

# HEALTHY WORKPLACE SIGNAGE



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**Please see examples for COVID 19 suggested signage. This is meant as a guide and can be customized to meet your brand standards. We can swap the background color for your PMS color and add your logo. We can also offer totally custom solutions, speak with your sales representative for those options.**

**Thank You**

CUSTOMIZED ARTWORK EXAMPLES

FOLD UNDER

YOUR LOGO  
HERE

Please use a  
Siri /Alexa device  
to enable your  
Zoom call.

**Touch Free Zone**





**Touch Free Zone**

Please use a  
Siri /Alexa device  
to enable your  
Zoom call.

YOUR LOGO  
HERE

FOLD UNDER

FOLD UNDER

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YOUR LOGO  
HERE

Please use a  
Siri /Alexa device  
to enable your  
Zoom call.

**Touch Free Zone**





**Touch Free Zone**

Please use a  
Siri /Alexa device  
to enable your  
Zoom call.

YOUR LOGO  
HERE

FOLD UNDER

FOLD UNDER

Please remember  
to wash hands for  
20 seconds with  
soap and water





Please remember  
to wash hands for  
20 seconds with  
soap and water

FOLD UNDER

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soap and water





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soap and water

FOLD UNDER

101 Billerica Avenue | Building 6 | N.Billerica, MA 01862 | [www.dgicommunications.com](http://www.dgicommunications.com)

WINDOW DECALS

Don't have  
a mask?  
Please see  
the receptionist.

BTW-WD-2A  
Don't Have Mask  
Size: 8"x10"

Please check  
in with  
the receptionist.

BTW-WD-2B  
Please Check In  
Size: 8"x10"

**NEW HOURS**

Monday - Friday:  
8am - 5pm  
  
Saturday:  
8am - 2pm  
  
Sunday:  
Closed

BTW-WD-2C  
New Hours  
Size: 8"x10"

EMPLOYEE  
ONLY  
ENTRANCE

BTW-WD-2D  
Employee Only  
Size: 8"x10"

PLEASE  
PRACTICE  
SOCIAL  
DISTANCING

BTW-WD-2E  
Social Distancing  
Size: 8"x8"



BTW-WD-2F  
Wear Mask Icon  
Size: 8"x8"





BTW-RBS-3A  
Welcome Back  
Size: 31.5"x89.5"



BTW-RBS-3B  
Remember Stay Safe  
Size: 31.5"x89.5"







BTW-RBS-3C  
Please Remember  
Size: 31.5"x89.5"



REMEMBER  
6 FEET APART  
SOCIAL DISTANCING

SAFETY TIPS & PREVENTION

  
Wash Hands Thoroughly

  
Avoid Large Crowds

  
Use Soap or Hand Sanitizer

  
Do Not Touch Your Face esp. Mouth, Eyes, Nose

  
Keep Safe Distance from Other People

  
Do Not Meet Infected or Sick People

  
Use Face Mask

  
Do Not Touch The Front Part of a Mask

  
Stay at Home if Possible

  
Do Not Travel Unless Necessary

REMEMBER  
6 FEET APART  
SOCIAL DISTANCING

BTW-FNG-4A  
Remember  
Size: 56"x72" - each side: 18"x72"





TABLE TENT CARDS & STICKERS

FOLD UNDER

Make sure to wipe down all surfaces when finished



Make sure to wipe down all surfaces when finished

FOLD UNDER

FOLD UNDER

Touch Free Zone

Please use a Siri / Alexa device to enable your Zoom call.



Touch Free Zone

Please use a Siri / Alexa device to enable your Zoom call.

