

# Covid-19 Safe Working Signage Catalogue

Version 5  
September 2020



# Covid-19 Safe Working Signage

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Reference	Size	Title
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ACCESS1	A4L	General Access – One at a Time
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**ONLY ONE PERSON MAY USE  
THIS SPACE AT A TIME**



Reference	Size	Title
ACCESS2	A4L	Lift Access – One at a Time



**ONLY ONE PERSON MAY USE  
THIS LIFT AT A TIME**

Reference	Size	Title
-----------	------	-------

ACCESS3	A4P	Toilet Access – One at a Time
---------	-----	-------------------------------



**ONLY ONE PERSON MAY USE  
THIS FACILITY AT A TIME**

Strictly one in, one out at all times

If you are unsure if this toilet is  
occupied, please knock first and wait

Flush with the toilet lid closed, and  
thoroughly wash your hands

Reference	Size	Title
-----------	------	-------

ACCESS4	A4P	Shower Access – One at a Time
---------	-----	-------------------------------



## **ONLY ONE PERSON MAY USE THIS FACILITY AT A TIME**

Strictly one in, one out at all times

Please use the spray bottle and cloth provided  
to wipe down the shower before and after use

These facilities are also cleaned daily by SEF





Reference	Size	Title
ACCESS5	A4L	Study Pod Access – One at a Time



**ONLY ONE PERSON MAY USE  
THIS STUDY POD AT A TIME**



Reference	Size	Title
-----------	------	-------

ACCESS6	A4P	Toilet Access – Lock Door
---------	-----	---------------------------



**ONLY ONE PERSON MAY USE  
THIS FACILITY AT A TIME**

Please make sure you lock the door  
while this facility is in use

Flush with the toilet lid closed, and  
thoroughly wash your hands

Reference	Size	Title
-----------	------	-------

ACCESS7	A4L	Toilet Access – Cubicle Unavailable
---------	-----	-------------------------------------



