintain strategic building flow.

Place markers on the floor near the main entrance desk, informing visitors to stand 6ft apart from each other.

Place floor directional arrows, designating particular turnstiles for entering and others for exiting. This will help reduce face-to-face contact from incoming and outgoing movement.

When possible, designate separate queue lines for tenants and visitors to limit interactions.

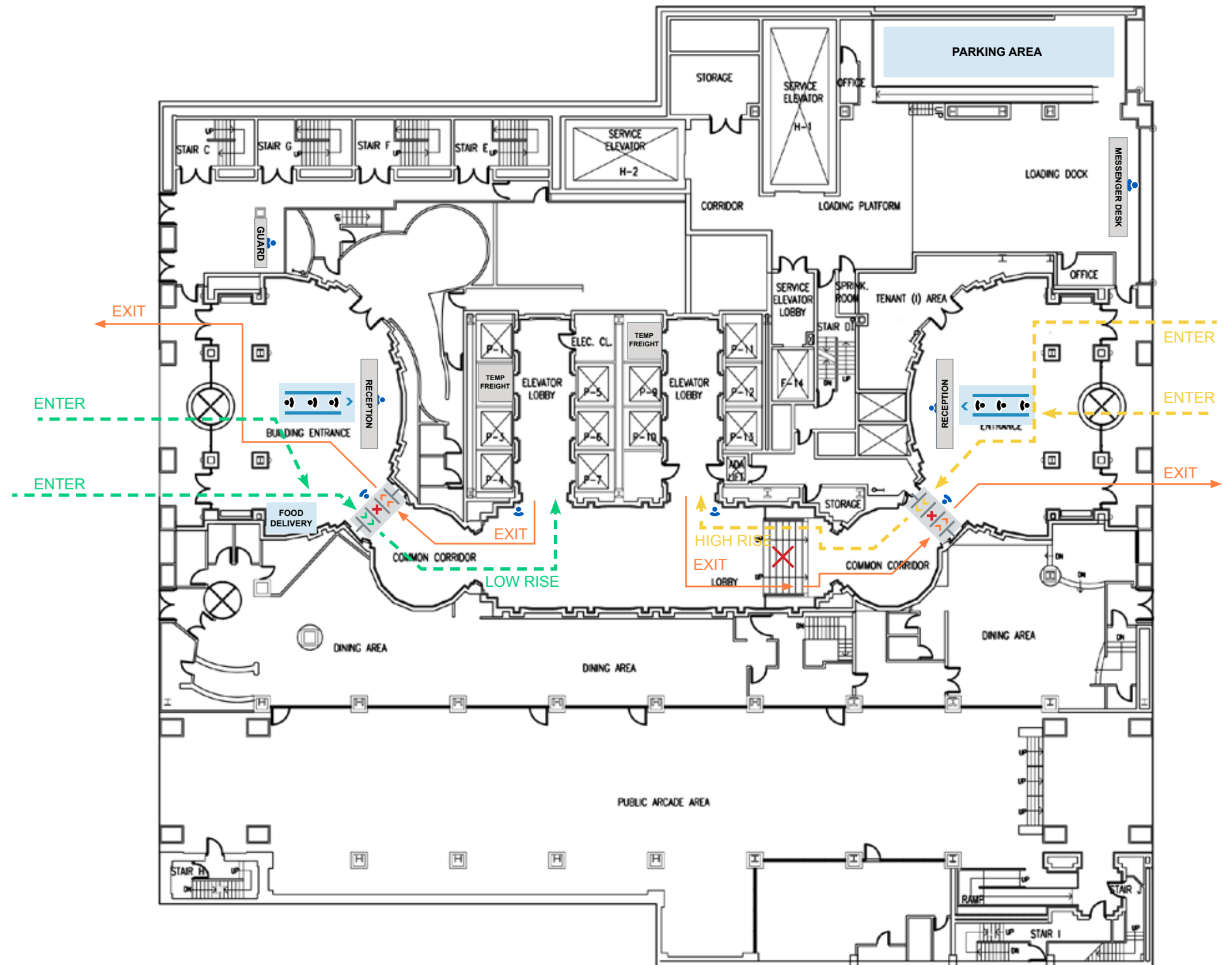


# Building Lobby Traffic Route

## Strategy

Distinguishing a clear traffic route through building lobbies is important to limit tenant and visitor interactions.