FOLD UNDER

FOLD UNDER

Please remember to wash hands for 20 seconds with soap and water



Please remember to wash hands for 20 seconds with soap and water

FOLD UNDER

FOLD UNDER

PLEASE WEAR A FACE MASK



PLEASE WEAR A FACE MASK

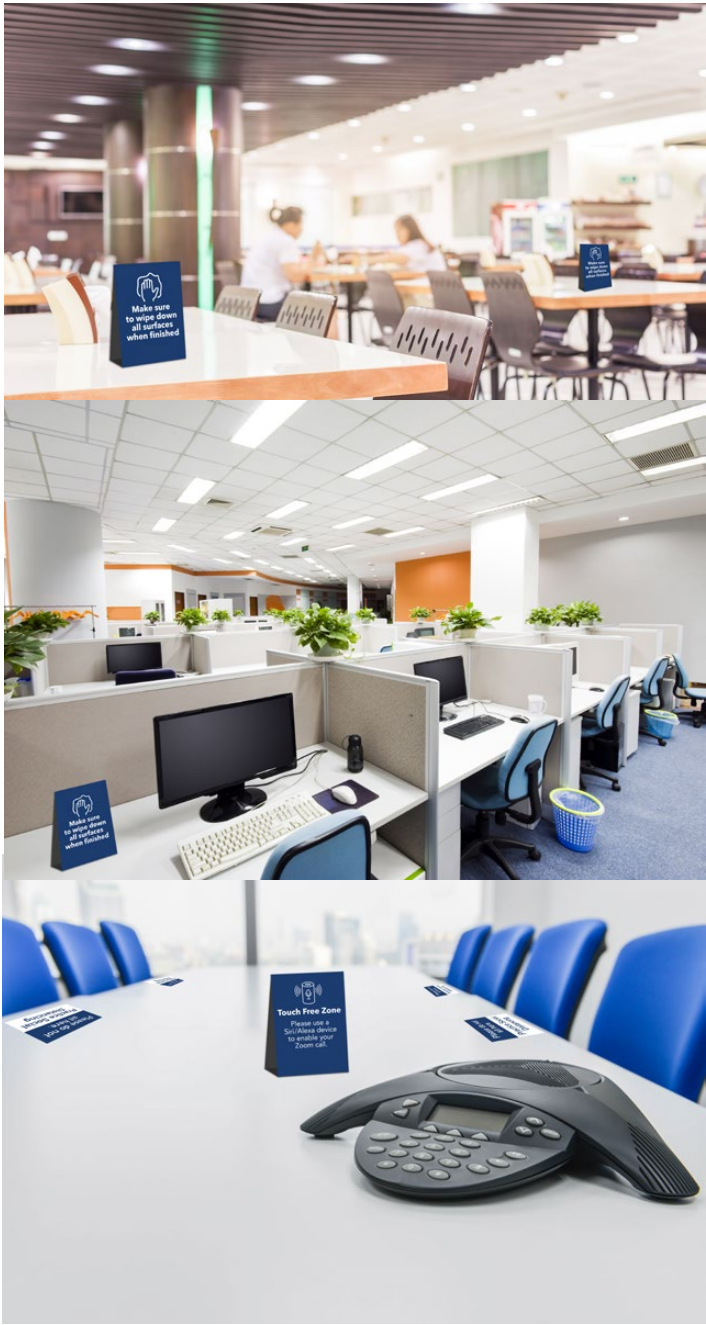
FOLD UNDER

BTW-TT-5A  
Wipe Surface  
Size: 5"x19" Finished: 5"x7"

BTW-TT-5B  
Touch Free Zone  
Size: 5"x19" Finished: 5"x7"

BTW-TT-5C  
Wash Hands  
Size: 5"x19" Finished: 5"x7"

BTW-TT-5B  
Touch Free Zone  
Size: 5"x19" Finished: 5"x7"



Please do not sit here.

Practice Social Distancing

BTW-ST-5A  
Do Not Sit  
Size: 5"x4"

Please leave one seat between you and the next person.

BTW-ST-5B  
Please Leave  
Size: 5"x4"

ONLY 3 PEOPLE TO A TABLE

BTW-ST-5C  
Table Quantity  
Size: 5"x4"



Make sure to wipe down all surfaces when finished



Touch Free Zone

Please use a Siri / Alexa device to enable your Zoom call.