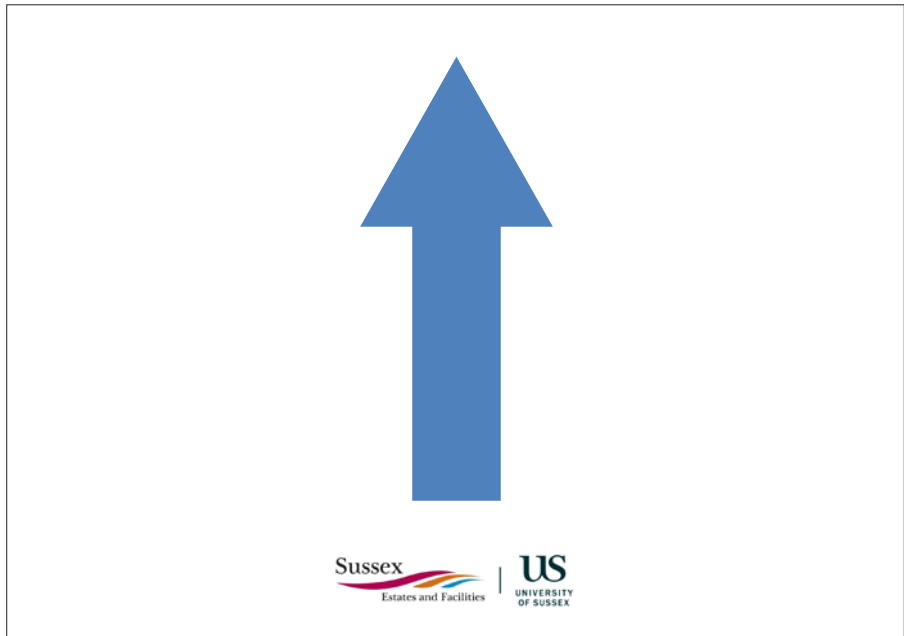
**THIS TOILET IS UNAVAILABLE**

Please use an alternative cubicle

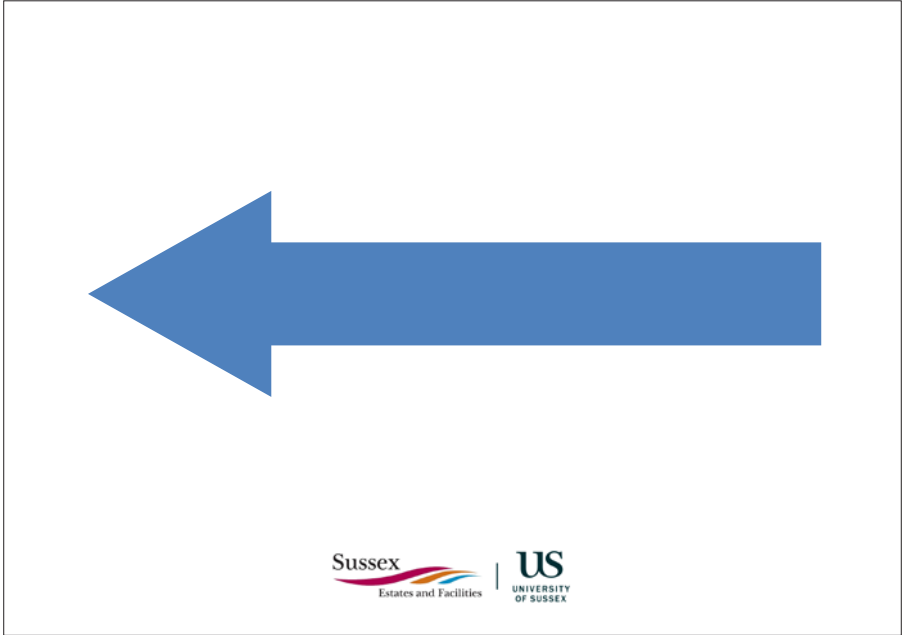


Reference	Size	Title
-----------	------	-------

ARROW-F	A4L	Arrow Forward
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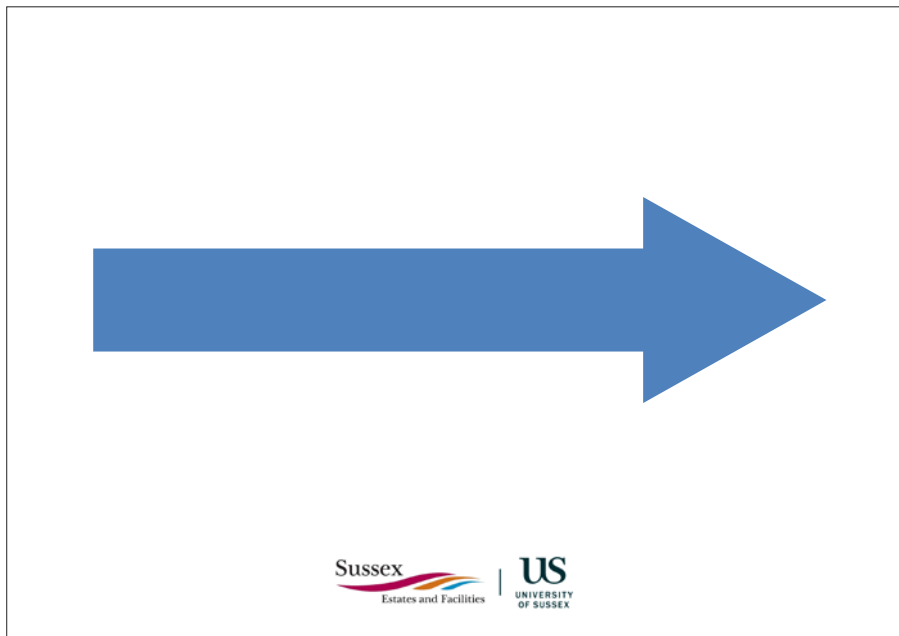


Reference	Size	Title
ARROW-L	A4L	Arrow Left



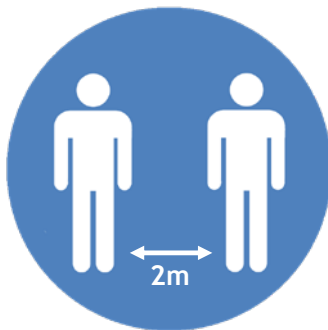
Reference	Size	Title
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ARROW-R	A4L	Arrow Right
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Reference	Size	Title
-----------	------	-------