If a building has multiple street entrances, consider designating certain entry doors for entering and exiting. Tenants and visitors should have separate entries and paths whenever possible.



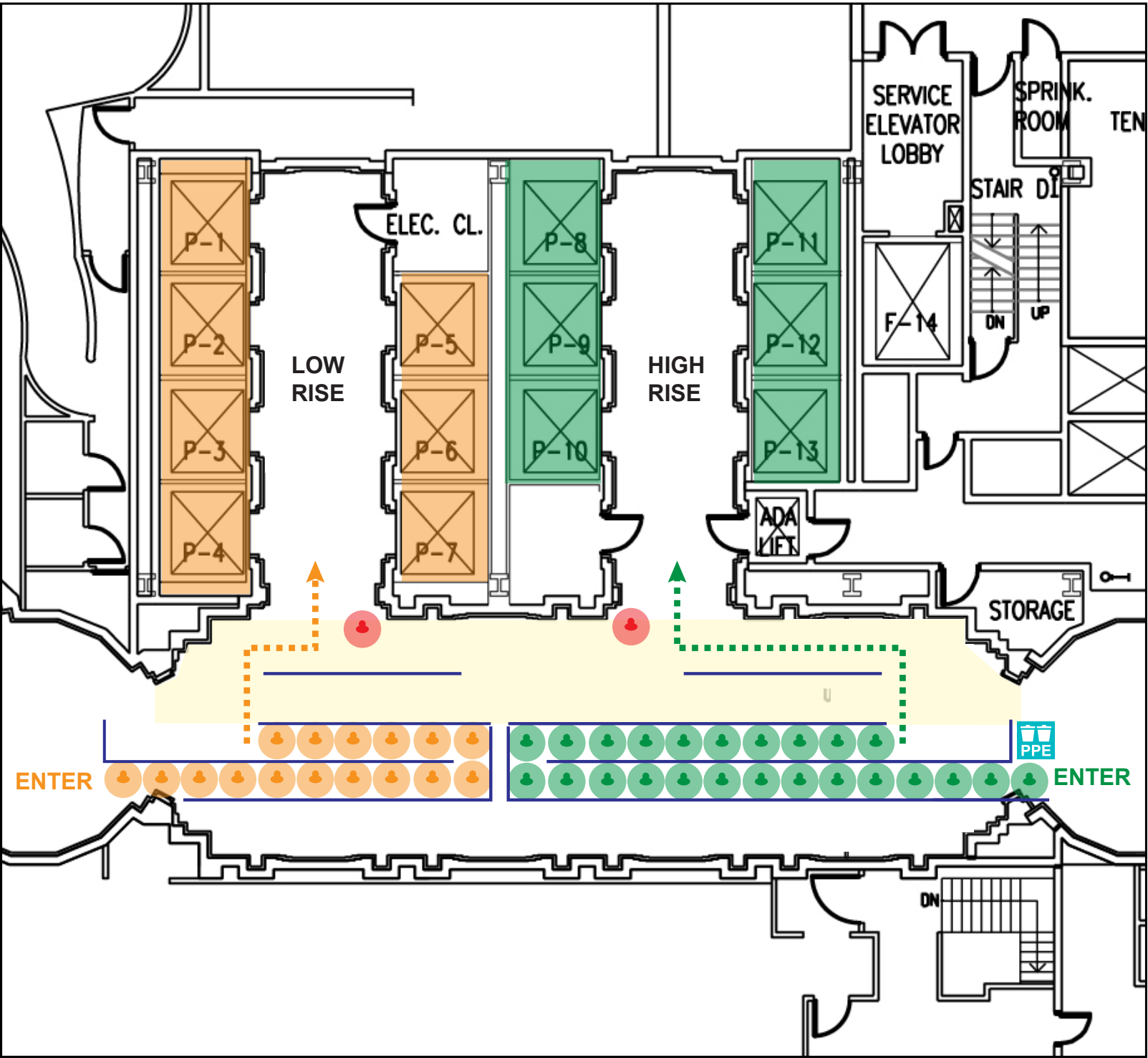
# Building Lobby Queue Lines

## Strategy

When implementing queue lines in lobbies, consider lines which enforce safe social distancing for low rise and high rise elevators.

