

Verily COVID-19 Site Signage Kit

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HOW TO USE THIS SIGNAGE KIT

The COVID-19 Site Signage Kit is meant to help COVID-19 testing site organizers set up physical signage at their drive-through testing sites.

The kit includes:

- **This document** which summarizes sign designs, provides guidance on where to place them, and includes instructions for how to print the signs.
- **Poster designs** which provide instruction to testing participants as well as to site staff.
- **Handheld sign designs** which are meant to be held by site staff to communicate with participants at various points in the testing process.

This signage kit includes translations of signs into additional languages:

- Handheld signs are available in English, Spanish, Chinese, Arabic, Filipino, French, Hindi, Japanese, Korean, Polish, Portuguese, Russian, Vietnamese
- Posters are only translated into Spanish, with many posters including both English and Spanish on the same design

Sign designs available

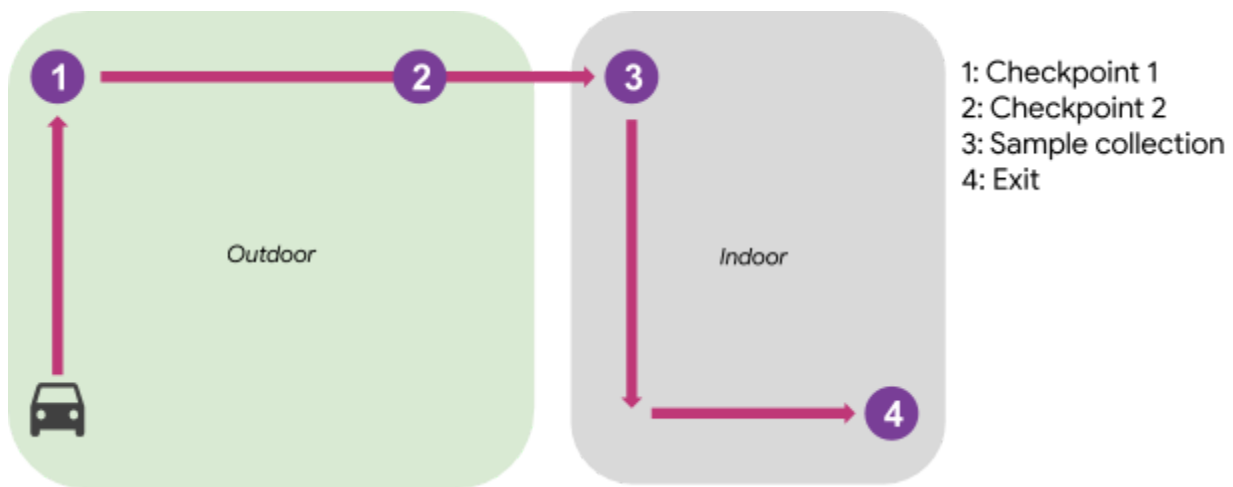
Handheld signs: English | Spanish | Chinese | Arabic | Filipino | French | Hindi | Japanese | Korean | Polish | Portuguese | Russian | Vietnamese

Poster signs: English & Spanish

Staff-facing signs: English only

SIGN LIST AND RECOMMENDED PLACEMENT

Below is a list of signs included in this kit along with recommendations for where to place each sign. Recommended placements are based on the recommended checkpoints referenced in the COVID-19 Community-Based Testing Guide.



While the table below describes where we recommended you place each sign based on our onsite experiences, we recognize that each site is different and ***we recommend you tailor your sign placement based on the needs of your specific site.***

Sign list

Legend

CP1 = Checkpoint 1; **CP1 - CP2** = between Checkpoint 1 and Checkpoint 2; **CP2** = Checkpoint 2;

CP2 - SC = between Checkpoint 2 and Sample Collection; **SC** = Sample Collection