CROWD1	A4P	Do Not Overcrowd Room
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## **DO NOT OVERCROWD THIS ROOM**

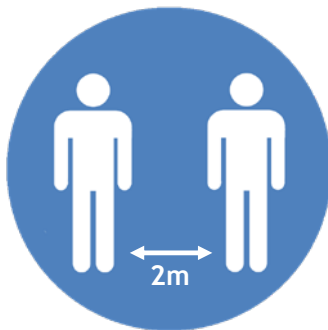
No more than \_\_\_\_\_ people may use  
this space at any one time

Strictly one in, one out at all times



Reference	Size	Title
-----------	------	-------

CROWD2	A4P	Do Not Overcrowd Meeting Room
--------	-----	-------------------------------



## **DO NOT OVERCROWD MEETING ROOMS**

No more than \_\_\_\_\_ people may use  
this space at any one time

Please use online meeting and video  
chat options wherever possible



Reference	Size	Title
-----------	------	-------

DESK1	A4P	Clean Your Desk
-------	-----	-----------------



## CLEAN YOUR DESK

Wipe down your desk and equipment  
daily to sanitise your workspace

Remember to ensure that all desk spaces  
are 2 metres from your colleagues, with  
no two people sat oppositely

Reference	Size	Title
-----------	------	-------

DESK2	A4P	Wipe Your Workspace
-------	-----	---------------------



**PLEASE TAKE A WIPE TO  
SANITISE YOUR PRE-BOOKED  
WORKSPACE**

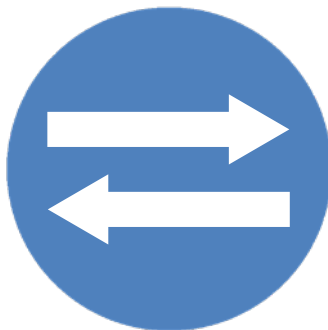
Make sure to clean your workspace before use

Remember to wipe any touch surfaces, such as the keyboard and mouse, if you are using ITS equipment

Keep to the designated space for your booking

Reference	Size	Title
-----------	------	-------

DIRECT1	A4P	Follow Directional Signage
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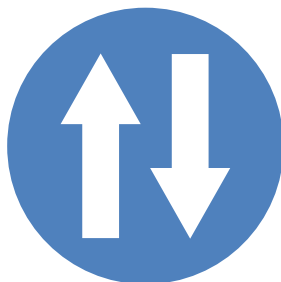
## PLEASE FOLLOW ALL DIRECTIONAL SIGNAGE

Make sure you follow all directional and instructional signage in your workplace to maintain social distancing and avoid contact with others



Reference	Size	Title
-----------	------	-------

DIRECT2	A4L	Two-way Corridor – Keep Left
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# TWO WAY CORRIDOR

Please keep to the left hand side



Reference	Size	Title
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DIRECT3	A4L	Two-way Door
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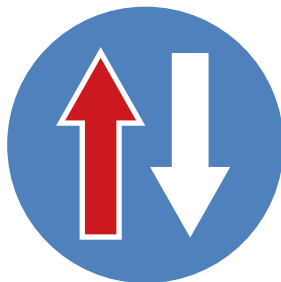
# TWO WAY DOOR

Please use line-of-sight to enter and exit safely



Reference	Size	Title
-----------	------	-------

DIRECT4	A4L	Two-way Staircase – Keep Left
---------	-----	-------------------------------



# TWO WAY STAIRCASE

Please keep to the left hand side



Reference	Size	Title
-----------	------	-------

DIST1	A4P	Maintain Social Distancing
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**2 METRES**

Please maintain social distancing at all times

Sussex Estates and Facilities | US UNIVERSITY OF SUSSEX

Reference	Size	Title
-----------	------	-------

DIST2	A4P	Maintain Social Distancing – Stairway
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**PLEASE CHECK BEFORE USING  
THIS STAIRCASE**

