

UM COVID-19 Signage Guidelines:

This document was created as a guideline in helping your faculty/department prepare for return of students/staff to campus. Print off free posters for use from the following links or order any signage you may require from local signage vendors like Western Safety Signs, Letterall Signs etc. or any approved supplier.

Note that signs on the exterior of campus, entrances of buildings and interior common areas (i.e. stairs, corridors, elevators, washrooms) are provided and installed by Physical Plant. If you require additional signage in these areas or have any questions, please contact the O&M Customer Service Desk at 204-474-6281.

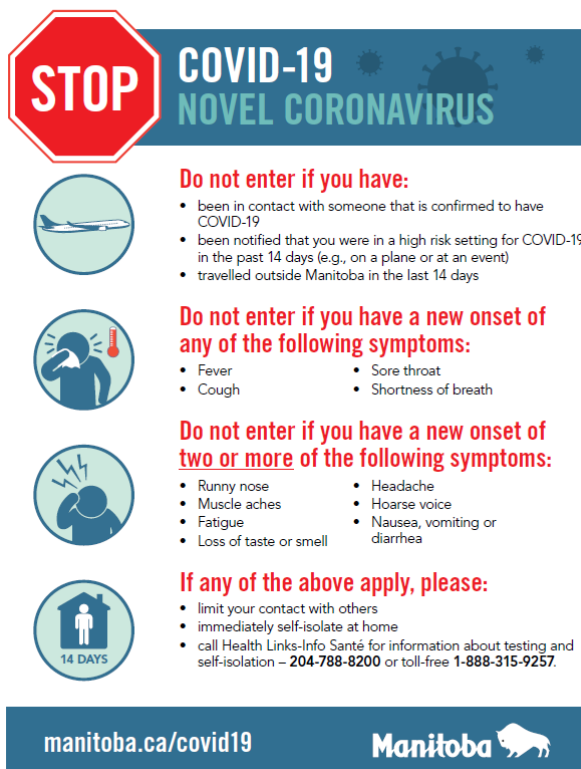
Signage for Faculty/Department allocated spaces are intended to be printed and installed at the discretion of that unit. Please use poster putty and install using best discretion to minimize damage to surfaces.

**** Resources and links are found on last page of this document.**

Where to use:

A. Building Entrances

- Located at all building entrances
- Print large on sandwich board at University Centre, Dafoe Bus Terminal, Extended Ed Walkover, and Curry Pl.
- Have you performed your self assessment



STOP COVID-19 NOVEL CORONAVIRUS

Do not enter if you have:

- been in contact with someone that is confirmed to have COVID-19
- been notified that you were in a high risk setting for COVID-19 in the past 14 days (e.g., on a plane or at an event)
- travelled outside Manitoba in the last 14 days

Do not enter if you have a new onset of any of the following symptoms:

- Fever
- Sore throat
- Cough
- Shortness of breath

Do not enter if you have a new onset of two or more of the following symptoms:

- Runny nose
- Headache
- Muscle aches
- Hoarse voice
- Fatigue
- Nausea, vomiting or diarrhea
- Loss of taste or smell

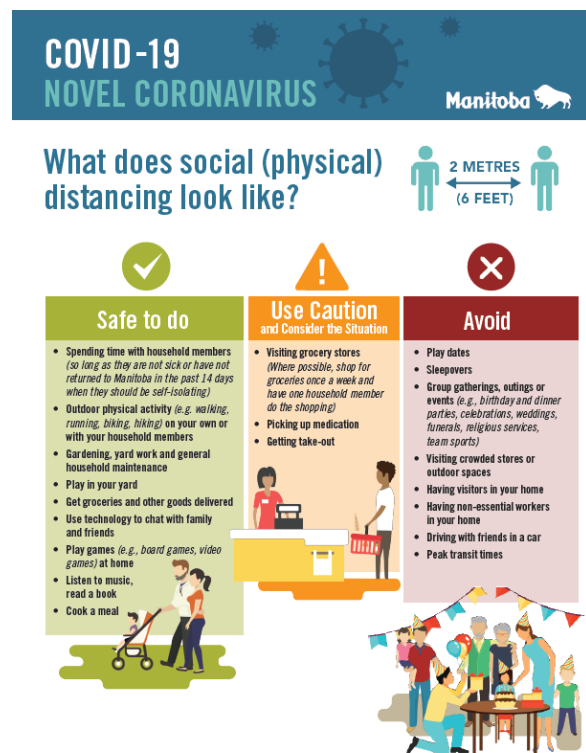
If any of the above apply, please:

- limit your contact with others
- immediately self-isolate at home
- call Health Links-Info Santé for information about testing and self-isolation – 204-788-8200 or toll-free 1-888-315-9257.

