

Health Promotion Signage Protocol



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Directions:

To confirm that the attached Health Promotion Signage Protocol is implemented within the project, provide a policy detailing each of the following components as it applies to the project. Project Teams must use the document as guidance to detail all of the following components implemented in the project. Official protocols must include protocol implementation dates and be on company letterhead.

SECTION 1: Implementation

A qualifying Health Promotion Signage Protocol must apply to the following:

Use only the below implementation section relevant to the specific project:

MULTI-TENANT BUILDING

Applies to all bathrooms and common spaces under the control of building management.

SINGLE TENANT BUILDING

Applies to all bathrooms and common spaces within the tenant space.

COMMERCIAL INTERIOR

Applies to all bathrooms and common spaces within the tenant space.

MULTI-TENANT RETAIL

Applies to all bathrooms and common spaces under the control of building management.

SINGLE TENANT RETAIL

Applies to all bathrooms and common spaces within the tenant space.

MULTIFAMILY RESIDENTIAL

Applies to all bathrooms and common spaces under the control of building management.

SENIOR HOUSING

Applies to all bathrooms and common spaces under the control of building management.

SECTION 2: Hand Hygiene Signage

- The guidelines must require the placement of hand hygiene signage that meets the following:
 - Purpose: Signage specific to hand hygiene must target improved hand washing or hand sanitizing practices (see signage messaging section 4 below).
 - Placement: The guidelines must outline the permanent placement of hand hygiene signage in all the following areas when provided on site, as applicable to the building or space:
 - bathrooms
 - kitchens and/or kitchenettes
 - hand-hygiene stations.

SECTION 3: Contagious Disease Outbreak Signage

- The guidelines must require the placement of contagious disease signage, during a contagious disease outbreak, that meets the following:
 - Purpose: Signage specific to a contagious disease outbreak*, as defined by the national, regional and/or local public health authority, must target a minimum of three of the following (see signage messaging section 4 below):
 - physical distancing guidance
 - face covering guidance
 - cleaning protocol for wiping down high-touch surfaces after use (High-touch surfaces include, but are not limited to, door handles/knobs, elevator call buttons, handrails, light switches, faucets, drinking water stations, kitchen equipment, countertops, shared office equipment, and other surfaces that are frequently touched by occupants).
 - reminders to stay home when sick
 - coughing and sneezing etiquette
 - Placement: Placement of a minimum of one sign specific to a contagious disease outbreak* in all of the following spaces when provided on site, as applicable to the building or space:
 - common activity spaces (such as fitness and exercise rooms, lactation rooms, multipurpose rooms, break areas, game rooms, or other spaces designated for shared activity)
 - kitchens (including kitchenettes, snack bars, or other areas that are used for shared eating or

- food preparation)
- shared bathrooms
- lobbies
- hallways
- elevators
- stairs.

SECTION 4: Signage Messaging

- The guidelines must include educational language that will be used on all qualifying signage (see 2 and 3 above) that clarifies the health benefits associated with the signage message. Sample educational language below. For hand hygiene signage, educational language must also include language that clarifies how to effectively wash or sanitize hands.
 - Sample educational language for hand hygiene signage:
 - Sanitizing hands kills germs.
 - Wash your hands for 20 seconds to effectively kill germs
 - Sample educational language for contagious disease outbreak signage:
 - Maintain physical distancing to slow the spread.
 - Do your part. Wear a mask to protect our community.
 - Feeling sick? Head home to keep others safe.
 - Clean up after yourself to reduce the spread of germs.
 - Cover your cough to help prevent infection spread.

*Contagious disease outbreak signage is only required to be posted during times of an outbreak or pandemic, as specified by the national, regional, or local public health authority