

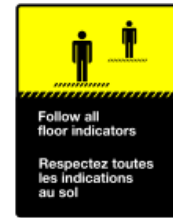
Tip Sheet for Site Leads

Principles for Installing Temporary Signage and Floor Markings within ESDC Workplaces

Temporary signage plays an important role in informing employees and clients of **critical information** and **mandatory protocols**, to support the **safe movement** of employees and the public within ESDC workspaces. Given the various office configurations, the following principles will guide Real Property representatives, site leads and health and safety representatives when installing **temporary signage** and **vinyl floor markings**.

ESDC's Workspaces

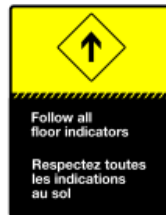
Post **pictogram signs** in common spaces to inform of changes in **procedures**, **traffic flow** or **room capacity**.



Post **signs** in key spaces to remind employees of **physical distancing** and **hand hygiene protocols**.



Install **signage** and **floor marking arrows** in hallways and intersections to indicate **foot traffic direction**.



Floor Markings



Use **signage** to indicate **occupancy limits*** to washrooms, elevators, meeting rooms, kitchenettes and other common spaces. Reduce capacity based on physical distancing protocols.



Use **signs** and **floor marking stop signs** and **lines** to indicate where to stand or wait to access elevators, break rooms, meeting rooms, business centres, kitchens, etc. or in client service areas.



Floor Markings



Use signage strategically; **avoid overuse** to prevent signage fatigue.

* Generally, **PSPC** and/or **building managers** will set occupancy limits and post signage for elevators and other base building areas.



Need advice?

Contact your **Real Property Representative** or **Regional OHS Advisor**.