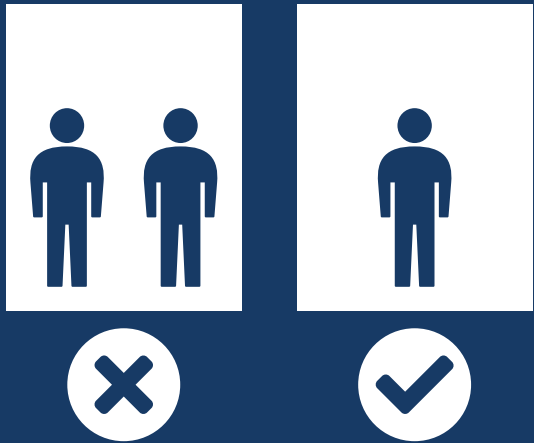




ONLY ONE  
OCCUPANT  
IN THE  
ELEVATOR  
AT A TIME

BTW-EG-6A  
One Occupant  
Size: 24"x28"

PLEASE  
MAINTAIN SOCIAL DISTANCING  
WHILE USING THE ELEVATOR



BTW-EG-6B  
Please Maintain  
Size: 24"x28"



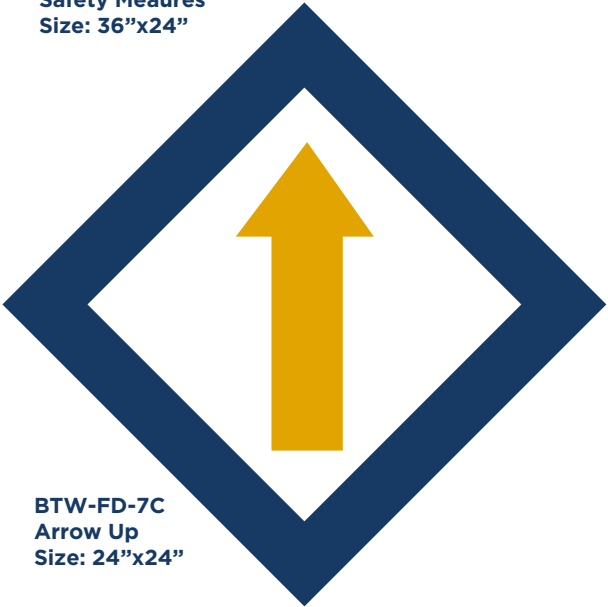
FLOOR DECALS



BTW-FD-7A  
Safety Measures  
Size: 36"x24"



BTW-FD-7B  
Keep Your Distance  
Size: 24"x24"



BTW-FD-7C  
Arrow Up  
Size: 24"x24"



BTW-FD-7D  
Keep Safe Distance  
Size: 24"x24"



BTW-FD-7E  
Stop  
Size: 24"x24"



BTW-FD-7F  
Do Not Enter  
Size: 24"x24"



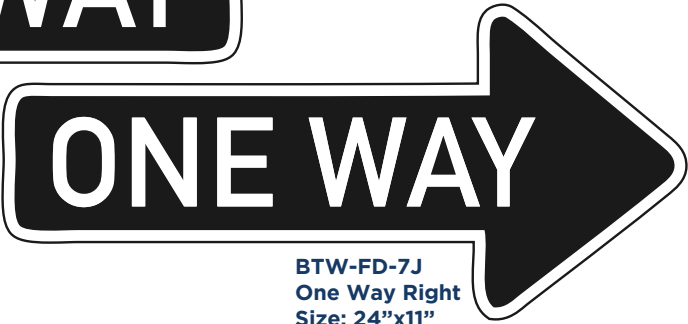
BTW-FD-7G  
Please Stand Here  
Size: 20"x24.5"



BTW-FD-7H  
Please Wait Here  
Size: 24"x24"



BTW-FD-7I  
One Way Left  
Size: 24"x11"



BTW-FD-7J  
One Way Right  
Size: 24"x11"



ROOM, DOOR & ELEVATOR GRAPHICS



BTW-RDE-8A  
Only One  
Size: 16"x18"



BTW-RDE-8B  
Not in Service  
Size: 16"x18"



BTW-RDE-8C  
Stand Here  
Size: 16"x16"



BTW-RDE-8D  
Keep Clean  
Size: 16"x16"



BTW-RDE-8E  
Closed Further Notice  
Size: 16"x18"



BTW-RDE-8F  
Room Closed  
Size: 16"x18"



BTW-RDE-8G  
Please Practice  
Size: 16"x18"



BTW-RDE-8H  
Don't Share  
Size: 16"x18"



BTW-RDE-8I  
Sanitizer  
Size: 16"x16"