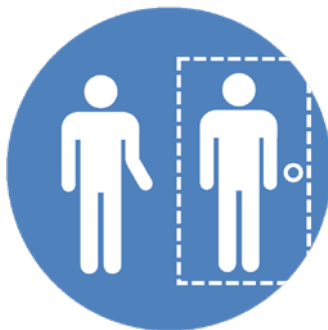
Look or call out to see if anyone else is using this staircase before proceeding

If there is no space to safely distance, please wait until it is clear before using the stairs



Reference	Size	Title
-----------	------	-------

DIST3	A4P	Maintain Social Distancing – Entryway
-------	-----	---------------------------------------



## MAKE ROOM FOR OTHERS PASSING BY

Please wait here and allow for safe distancing when others are entering or leaving via this door, path, or entryway

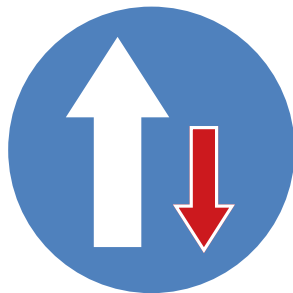


Reference	Size	Title
DIST4	A4L	Maintain Social Distancing – Space Unavailable



Reference	Size	Title
-----------	------	-------

DIST5	A4L	Maintain Social Distancing – Priority
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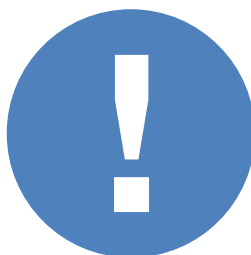
# PRIORITY

Please proceed with social distancing in mind



Reference	Size	Title
-----------	------	-------

ENTRY1	A4L	Entrance Only
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# ENTRANCE ONLY



Reference	Size	Title
ENTRY2	A4L	No Entry



Reference	Size	Title
EXIT1	A4L	Exit Only



Reference	Size	Title
EXIT2	A4L	Exit Only – Interior



Reference	Size	Title
-----------	------	-------

EXIT3	A4L	Exit Only – Redirect
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Reference	Size	Title
EXIT4	A4L	No Exit



Reference	Size	Title
-----------	------	-------

EXIT5	A4L	No Exit – Redirect
-------	-----	--------------------



Reference	Size	Title
FLOOR1	D 300mm	Floor Sign – Arrow Forward ( <i>Vinyl floor sticker</i> )



Reference	Size	Title
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FLOOR2    D 300mm    Floor Sign – Arrow Exit (*Vinyl floor sticker*)



Reference	Size	Title
FLOOR3	D 300mm	Floor Sign – Queue Here ( <i>Vinyl floor sticker</i> )



Reference	Size	Title
FLOOR4	D 300mm	Floor Sign – Wait Here ( <i>Vinyl floor sticker</i> )



Reference	Size	Title
FLOOR5	D 300mm	Floor Sign – Social Distancing ( <i>Vinyl floor sticker</i> )



Reference	Size	Title
-----------	------	-------

HAND1	A4L	Hand Sanitising Station
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# HAND SANITISING STATION

Please wash your hands before proceeding





Reference	Size	Title
-----------	------	-------

HAND2	A4P	Wash Your Hands
-------	-----	-----------------



# WASH YOUR HANDS

Use hand sanitiser and clean your hands thoroughly throughout the day

Avoid contact with others, and do not share equipment or utensils






## Hand-washing technique with soap and water

- 

1  
Wet hands with water
- 

2  
Apply enough soap to cover all hand surfaces
- 

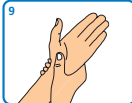
3  
Rub hands palm to palm
- 

4  
Rub back of each hand with palm of other hand with fingers interlaced
- 

5  
Rub palm to palm with fingers interlaced
- 

6  
Rub with back of fingers to opposing palms with fingers interlocked
- 

7  
Rub each thumb clasped in opposite hand using a rotational movement
- 

8  
Rub tips of fingers in opposite palm in a circular motion
- 

9  
Rub each wrist with opposite hand
- 

10  
Rinse hands with water
- 


11  
Use elbow to turn off tap
- 

12  
Dry thoroughly with a single-use towel
- 

13  
Hand washing should take 15–30 seconds



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Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care



Reference	Size	Title
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LAB1	A4P	Lab Bench Cleaning
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## CLEAN YOUR BENCH