14 DAYS

manitoba.ca/covid19 **Manitoba**




1



COVID-19 NOVEL CORONAVIRUS Manitoba

What does social (physical) distancing look like?

2 METRES (6 FEET)

 Safe to do	 Use Caution and Consider the Situation	 Avoid
<ul style="list-style-type: none">• Spending time with household members (so long as they are not sick or have not returned to Manitoba in the past 14 days when they should be self-isolating)• Outdoor physical activity (e.g. walking, running, biking, hiking) on your own or with your household members• Gardening, yard work and general household maintenance• Play in your yard• Get groceries and other goods delivered• Use technology to chat with family and friends• Play games (e.g., board games, video games) at home• Listen to music, read a book• Cook a meal	<ul style="list-style-type: none">• Visiting grocery stores (When possible, shop for groceries once a week and have one household member do the shopping)• Picking up medication• Getting take-out	<ul style="list-style-type: none">• Play dates• Sleepovers• Group gatherings, outings or events (e.g., birthday and dinner parties, celebrations, weddings, funerals, religious services, team sports)• Visiting crowded stores or outdoor spaces• Having visitors in your home• Having non-essential workers in your home• Driving with friends in a car• Peak transit times

2

2



STAFF

Do you have any of the following symptoms:

- Fever or chills (Fever greater than 38° Celsius)
- New cough or an increase in the amount of coughing?
- Sore throat?
- Shortness of breath?
- Headache or unusual headache
- Sore muscles not related to overexertion or exercise

Contact your manager, then take your worker ID and go directly to a testing location for a COVID-19 test.

Once tested, self-isolate at home and contact your local Occupational Health office.



3



ATTENTION VISITORS
Do you have cold / flu symptoms?
Read below.

DO NOT enter if you have returned from travel – including within Canada – in the last 14 days.

DO NOT enter if you have had *exposure to a confirmed or suspected case of COVID-19
* Exposure may include scenarios like: large events or settings with confirmed case(s) of COVID-19

DO NOT enter if you are experiencing any of the following cold/flu symptoms:

- Cough • Fever • Runny Nose • Sore Throat
- Weakness • Headache

You **will** be asked direct questions about your symptoms, contacts and travel history.

Please wash your hands.
Put on a mask if you have any symptoms.
Thank you for helping us stop the spread.



4

WHAT YOU CAN DO TO HELP PREVENT THE SPREAD

	AVOID PUBLIC GATHERINGS		AVOID UNNECESSARY TRAVEL
	WASH HANDS OFTEN		KEEP A DISTANCE OF 2 METERS
	STAY AT HOME		STAY CONNECTED

5.

ATTENTION

Due to COVID-19 we ask all customers and couriers to call **123-456-7890** for pick ups or drop-offs.

Our doors will be locked to the general public until further notice to ensure the safety of our employees and to mitigate the spread of COVID-19

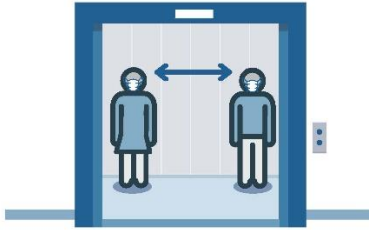
6

1. https://www.gov.mb.ca/asset_library/en/coronavirus/COVID-19-poster-1.pdf
2. https://www.gov.mb.ca/asset_library/en/coronavirus/socialdistancinginfographic.pdf
3. <https://sharedhealthmb.ca/files/covid-19-screening-questions-poster-large.pdf>
4. <https://sharedhealthmb.ca/files/attention-visitors-large.pdf>
5. <https://www.westernsafetysign.com/collections/prevent-the-spread>
6. <https://www.westernsafetysign.com/collections/prevent-the-spread>

- B. Elevator Lobby
 - Located at each elevator lobby
 - Elevator social distance, use the stairs
 - Cough etiquette
 - Hand Hygiene

PHYSICAL DISTANCING ON ELEVATORS

Maintain safe distancing on elevators



- Keep 2 metres apart from others
- Limit number of people per elevator
- Wear a mask or face covering

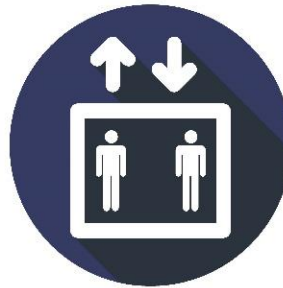


Visit toronto.ca/COVID19

7

ATTENTION

Use of the elevator limited to two people at a time.



Exceptions for patient transport in staff-only elevators and emergency cases.



Manitoba

8

IMPORTANT COVID-19 UPDATE

As part of our social-distancing measures
A MAXIMUM OF 2 PEOPLE IN ELEVATOR AT ONE TIME

9

STOP COVID-19 PRECAUTIONS

Social Distancing. Keep two meters apart.

Cough or sneeze into a tissue or the bend of your arm, not your hands.