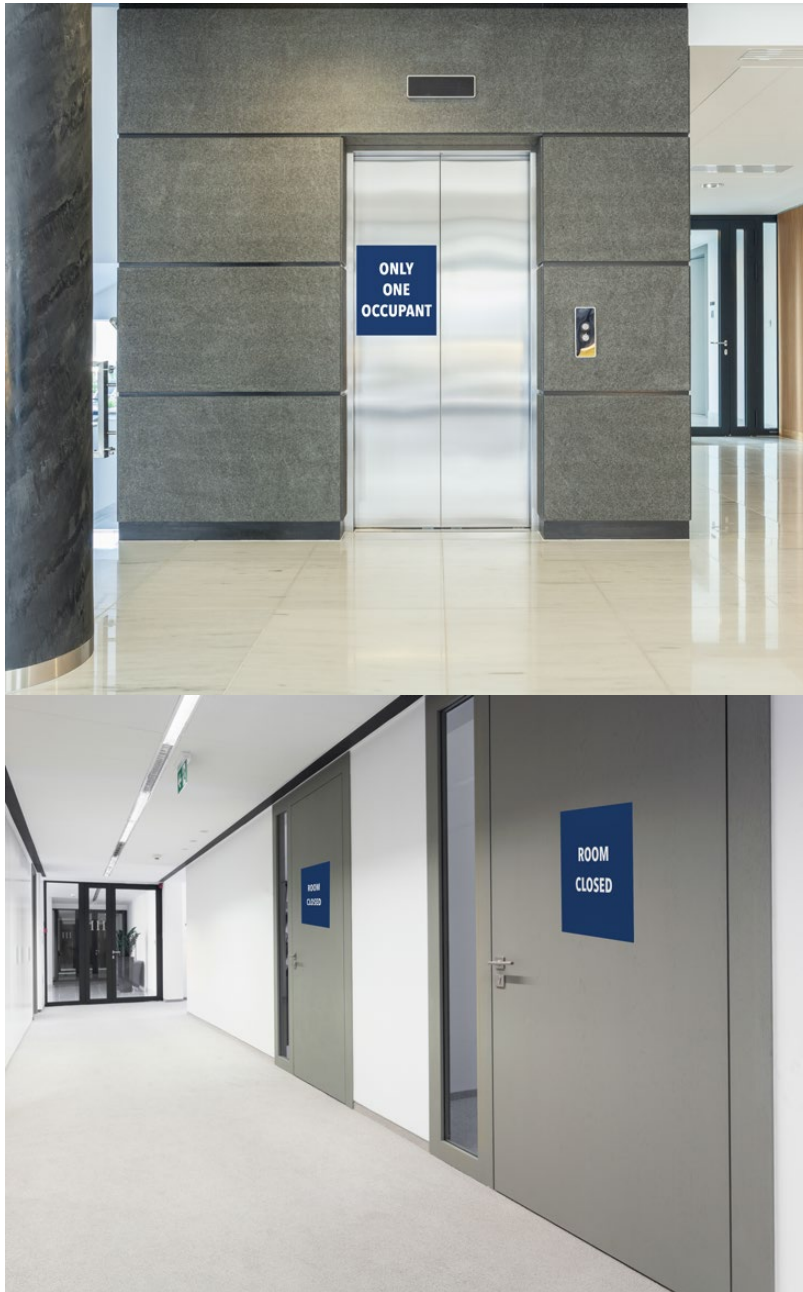
BTW-RDE-8J  
Wear Gloves  
Size: 12"x20"



BTW-RDE-8K  
Wear Mask  
Size: 16"x16"



BTW-RDE-8L  
Hands Free  
Size: 16"x16"





**RESTROOM SIGNAGE**



BTW-RS-9A  
Please Wash Hands  
Size: 7"x5"



BTW-RS-9B  
Wipe Down Counter  
Size: 7"x4"



BTW-RS-9C  
Employees Must Wash  
Size: 6"x6"



BTW-RS-9D  
20 Second  
Size: 6"x6"





**TEMPORARILY  
CLOSED**

BTW-CS-10A  
Temporarily Closed  
Size: 7"x4"

**LIMIT 4 TO  
THIS TABLE**

BTW-CS-10B  
Limit Table  
Size: 7"x4"



**SHARED SPACE  
CLEAN AFTER  
USE**

BTW-CS-10C  
Shared Space  
Size: 6"x6"