HH = Handheld sign; **PT** = Poster sign; **SF** = Staff-facing sign

Asset ID	Sign Text	Recommended Sign Placement						
		CP1	CP1 - CP2	CP2	CP2 - SC	SC	EXIT	Other
HH2	Do you have an appointment?	✓	X	X	X	X	X	X
HH7	Close windows	✓	X	✓	X	X	X	X
HH26	We're sorry, you do not have an appointment	✓	X	✓	X	X	X	X
HH25	No Photos No Videos (handheld)	✓	X	✓	X	✓	X	X
PT1	Community-Based COVID-19 Testing Center	✓	X	X	X	X	X	X
PT3	Appointment needed to be tested	✓	X	X	X	X	X	X
PT6	For safety Close windows Stay in your car	✓	✓	optional	X	X	optional	X
PT8	No Photos No Videos (poster)	✓	X	✓	X	✓	X	X
PT9	Have these ready to show: 1. Photo ID 2. Reference ID Your reference ID is in your appointment email	X	✓	X	X	X	X	X
PT16	For the nasal swab you will have a swab put into your nose	X	optional	X	✓	X	X	X
PT33	(Self-swab instructions)	X	optional	X	✓ (if needed)	X	X	X
PT28	Thanks for your patience. It's not fun to wait in line. We're working hard to get to you.	X	optional	X	optional	X	X	X



Asset ID	Sign Text	CP1	CP1 - CP2	CP2	CP2 - SC	SC	EXIT	Other
HH4	English Español (Spanish) 中文 (Mandarin) 粵語 (Cantonese) Tiếng Việt (Vietnamese) Русский (Russian) Pilipino (Tagalog / Filipino) Français (French) 한국어 (Korean) العربية (Arabic) Português (Portuguese) हिन्दी (Hindi) 日本語 (Japanese) Polski (Polish) None 🙅							
HH9	Sorry, your information does not match	x	x	✓	x	x	x	x
HH13	Show your documents 1. Photo ID 2. Reference ID (in appointment email)	x	x	✓	x	x	x	x
HH14	Please wait We are attaching a bag to your car	x	x	✓	x	x	x	x
HH15	Who is the patient?	x	x	✓	x	x	x	x
HH21	Please wait, we need to check your information	x	x	✓	x	x	x	x
HH24	Thumbs up 👍 if your information looks right Thumbs down 👎 if it looks wrong	x	x	✓	x	x	x	x
PT25	Appointment Check	x	x	✓	x	x	x	x
HH17	Open your window	x	x	x	x	✓	x	x
HH18A	Proceed to station A	x	x	x	x	✓	x	x
HH18B	Proceed to station B	x	x	x	x	✓	x	x
HH18C	Proceed to station C	x	x	x	x	✓	x	x
HH18D	Proceed to station D	x	x	x	x	✓	x	x
HH18E	Proceed to station E	x	x	x	x	✓	x	x

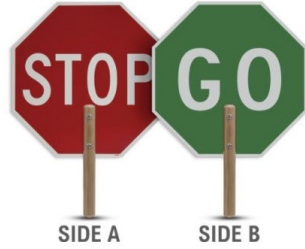



Asset ID	Sign Text	CP1	CP1 - CP2	CP2	CP2 - SC	SC	EXIT	Other
HH18F	Proceed to station F	X	X	X	X	✓	X	X
HH18G	Proceed to station G	X	X	X	X	✓	X	X
HH18H	Proceed to station H	X	X	X	X	✓	X	X
HH23	Please turn your car engine OFF	X	X	X	X	✓	X	X
PT17A	Station A	X	X	X	X	✓	X	X
PT17B	Station B	X	X	X	X	✓	X	X
PT17C	Station C	X	X	X	X	✓	X	X
PT17D	Station D	X	X	X	X	✓	X	X
PT17E	Station E	X	X	X	X	✓	X	X
PT17F	Station F	X	X	X	X	✓	X	X
PT17G	Station G	X	X	X	X	✓	X	X
PT17H	Station H	X	X	X	X	✓	X	X
PT18A	Exit ←	X	X	X	X	✓	X	X
PT18B	Exit ↑	X	X	X	X	✓	X	X
PT18C	Exit →	X	X	X	X	✓	X	X
PT19	STOP	X	X	X	X	✓	X	X
PT26	Take the test	X	X	X	X	✓	X	X
SF2	No PPE beyond this point	X	X	X	X	✓	X	X
SF5	PPE only past this point	X	X	X	X	✓	X	X
PT22	Thanks for helping track the virus!	X	X	X	X	X	✓	X
PT32	Stay safe and wash your hands	X	X	X	X	X	✓	X
PT7	No bathrooms (sorry)	-	-	-	-	-	-	Place as needed
PT2A	COVID-19 Testing Center ←	-	-	-	-	-	-	Place as needed
PT2B	COVID-19 Testing Center →	-	-	-	-	-	-	Place as needed
PT2C	COVID-19 Testing Center ↑	-	-	-	-	-	-	Place as needed
PT4	Do not enter Authorized Personnel Only	-	-	-	-	-	-	Place as needed