Additionally, leave space for through traffic from one end of the lobby to the other. Establish a designated PPE location at the beginning of the queue if necessary.

- ..... Low Rise Path
- ..... High Rise Path
- ..... Circulation Area
- Low Rise Tenants
- High Rise Tenants
- Lobby Staff
- PPE Area



# Building Lobby Navigational Signage

## Execution



- **Waiting Area Floor Vinyl**  
Will be between elevator cars to guide visitors



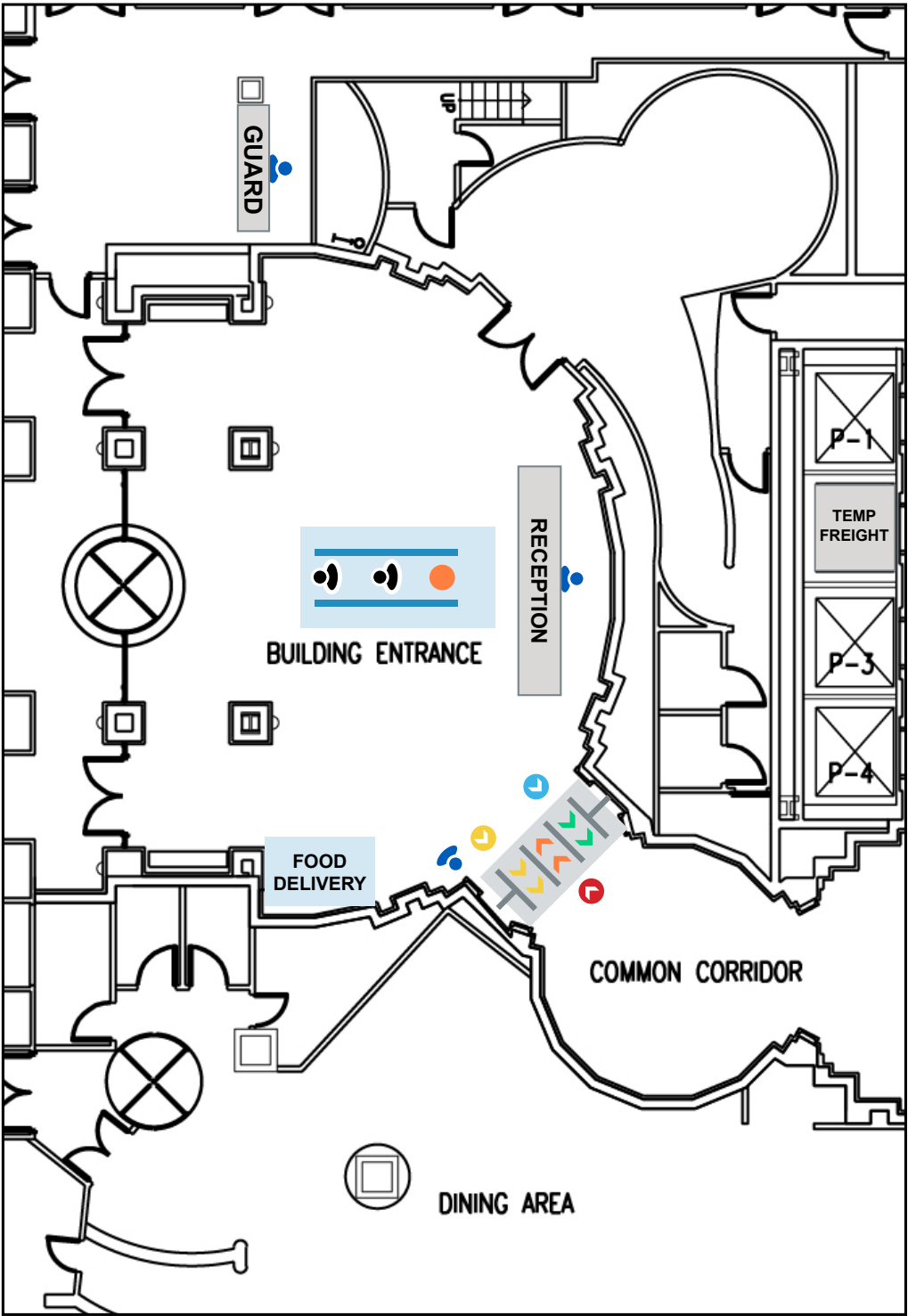
- **Directional Floor Vinyl**  
Will be placed directing towards exit turnstile