**SORRY  
FRIDGE IS  
UNAVAILABLE  
AT THIS TIME**

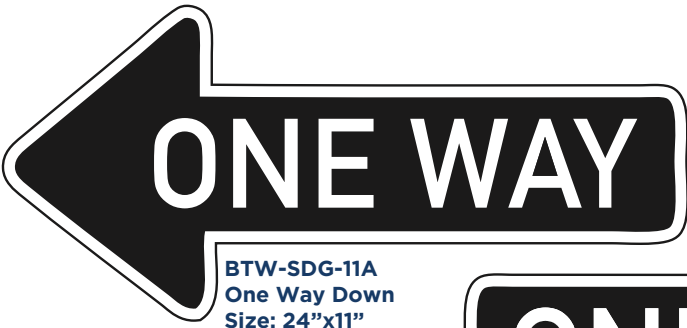
BTW-CS-10D  
Fridge  
Size: 6"x6"

**MICROWAVE  
TEMPORARILY  
NOT IN USE**

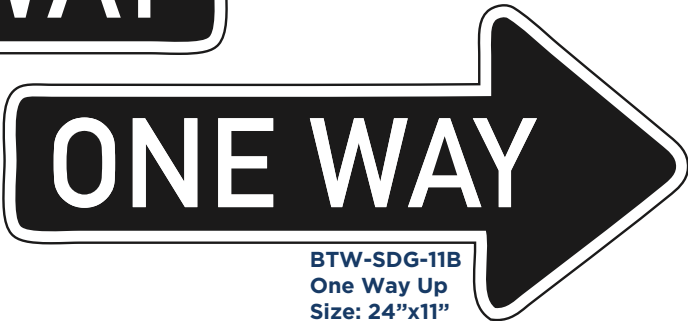
BTW-CS-10E  
Microwave  
Size: 6"x6"



STAIRWAY DIRECTIONAL GRAPHICS



BTW-SDG-11A  
One Way Down  
Size: 24"x11"



BTW-SDG-11B  
One Way Up  
Size: 24"x11"



BTW-SDG-11C  
Down Left  
Size: 20"x16"



BTW-SDG-11D  
Up Right  
Size: 20"x16"



BTW-SDG-11E  
Down Right  
Size: 20"x16"



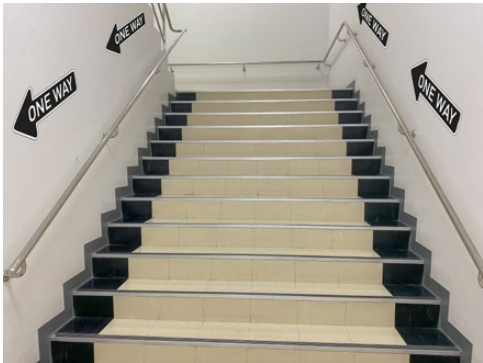
BTW-SDG-11F  
Up Left  
Size: 20"x16"



BTW-SDG-11G  
Up Arrow  
Size: Custom to Stairs



BTW-SDG-11H  
Down Arrows  
Size: Custom to Stairs



SIDE:1



SIDE:2



BTW-BBS-12A  
Welcome/This Way  
Size: 53.25"x30.5"

SIDE:1



SIDE:2



BTW-BBS-12B  
Together/Remember  
Size: 53.25"x30.5"



EXTERIOR FLAG BANNERS

**WE'RE OPEN!**

BTW-EFB-13A  
We're Open  
Size: 31"x133.875"

**OPEN!**

BTW-EFB-13B  
Open  
Size: 31"x133.875"

**NOW HIRING!**

BTW-EFB-13C  
Now Hiring  
Size: 31"x133.875"

**USE THIS  
ENTRANCE**

BTW-EFB-13D  
Entrance  
Size: 31"x133.875"

**EXIT ONLY**

BTW-EFB-13E  
Exit Only  
Size: 31"x133.875"







BTW-YSS-14A  
Come In  
Size: 23"x15"



BTW-YSS-14B  
Your Mask  
Size: 23"x15"



BTW-YSS-14C  
Hiring  
Size: 23"x15"



BTW-YSS-14D  
Exit Only  
Size: 23"x15"



BTW-YSS-14E  
Please Maintain  
Size: 23"x15"



BTW-YSS-14F  
Employee Entrance  
Size: 23"x15"



OUTDOOR SIDEWALK SIGNS



BTW-OSS-15A  
Please Practice  
Size: Graphic 24"x36"