Wipe down your lab bench daily to  
sanitise your workspace

Ensure that you maintain at least 2  
metres social distancing from your  
colleagues at all times

Reference	Size	Title
LAB2	A4P	Lab Bench Cleaning – Genome Centre

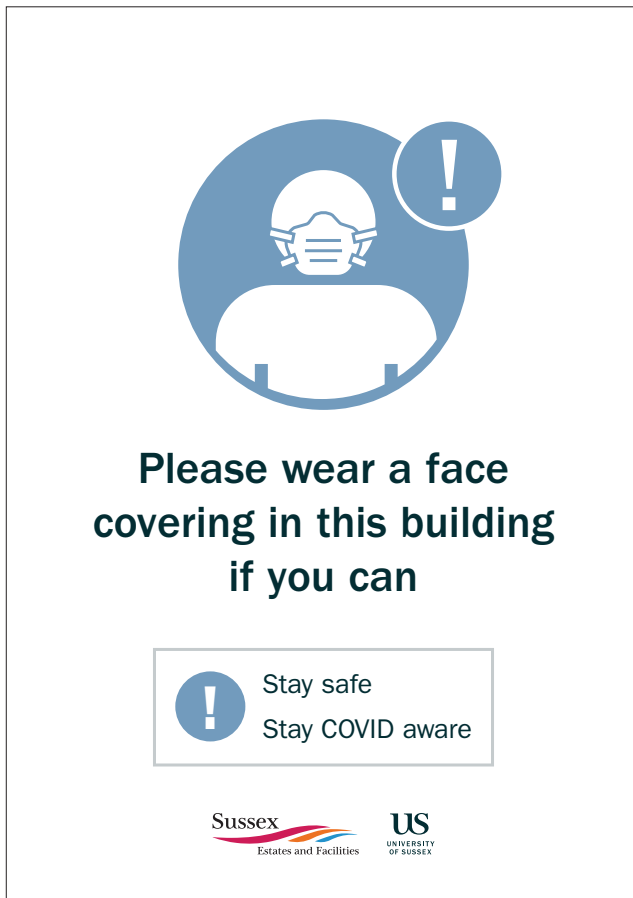


## CLEAN YOUR BENCH

Wipe down your lab bench before and after your shift to sanitise your workspace  
Ensure that you maintain at least 2 metres social distancing from your colleagues at all times