- **Directional Floor Vinyl**  
Will be placed directing towards the high rise lobby



- **Directional Floor Vinyl**  
Will be placed directing towards the low rise lobby



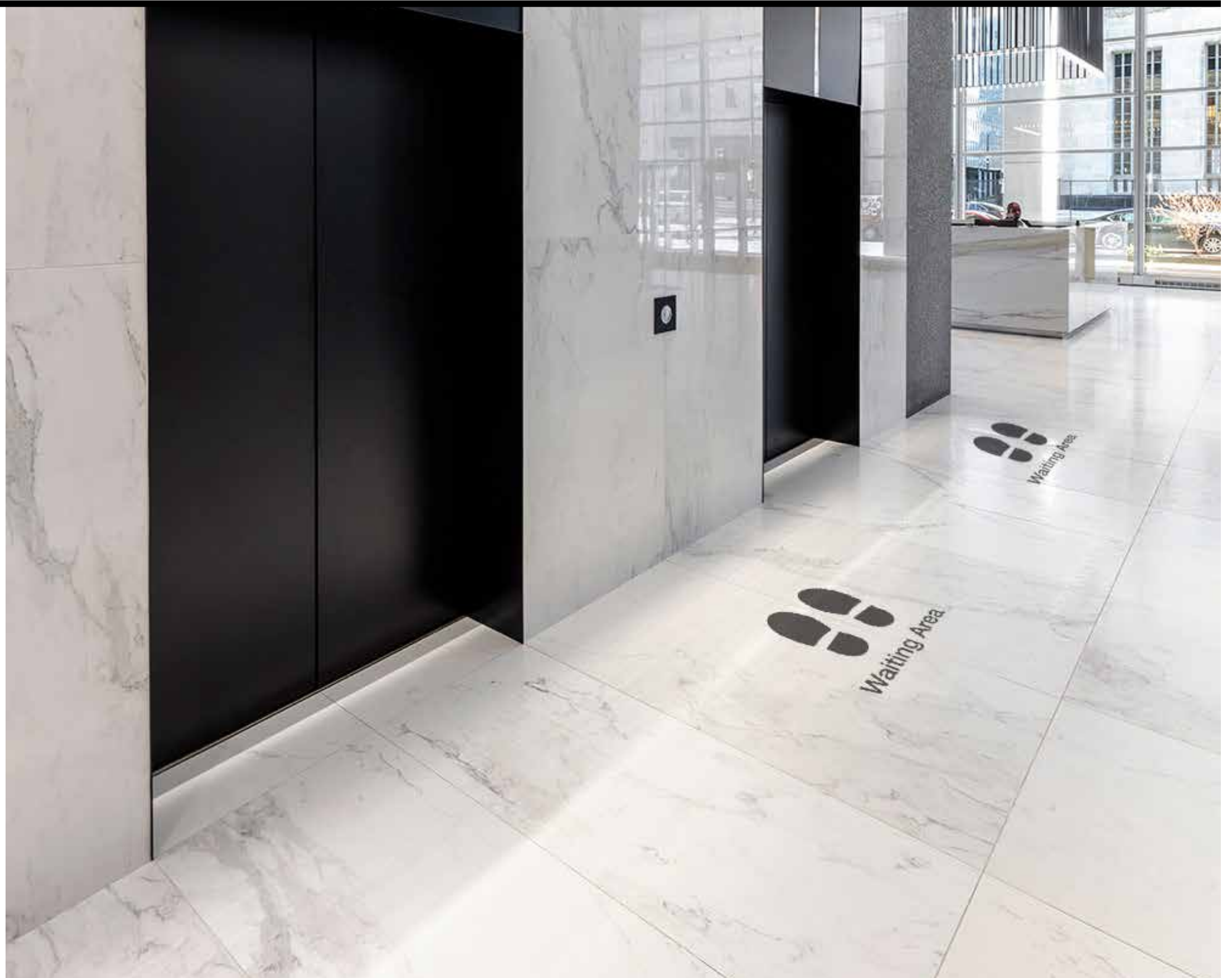


# Building Elevator Lobby

## Strategy

Locate where individuals should stand to wait for elevators and avoid exiting elevator patrons.

Place markers in front of each elevator cab. Each marker should specify where a waiting individual should stand to comply with social distancing.





