



University of Pittsburgh COVID-19 Standards and Guidelines: Signage

I. Purpose

This document details the University of Pittsburgh's (University) Standards and Guidelines on Signage and Visual Cues pertaining to COVID-19. These Standards and Guidelines are applied to each of the University's COVID-19 operational postures (High Risk, Elevated Risk and Guarded Risk). More information on these operational postures and their gating criteria can be accessed at the following website: <https://www.coronavirus.pitt.edu/operational-postures>.

The Standards and Guidelines outlined below are subject to change as deemed necessary by the Senior Vice Chancellor for Business and Operations recommendation to the Senior Leadership Team and approval of the chancellor. Communication about the University's current Standards and Guidelines will be announced and posted on the following website: <https://coronavirus.pitt.edu/>.

The University will always operate in compliance with federal, state and local health standards and restrictions, including [Pennsylvania Department of Health guidance](#). The University reserves the right to implement additional health standards and restrictions that reflect the needs of the University and the health, safety and well-being of its community.

As conditions and circumstances change, this set of Standards and Guidelines may need to be revised.

II. Scope

The Standards and Guidelines below apply to the entire University, including all University members and campuses.

The below standards regarding Signage and Visual Cues will remain the same for each of the University's Operational Postures.

III. Definitions

- A. **Signage(s)**: Signs or sign systems to clearly identify, warn and/or direct.

- B. **Sign Standards:** Rules established for the communication style for signage.
- C. **Sign Type:** Pre-established sign color, size, materials and installation methods.
- D. **Terminology:** The language used on signage.

IV. Uniform COVID-19 Required Building Signage Management

The Office of Planning, Design and Real Estate (PDRE) must:

- Provide capacity, personal protective equipment (PPE) and code-required Americans with Disability Act (ADA) signage.
- Designate schematic placement.
- Oversee installation at all University building entrances and exits, main corridors, classroom and seating areas, elevators, stairwells, bathrooms, water fountains, common areas, campus shuttles and retail stores.

This signage must be in alignment with the [University's Health Standards and Guidelines](#) and must be approved by the University's Healthcare Advisory Group (HCAG). PDRE will work with Facilities Management, Business and Auxiliary Services, respective departments and applicable lease management companies to ensure installation compliance and audit execution.

PDRE should update, oversee and audit signage installation replacements on the Pittsburgh campus based on HCAG requirements in all Operating Postures.

PDRE should support regional campuses with signage specifications and identification of vendor sources. Regional campuses should oversee signage installation on their campuses. They may personalize signage on their campuses (mascots, mascot names, campus COVID-19 website).

When units require new or replacement building signage, PDRE will provide design files for printing via Pitt Printing Services. Additional building signage requests should be directed to pdre@pitt.edu.

V. Uniform COVID-19 Non-Required Signage Management

The Office of University Communications and Marketing (UCM) must provide healthy work practices signage for non-required departmental use including physical distancing, properly wearing face coverings, hand washing, cleaning, appropriate behaviors when not feeling well, personal items within a workspace and free-standing machines and cubicles not in use. This signage must be in alignment with the [University's Health Standards and Guidelines](#) and must be

approved by the University's Healthcare Advisory Group (HCAG). Units can hang healthy work practices signage in campus spaces as they see fit. To request University-branded physical distancing materials other than those posted on coronavirus.pitt.edu, including posters, signs and decals in non-standard sizes, please fill out a [marketing project request](#).

VI. COVID-19 Signage Communications

UCM should lead signage communication plans with PDRE and the regional campuses to proactively inform stakeholders of required signage updates, rationale and frequently asked questions via coronavirus.pitt.edu and email.

Communications must be updated as requirements change. Signs must remain in place through all operational postures.

Only University-approved signage is allowed in University facilities. Signage with the same language as HCAG-approved signage should not be produced by units other than PDRE and UCM. Approved signage can be found at www.coronavirus.pitt.edu.

VII. Related Authorities, Guidance and Resources

[Centers for Disease Control and Prevention \(CDC\) Guidance: Face Coverings](#)
[Pennsylvania Department of Health COVID-19 guidance](#)
[Process to Reopen Pennsylvania](#)
[University's COVID-19 Operational Postures and Gating Criteria](#)
[University's Health Standards and Guidelines](#)

VIII. Contact Information and Public Accessibility

This document is posted on the University of Pittsburgh COVID-19 Standards and Guidelines website and can be found at: <https://www.policy.pitt.edu/university-policies-and-procedures/covid-19-standards-and-guidelines>. For questions related to this document, please contact: Resilience Steering Committee at ResilienceSteeringCommittee@pitt.edu.