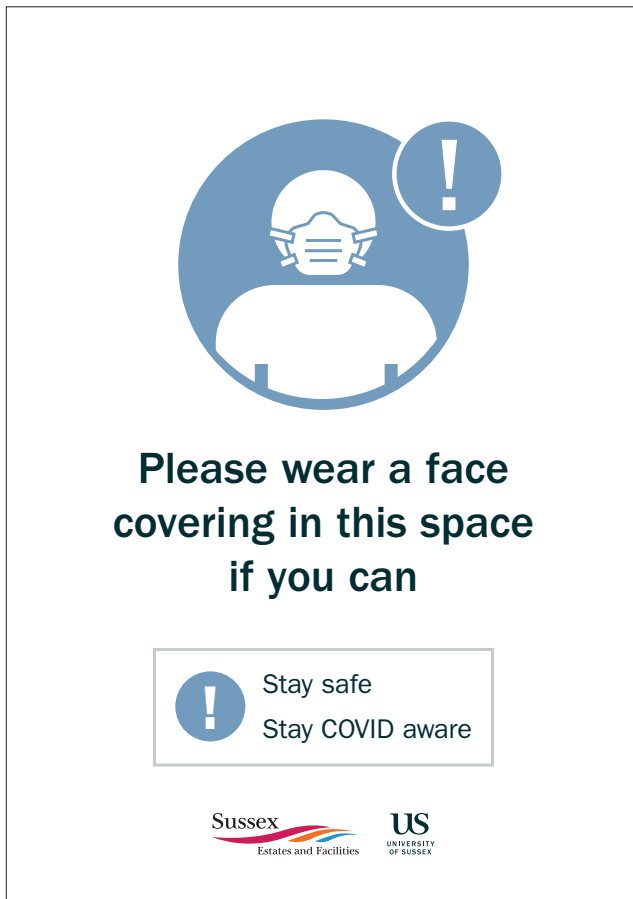
Reference	Size	Title
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MASK1	A4/A3/A1P	Face Covering – Building
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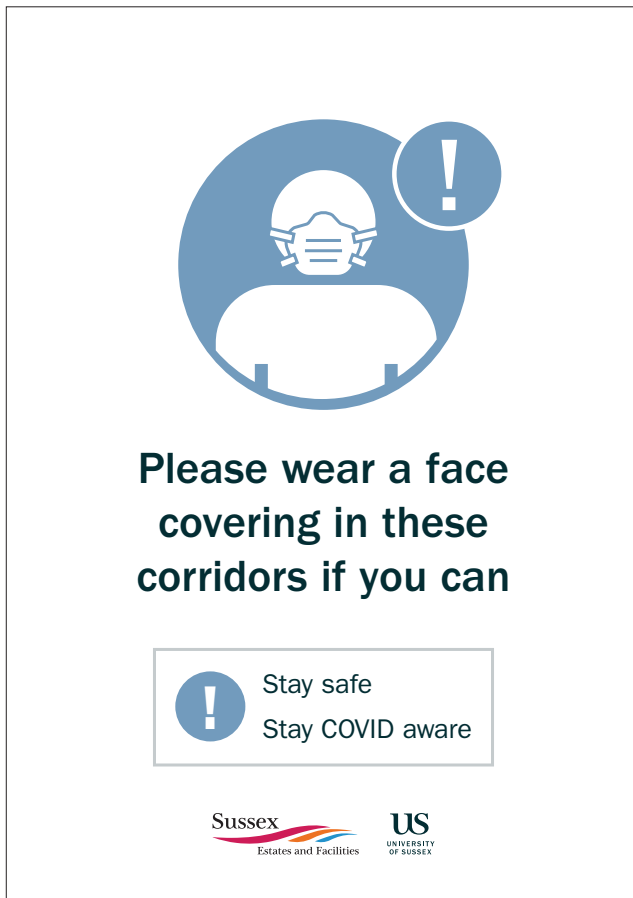
Reference	Size	Title
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MASK2	A4/A3/A1P	Face Covering – Space
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Reference	Size	Title
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MASK3	A4/A3/A1P	Face Covering – Corridors
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Reference	Size	Title
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MASK4	A4/A3/A1P	Face Covering – Building (detailed)
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**Please wear a face covering in this building if you can**

Unless you are exempt, you must wear a face covering in all communal spaces

This includes teaching rooms, computer clusters, corridors and foyers



Stay safe  
Stay COVID aware



Reference	Size	Title
MIRROR1	A4P	Check Mirrors



# CHECK MIRRORS BEFORE PROCEEDING

Please make sure your path is clear in tight corridors using mirrors provided, to help maintain social distancing

Reference	Size	Title
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MIRROR2	A4P	Check Mirrors – Stairwell
---------	-----	---------------------------



## **CHECK MIRRORS BEFORE PROCEEDING**

Please make sure your path is clear in tight corridors and stairwells using mirrors provided, to help maintain social distancing

Reference	Size	Title
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RECEP1	A4L	Do Not Lean on Reception Desk
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In the interest of health and safety, please **do not lean on the reception counter.**



Reference	Size	Title
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SAFE1	A4P	Safe Office Working
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## Returning to campus

Information on working safely during the COVID-19 outbreak

1

Leave alternate desks unoccupied by removing every other seat  
Alternatively, move your desks two meters apart instead





2

Organise people flow where possible  
Use two meter interval markings on the floor to maintain social distancing  
Follow directional signage as provided

3

Reduce meeting room capacity  
Avoid sitting face-to-face






Reference	Size	Title
SEAT1	148x148	Seat Available ( <i>available as sign or sticker</i> )



Reference	Size	Title
SEAT2	148x148	Do Not Sit Here <i>(available as sign or sticker)</i>



Reference	Size	Title
SEAT3	148x148	Seat Unavailable ( <i>available as sign or sticker</i> )



Reference	Size	Title
STOP1	A4L	Stop Here











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