# Building Elevator Lobby Navigational Signage

## Execution



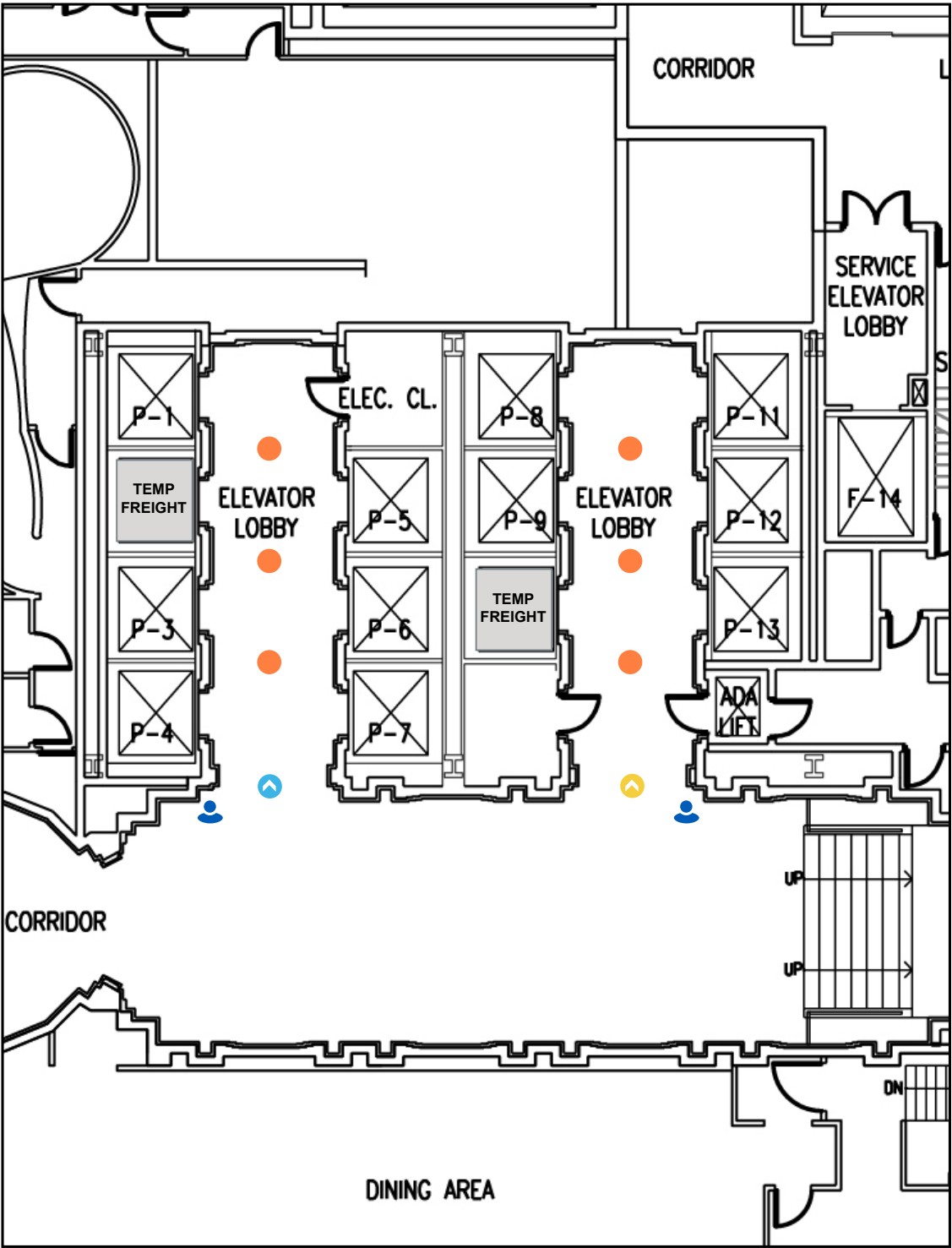
- **Waiting Area Floor Vinyl**  
Will be between elevator cars to guide visitors



- **Directional Floor Vinyl**  
Will be placed directing towards the high rise lobby



- **Directional Floor Vinyl**  
Will be placed directing towards the low rise lobby



