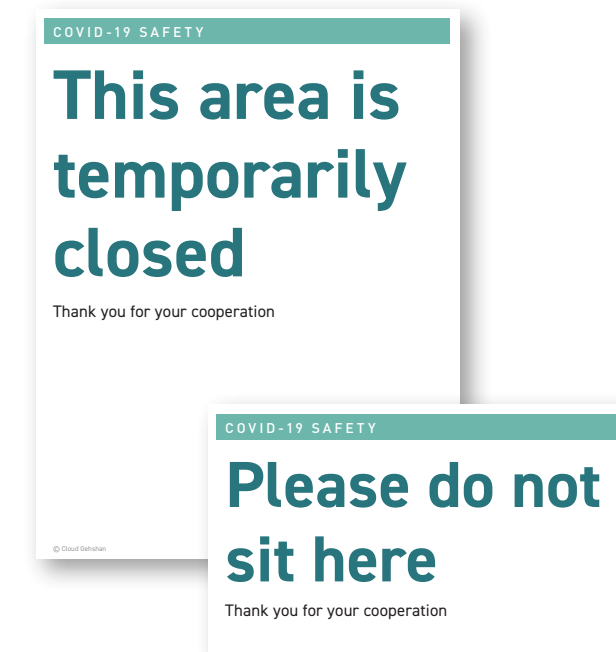
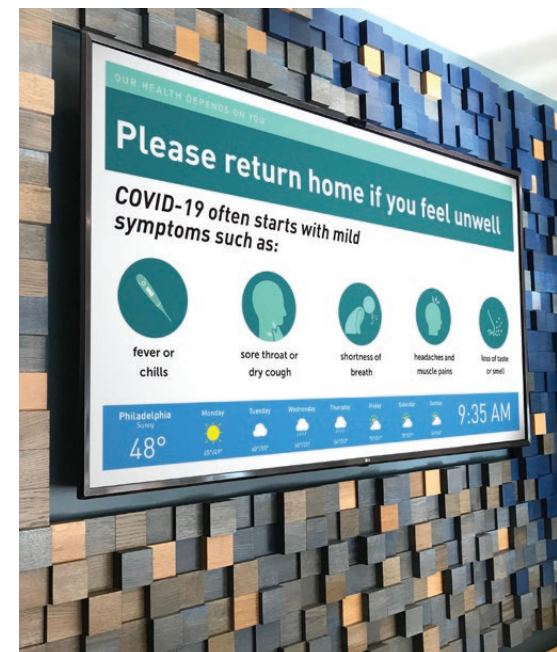




SIGNS OF A CHANGED WORKPLACE

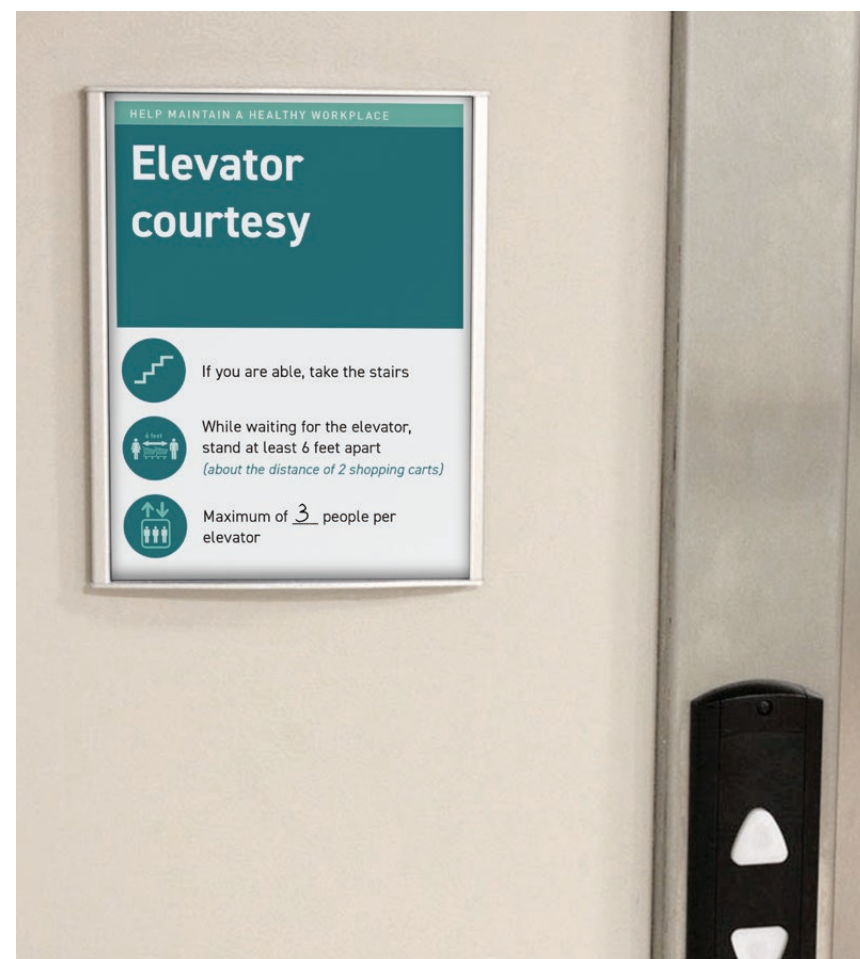
As companies and sites gradually reopen, there will be new guidelines for behavior in public spaces and workplaces. Recommendations for social distancing and related etiquette should be posted to help employees feel safe and secure about returning to work. CG has designed a kit of easy-to-produce signs and is offering it free of charge to our clients and friends. These “Healthy Workplace Signs” reflect shared goals of a healthy, happy workplace, easy-to-follow “best practices” needed to achieve them, and why these policies are important.