Wash your hands often with soap and water for at least 20 seconds.

Avoid greetings that involve touching, like handshakes.



10

STOP COVID-19 PRECAUTIONS

Stairs...

The ultimate physical/social distancing tool

If you are able, we encourage you to take the stairs.

Social distancing. Keep two meters apart.

11

7. <https://www.toronto.ca/wp-content/uploads/2020/03/8eed-COVID-19-Social-Distancing-on-elevators-FINAL-WEB.pdf>

8. <https://sharedhealthmb.ca/files/covid-19-elevator-distancing-poster-large.pdf>

9. Physical Plant poster

10. <https://sharedhealthmb.ca/files/precautions-to-follow-letter.pdf>

11. <https://sharedhealthmb.ca/files/covid-19-stairs-poster.pdf>

C. Washrooms

- Located in washrooms
- Lexan screens over urinals

When was the last time you cleaned your cell phone?

Each square inch contains roughly 25,000 germs, making it one of the dirtiest things you contact daily!

In 2011, a British study suggested **1 in 6** mobile phones is contaminated with **human waste**

What can you do?

- Clean your hands before and after touching your device
- Only bring your device into clinical spaces when required
- Clean and disinfect your device after each use
 - Use wipes designed to clean and disinfect electronic devices
 - Use cleanable covers for devices that cannot be disinfected

Thank you for protecting patients and yourselves from infection!



12

Phone, screen & mobile devices disinfection

Best practices

- Express excess liquid from wipes prior to cleaning and disinfection
- Wipe surfaces with pre-wetted Accel wipe
- Allow surfaces to remain wet for 1 minute for INTERvention and 3 minutes for PREvention
- Wipe any remaining liquid or residue from the surface with a damp or dry cloth

Thank you for protecting patients and yourselves from infection!



13

How to Hand Wash

Wet hands under warm running water

Apply soap and distribute over hands

Rub hands together to create a good lather: Palm to palm

Rub fingertips of each hand in opposite palm

Lather and rub hands for 15 seconds

Rub between and around fingers

Rub each thumb clasped in opposite hand

Rub back of each hand with opposite palm

Rinse hands thoroughly under warm running water: post hands dry with a paper towel

Turn off faucet using a paper towel

Your hands are now clean

Shared health Soins communs Manitoba

14

HAND HYGIENE

USING SOAP AND WATER

Use in all situations where soap and water are available

- Rinse hands with warm running water, add soap to palms and rub hands together to create lather
- Thoroughly cover all the surfaces of your hands and fingers (including nails) for 15 to 20 seconds
- Rinse under warm running water
- Dry hands thoroughly with single-use towel or hand dryer
- Turn off the tap with a clean paper towel

USING AN ALCOHOL-BASED HAND RUB

Use when soap and water are NOT available, except if hands are visibly soiled

- Take a small amount of alcohol-based hand rub (about the size of a nickel)
- Rub it on your fingertips, both sides of your hands and between your fingers
- Continue to rub until your hands are dry
- There is no need to rinse or dry

Warning: The product is flammable when wet so ensure your hands are dry before performing another task.

HELP PREVENT THE SPREAD OF INFECTION

Manitoba

15

How to Hand Rub

Apply a dime-sized amount (2-3 ml) of product into palms of dry hands

Rub product into hands palm to palm

Rub fingertips of each hand in opposite palm

Rub between and around fingers

Rub hands for 15 seconds

Rub each thumb clasped in opposite hand

Rub back of each hand with opposite palm

Rub hands until dry before performing another task

DO NOT WIPE OFF.

Shared health Soins communs Manitoba

16

12. <https://sharedhealthmb.ca/files/covid-19-cell-phone-germs.pdf>

13. <https://sharedhealthmb.ca/files/disinfect-your-device.pdf>

14. <https://sharedhealthmb.ca/files/hand-hygiene-wash.pdf>

15. <https://sharedhealthmb.ca/covid19/providers/hand-hygiene-posters/>

16. <https://sharedhealthmb.ca/files/hand-hygiene.pdf>

- Reduce the number of sinks and urinals in washrooms, to create distance between.



17



18



19



20



21

22

23

17. Physical Plant poster – call 204-474-6281

18. Physical Plant poster – call 204-474-6281

19. Safety Signs

20. Safety Signs

21. Physical Plant poster – call 204-474-6281

22. <https://www.westernsafety.com/collections/prevent-the-spread>

23. <https://www.westernsafety.com/collections/prevent-the-spread>

D. Classroom Seating

-used in classrooms to assign seating and conform to social distancing guidelines



22



23

22. Physical Plant decal- call 204-474-6281

23. Physical Plant decal- call 204-474-6281

E. Queuing

- Areas where there is queuing of more than 10 people for greater than a total of 30 min each day
- Floor decal being obtained through Province of Manitoba
- Directional floor arrows being obtained through Province of Manitoba
- Student registration area, UMSU offices, Food service areas, Cashiers office, etc.