# Building Elevators

## Strategy

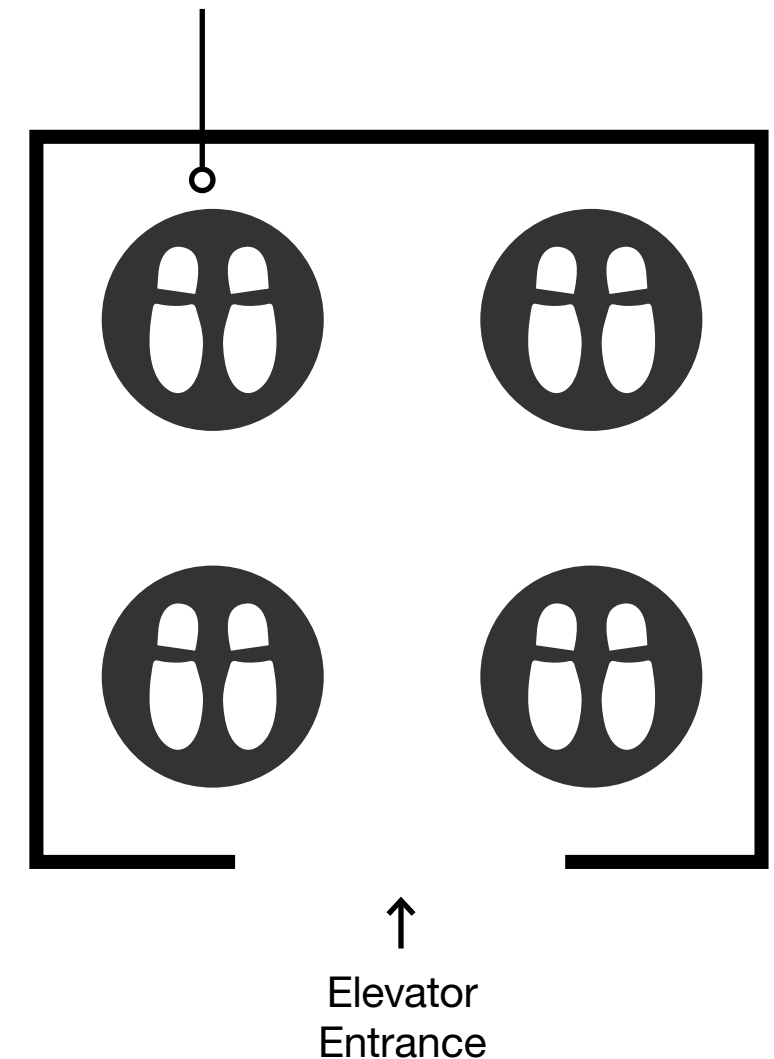
Elevators are close quarters, where density and standing locations will need to be addressed.

Develop elevator capacity protocols, limiting the amount of individuals that can be in an elevator at one time. Place a sign near each elevator cab or above each call button.

Provide clear markers on the floor of each elevator cab or a diagram on the elevator wall, outlining where each individual should stand to maximize social distancing.



Floor markers state that passengers should stand at four corners



# Freight Elevators

## Strategy

Many buildings rely on the freight elevators as another point of entrance to tenant spaces for deliveries and contracted work.

Similar to passenger elevators, adjustments should be made to the protocols for messenger services, deliveries and general contractors entering the building.

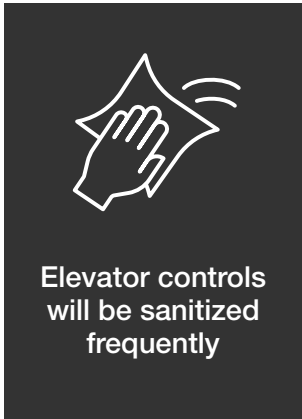
Enforce social distancing in the freight lobby and limit the elevator capacity using floor markers. Regulations and protocols should be clearly posted for visibility.