Asset ID	Sign Text	CP1	CP1 - CP2	CP2	CP2 - SC	SC	EXIT	Other
PT5	U-Turn	-	-	-	-	-	-	Place as needed
PT10	Keep Right	-	-	-	-	-	-	Place as needed
PT13	Slow	-	-	-	-	-	-	Place as needed
PT34A	Pedestrians this way (left)	Place as needed	Place as needed	Place as needed	Place as needed	Place as needed	Place as needed	Place as needed
PT34B	Pedestrians this way (right)	Place as needed	Place as needed	Place as needed	Place as needed	Place as needed	Place as needed	Place as needed
PT34C	Pedestrians this way (straight)	Place as needed	Place as needed	Place as needed	Place as needed	Place as needed	Place as needed	Place as needed
SF4	Volunteers this way	-	-	-	-	-	-	Place as needed
SF6	Please be mindful of social distancing while on duty and keep 6ft apart as much as possible	-	-	-	-	-	-	Place as needed
SF7	If you or anyone you have come into contact with are feeling unwell, do NOT show up. If you are not feeling well contact your site lead	-	-	-	-	-	-	Place as needed

RECOMMENDED SIGN TYPES

This signage kit provides designs for posters and handheld signs (see the signs list for links to the signs). In addition, there are other types of signage that sites can use to communicate with participants and between staff, described below.

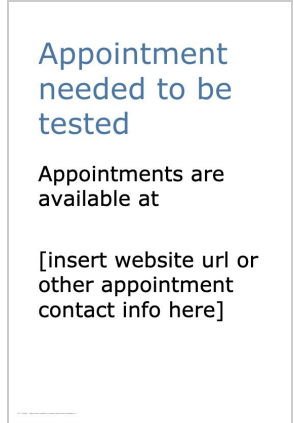
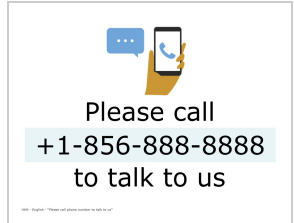
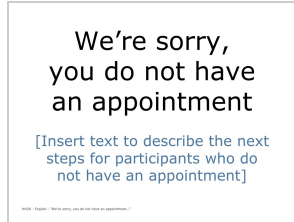
Sign Type	Description	Image	Link
Posters	<p>Portrait posters (24"x36") emphasize important information and designate site areas. We recommend you laminate them and put them on A-frame signs or affix to poles.</p> <p><i>Designs included in the kit</i></p>		<p>See Sign Printing section</p>
Handheld signs	<p>Landscape handheld signs (8.5"x11") direct drivers when their windows are closed. We recommend you laminate them, group them by checkpoint, and bind them together using binders or binder rings.</p> <p><i>Designs included in the kit</i></p>		<p>See Sign Printing section</p> <p>Amazon (Binders) (Binder rings)</p>

Sign Type	Description	Image	Link
Stop / Go sign	For directing car traffic		Safety Sign
White boards	We recommend you keep dry erase boards at Checkpoints 1 and 2 so staff can quickly communicate ad-hoc messages to participants in their cars.		Amazon
Floor tape arrows	In addition to the Posters and Handheld signs, you might consider using tape to help direct traffic (through the use of arrows, lanes, etc).		Uline
Sticky notes / dry erase markers	We recommend marking cars to denote who the patient is and what a patient's language preference is (if not English or Spanish). Methods of doing this include using sticky notes or dry erase markings on car windows.		Amazon (sticky notes) (dry erase markers)