BTW-OSS-15B  
Employee Only  
Size: Graphic 24"x36"



BTW-OSS-15C  
Delivery/Curbside  
Size: Graphic 24"x36"



BTW-OSS-15D  
Welcome Back  
Size: Graphic 23.375"x33.125"



BTW-OSS-15E  
Mask  
Size: Graphic 23.375"x33.125"



BTW-OSS-15F  
Now Open  
Size: Graphic 23.375"x33.125"



BTW-OSS-15G  
Credit Card Only  
Size: Graphic 24"x36"



BTW-OSS-15H  
Masks and Gloves  
Size: Graphic 24"x36"



BTW-OSS-15I  
Dining In  
Size: Graphic 24"x36"



BTW-OSS-15J  
Temperature  
Size: Graphic 23.375"x33.125"



BTW-OSS-15K  
One Way  
Size: Graphic 23.375"x33.125"



BTW-OSS-15L  
Drive Thru  
Size: Graphic 23.375"x33.125"



**OUTDOOR BANNERS**

**WELCOME  
BACK!**

BTW-OB-16A  
Welcome Back  
Size: 60"x36"

**WE ARE  
NOW OPEN!**

BTW-OB-16B  
We Are Open  
Size: 60"x36"

**DELIVERY AND  
CURBSIDE PICKUP  
AVAILABLE**

BTW-OB-16C  
Delivery and Curbside  
Size: 60"x36"

**GOOD TO  
SEE YOU!**

BTW-OB-16D  
Good to See  
Size: 48"x24"

**DRIVE THRU  
OPEN!**

BTW-OB-16E  
Drive Thru  
Size: 48"x24"

**OPEN!**

BTW-OB-16F  
Open  
Size: 48"x24"

**OPEN FOR  
DINING-IN!**

BTW-OB-16G  
Dining-In  
Size: 48"x24"