24

24. <https://www.westernsafetysign.com/collections/prevent-the-spread>

F. Laboratories/Faculties

- Post in labs or areas where there are shared devices

DISINFECTING SHARED DEVICES

How is it done?

- Perform hand hygiene
- Put device in Ziploc bag
- When no longer required, wipe down Ziploc bag with Accel Intervention wipe
- Allow 1 minute contact time
- Remove electronic device from bag and discard bag

Electronic Device:

- Squeeze extra liquid from wipes before cleaning and disinfection
- Wipe surfaces with an Accel wipe
- Allow surfaces to stay wet for 1 minute for PSE/Intervention and 3 minutes for PSE/Intervention wipes
- Dry with a cloth

Thank you for protecting patients

Shared Health
Santé communautaire
Manitoba

- 25

25. <https://sharedhealthmb.ca/files/disinfecting-shared-devices.pdf>

G. Available UM posters – contact Physical Plant using the Project Request form:
https://umanitoba.ca/campus/physical_plant/media/Project_Request_Form.pdf

DO THE FIVE
HELP STOP COVID-19

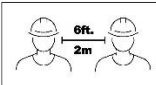
-  1. Wash hands
-  2. Cough into elbow
-  3. Don't touch face
-  4. Keep a safe distance
-  5. Stay at home

#staysafe

1

NOTICE TO ALL SITE PERSONNEL

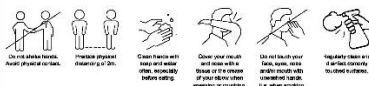
In the Interest of public health and safety, all personnel must obey strict physical distancing regulations at all times.



DO NOT ENTER IF YOU:

- Are experiencing the following symptoms: fever, cough, difficulty breathing.
- Have been informed by public health officials that you have or may have COVID-19.
- Have been in contact with someone who tested positive for COVID-19.
- Have travelled outside of Manitoba in the last 14 days.

HOW TO PREVENT:



CORONAVIRUS COVID-19 PUBLIC HEALTH ADVICE

2

ATTENTION



Do Not Enter
 if you have:

- runny nose
- sore throat
- cough
- fever
- travelled outside MB in last 2 weeks

3

ATTENTION



Please practice Social Distancing when entering

4

ATTENTION

Max Occupancy of this room:
 _____ persons

5

WEAR MASK



PLEASE WEAR YOUR MASK

Avoid close contact with others to prevent spread of COVID-19

If you cant Stay Home, Stay apart!
 Maintain a distance of 2 meters from others.

6

Other Resources and links:

- <https://sharedhealthmb.ca/covid19/providers/posters/>
- <https://sharedhealthmb.ca/covid19/providers/ipc-resources/>
- <https://www.gov.mb.ca/covid19/resources/index.html>
- https://www.ccohs.ca/products/posters/#p_12947
- https://www.ccohs.ca/products/posters/#p_330
- <https://www.signs.com/coronavirus-signage/>

Where to purchase:

- 8.5 x 11 Lexan holders

[https://www.grandandtoy.com/en/product/69201-0_Deflecto_Clear_Sign_Holder_For_letter-size_\(8_12_x_11\)_Literature.aspx](https://www.grandandtoy.com/en/product/69201-0_Deflecto_Clear_Sign_Holder_For_letter-size_(8_12_x_11)_Literature.aspx)

https://www.amazon.ca/NIUBEE-Acrylic-Adhesive-Restaurant-No-Drilling/dp/B07T4FSNL8/ref=sr_1_1?keywords=lexan%2Bwall%2Bholder&qid=1590082308&sr=8-1&th=1

<https://www.grainger.ca/en/product/SIGN-HOLDER-WALL-8-1-2X11-ACRYLIC->

[C/p/WWG5YGE8?analytics=RecommendationZones&cm_sp=IDP- -CAV- -RR- -PR- -NT-NA- -EN](https://www.grainger.ca/en/product/SIGN-HOLDER-WALL-8-1-2X11-ACRYLIC-)

- 8.5 x 14 Lexan holders
- 11 x 17 Lexan holders

https://www.grandandtoy.com/EN/search/pages/browse/Sign-Holders/_/N-bcr?cmp=VNHOLDER03

- Sandwich Boards

<https://www.westernsafety.com/collections/posts-stands-hardware/products/a-frame-sign-stand-a-board>

<https://www.grainger.ca/en/product/OUTDOOR-SIGN%2CSNAP-FRAME%2C24IN-X-36IN-/p/FTNINE183790>

- Poster putty

https://www.grandandtoy.com/en/product/10-00540-2_LePage_Fun-Tak_Mounting_Putty.aspx