Sign Type	Description	Image	Link
Hand Signals	Sites may consider non-verbal signals, particularly for traffic control. Please refer to the 'Incident Command System (ICS) Basics' document in the Project Baseline COVID-19 Community-Based Testing Guide		Project Baseline Community Based Testing Guide
Electronic Traffic Message Signs	Electronic traffic message signs can emphasize important information. If available, we recommend placing traffic message signs at or near Checkpoint 1 and using the following messages: <ul style="list-style-type: none"> • Windows closed • By appointment only • Please stay in your car 		Use if already available

CUSTOMIZABLE SIGN TEMPLATES

In addition to pre-made signs, this kit contains templates that can be used to customize particular signs when they include site-specific information, such as phone numbers to call or directions for making appointments. You can find the templates in the Templates file folder. Templates can be opened in either PowerPoint or Google Slides. Templates are available for the following signs:

Sign	Languages	Customizable Text	Image
PT3	English, Spanish	Instructions for making an appointment	 <p>Appointment needed to be tested</p> <p>Appointments are available at</p> <p>[insert website url or other appointment contact info here]</p>
HH6	All languages	Phone number for calling site volunteers	 <p>Please call +1-856-888-8888 to talk to us</p>
HH26	All languages	Instructions for making an appointment	 <p>We're sorry, you do not have an appointment</p> <p>[Insert text to describe the next steps for participants who do not have an appointment]</p>
Generic Poster	N/A	24"x36" customizable based on needs	N/A
Generic Handheld	N/A	8.5"x11" customizable based on needs	N/A

SIGN PRINTING

Printing is recommended to be done through an online order. Instructions on how to complete an order are outlined below.

Online ordering

Register and create an account at:

<https://community.officedepot.com/GPOHome?id=34854964>

After registration, you may need to wait up to 4 hours to be granted access to the posters and handheld signs. If you need immediate access, please reach out to cpd.customeronlinesupport@officedepot.com and ask for access to “MyFiles.” After registering, all signs can be ordered and printed online at: business.officedepot.com

Note: *The standard for all posters ordered from this site are that they are laminated, and the handheld signs are all 3-hole punched. The posters are 24” x 36” and the handheld signs are 8.5” x 11”.*

To create an account:

1. Register at: <https://community.officedepot.com/GPOHome?id=34854964>
2. Click on “Register” and fill out information to create an account: login info, contact info, and a shipping address
3. Click on “CLICK HERE” to get to the login page
4. You may need to wait up to 4 hours to be granted access to the posters and handheld signs. If you need immediate access, please reach out to cpd.customeronlinesupport@officedepot.com and ask for access to “MyFiles.”

To order the signs and other office supplies:

1. Go to business.officedepot.com and login
2. Click “My Files” at the top of the page
3. Click on the folder labeled “COVID-19 Testing Site Signage.” The posters are organized in folders for “Posters - Patient,” “Posters - Staff,” and “Handheld Signs - [Language]”
4. For each poster you’d like to order, click on “Order Item,” and then change the quantity
5. Then click “Add to Cart”
6. Click “Back to My Files” to keep shopping, or “Proceed to Checkout” when you are finished
7. When checking out, you can select your Shipping Option: Delivery or In-store/Curbside Pickup
8. Click “Checkout” and fill out your payment information. Then click “Place Order” to complete your order!

If you would like to order other supplies from Office Depot, you may do so at the same time:

1. Click on “Shopping Lists” at the top of the page
2. Click on COVID-19 Testing Site Supplies
3. Change the quantity of any items you would like to order, and click “Add to Cart”
4. Follow checkout instructions above

Printer contact details

For Office Depot, please look up the closest store to you:

<https://www.officedepot.com/storelocator/findStore.do>

You'll want to check the locations that have "Print Centers" and then call the closest store to ask for an email address. You can also call general Customer Service at **1-800-463-3768** to ask for your closest store's email address.

For FedEx, please look up the closest store to you: <https://local.fedex.com/en-us/>

You'll want to check the locations that have "Copy & Print" and then call the closest store to ask for an email address. You can also call general Customer Service at **1-800-463- 3339** to ask for your closest store's email address.

You can choose to get your order delivered, or do a pickup in-store. Expect your order to take 3 to 4 business days, depending on which option you choose.