Signs are standard sizes that can be printed on office printers, then posted or inserted into specified sign holders and stands. Oversize versions are also available. For a nominal charge CG can customize signs with company colors, fonts, logos, and messages, and facilitate professional manufacturing and printing. For the free download and more information, contact cgainfo@cloudgehshan.com.



Layouts for digital screens or larger formats are also available

Signage for seating in cafeterias or break areas



Signs can be inserted into off-the-shelf acrylic holders



SIGNS OF A CHANGED WORKPLACE

Sign types/messages	Sign types/messages
Symptoms	Entrances Elevator lobbies and other waiting areas Kitchens, cafeterias, break areas and restrooms
Maintain 6 feet of distance: What does 6 feet look like?	Entrances Elevator lobbies and other waiting areas Kitchens, cafeterias, and break areas Office areas
Keep your phone in your pocket or bag	Entrances Elevator lobbies and other waiting areas Kitchens, cafeterias, break areas and restrooms Office areas
Healthy workplace guidelines	Entrances Elevator lobbies and other waiting areas Kitchens, cafeterias, break areas, and restrooms Office areas
Kitchen courtesy	Kitchens and break areas
Restroom guidelines	Inside and/or outside of restrooms
Conference room courtesy	At the entrance of each conference room
Elevator courtesy	Elevator lobbies
Please wear a mask in this area	At entrances to rooms or buildings where a mask is required
Area temporarily closed	Cafeteria seating areas Auditoriums Fitness areas
Please do not sit here	Cafeteria seating areas Waiting areas Conference rooms (selected seats) Break rooms (selected seats)

Signage considerations

Customization

Are there additional guidelines or regulations that need to be posted?
Do signs need to be customized to reflect brand fonts, colors or logos?

Sizing/Locations

Are some signs located in large open areas, where a larger size would be more appropriate?

Support

Do you need assistance with printing, ordering holders, sign location planning, or installation?
Would you prefer a more long-term solution in terms of materials and installation?

Sign display vendors

These signs are designed to fit in off-the-shelf insert holders. Many companies provide these types of holders; here are some considerations before selecting a vendor:

- Bulk pricing options, if applicable
- Quality and aesthetic
- Existing vendors/contracts that can supply sign holders

Vendors with wall-mount, tabletop, and floor sign displays

Affordable Display Products
Deflecto
Displays2Go
Staples

Vendors with wall mount or tabletop signs only

Encompass Sign
Office Sign Company
Vista System
We Build Signs

Displaying on digital signage and monitors

Contact your IT department to understand the aspect ratio of existing digital signage in your facility, and how to add images. We can provide layouts in .jpg format.

Please contact us if you need assistance with ordering sign holders or with installation: cgainfo@cloudgehshan.com.



COVID-19 often starts with mild symptoms such as:

- fever or chills
- sore throat or dry cough
- shortness of breath
- headache
- loss of taste