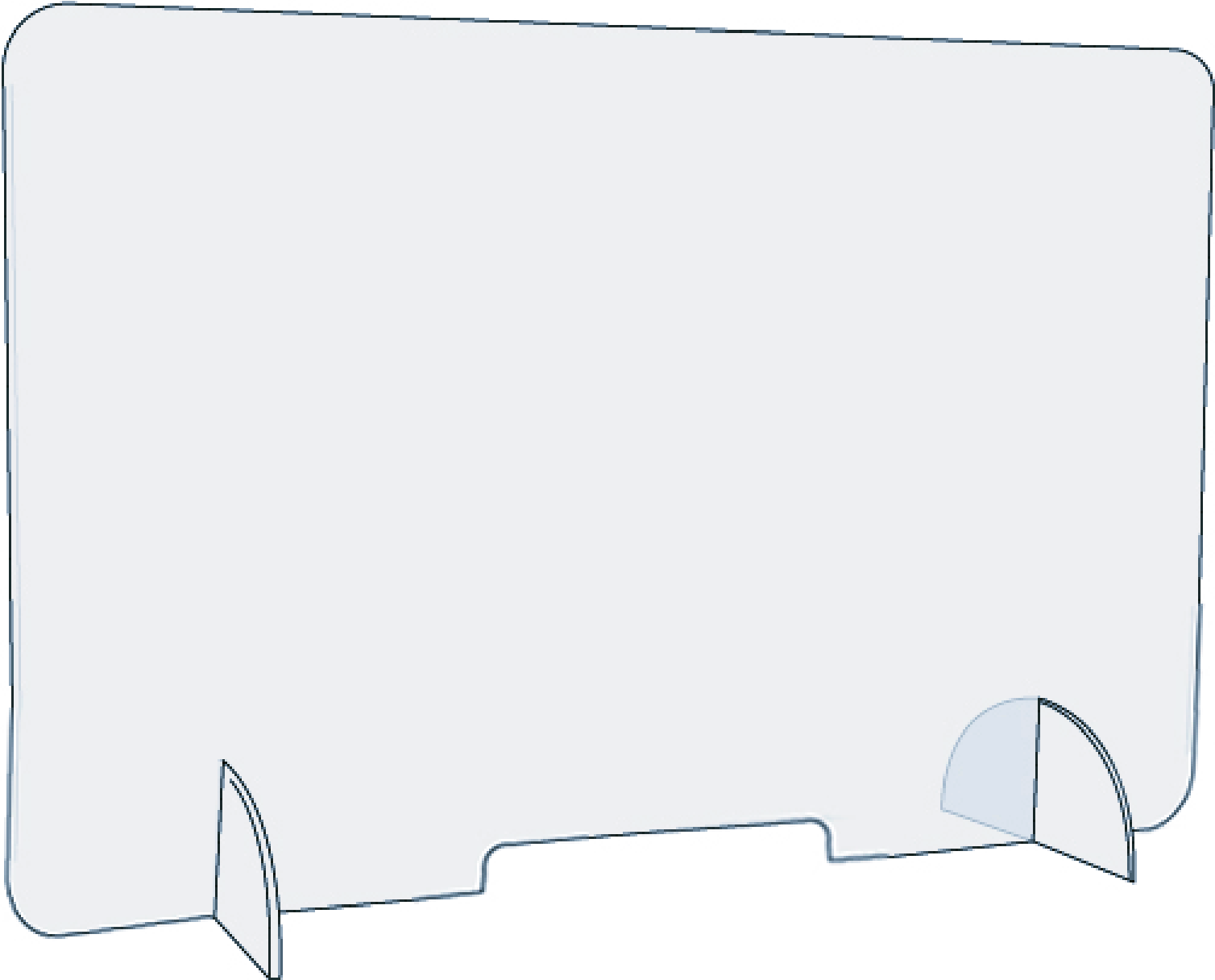
# WORKSTATION DIVIDERS

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**BTW-WD-17A**  
Safety Shield w/Feet - 47in  
Size: 47"x31"

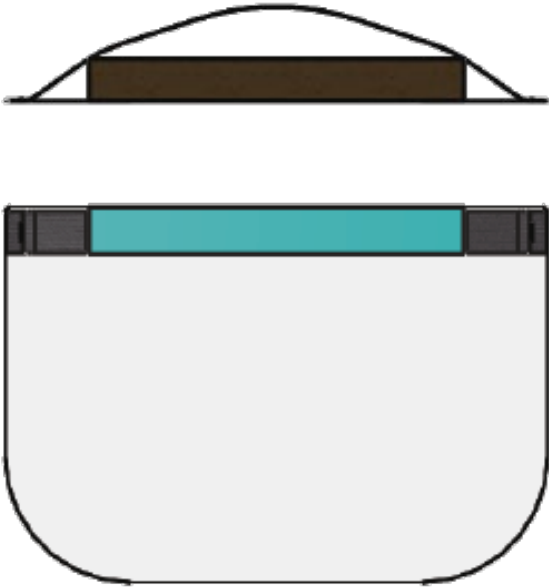
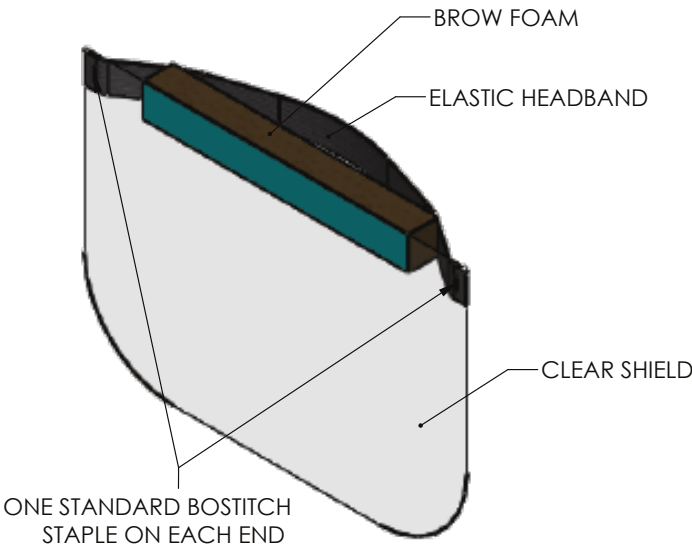
**BTW-WD-17B**  
Safety Shield w/Feet - 32in  
Size: 32"x31"

**BTW-WD-17C**  
Safety Shield w/Feet - 23in  
Size: 23"x31"





# FACE SHIELDS



**BTW-FS-18A**  
**Face Shield**  
**Size: 13"x 9"**