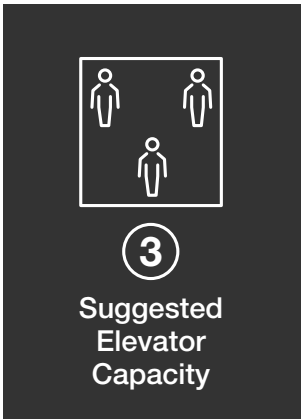


# Elevator Lobby and Freight Signage

## Execution



● **Elevator Controls Cleaning Sign** Will be placed above elevator controls



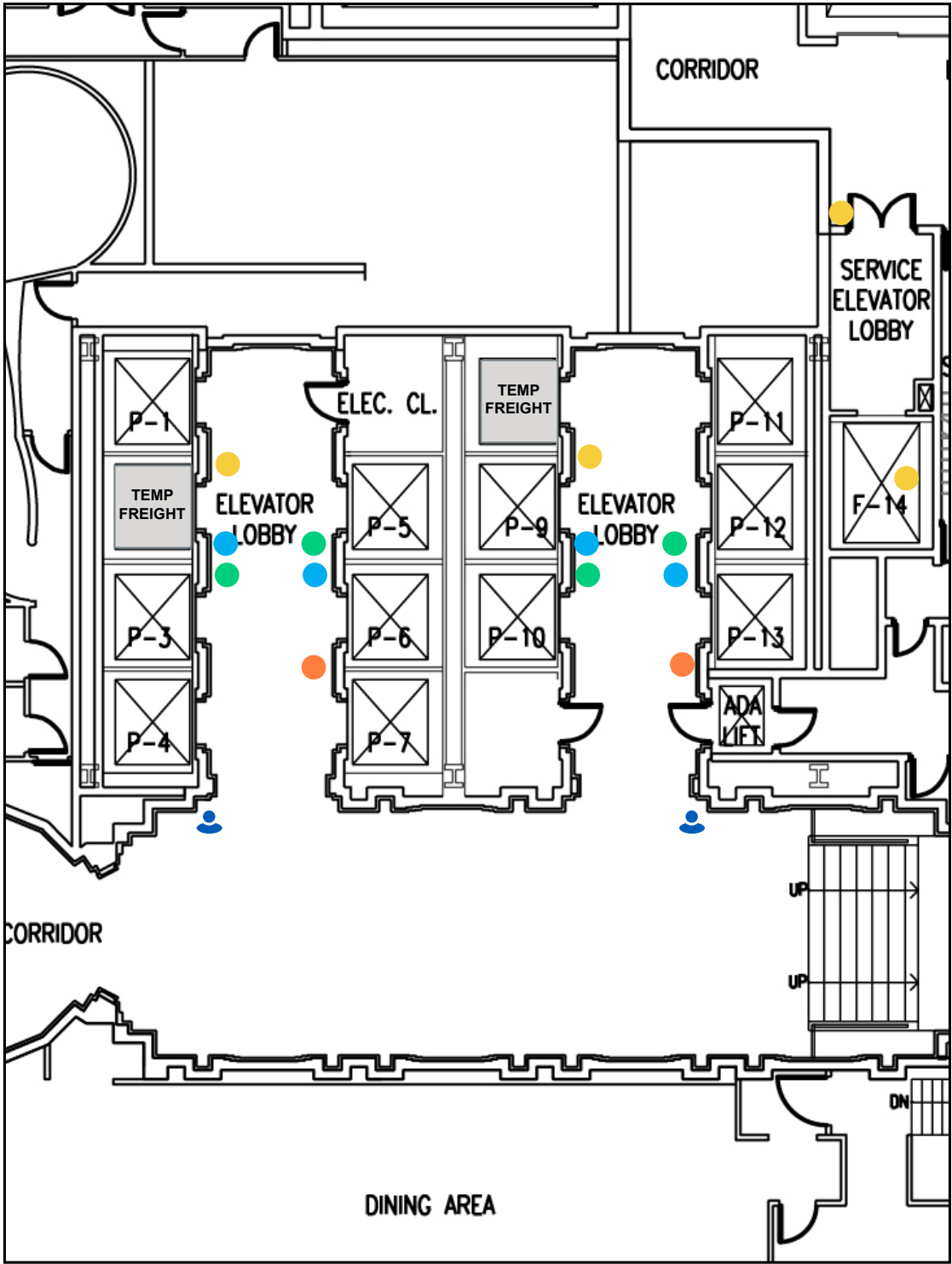
● **Elevator Max Capacity Sign** Will be placed above elevator controls



● **Safety & Health Practices Sign** Will be in elevator lobbies on one side



● **Freight Safety & Health Practices Sign** Will be placed outside freight elevator and inside freight elevator



# Support

## Need Help?

Need assistance developing a signage plan specific to your building? TPG is here to help:

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