

CONTACT/BILLING INFORMATION

Purchase order or departmental requisition # _____ Todays date _____ Due date _____

Contact person _____ Telephone _____ Fax _____

Email _____ Previous job number or approximate date _____

Bill to (department and address) _____

☐ Pick-up (24 Umberger Hall) ☐ Delivery or shipping address _____

Special instructions _____

Signature (please print also) _____

Presently, departments are responsible for ordering and hanging signage in offices, suites, breakrooms and conference rooms. The Division of Facilities will be installing signage in public spaces. If you have any questions about where the Division of Facilities is placing signs, please contact them by going to k-state.edu/facilities.

| Signage requested | Sizes available | | Removable vinyl | Text weight 60# offset | Quantity | |
|-----------------------------|--------------------------|--------------------------|-----------------|------------------------|-------------------------|-------|
| | 7 × 5 | 8.375 × 10.875 | | | Cover weight 80# smooth | Other |
| Care for Ourselves | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Care for Fellow Wildcats | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Care for Community | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Face Coverings Required | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| 6-feet Physical Distancing | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Please Use Stairs | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Persons Maintain 6-feet | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Maximum Occupancy | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Please Limit Occupancy | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Entrance – Stay Right | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Out – Stay Right | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Not Entrance – Stay Right | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Not Entrance | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Keep Right | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Up Only | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Down Only | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Hand Washing Directions | | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Wash Hands Frequently | | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Stay Home if Sick | | <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| Available Seating (3" × 3") | | | _____ | | | _____ |
| Floor Graphic (12" × 12") | | | | | | _____ |
| Arrow (12" × 6") | | | | | | _____ |

**As Wildcats, we keep learning,
keep growing and keep moving forward.
We take every step together.**

**Today, as COVID-19 affects our friends,
our families and our world, we must work
to protect every K-Stater's well-being.**

**We will care
for ourselves.**

[TOGETHER, WE CAN MAKE EVERY WILDCAT A WELLCAT.]



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We take every step together.**

**Today, as COVID-19 affects our friends,
our families and our world, we must work
to protect every K-Stater's well-being.**

**We will care
for our fellow
Wildcats.**

[TOGETHER, WE CAN MAKE EVERY WILDCAT A WELLCAT.]



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**As Wildcats, we keep learning,
keep growing and keep moving forward.
We take every step together.**

**Today, as COVID-19 affects our friends,
our families and our world, we must work
to protect every K-Stater's well-being.**

**We will care
for the K-State
community.**

[TOGETHER, WE CAN MAKE EVERY WILDCAT A WELLCAT.]



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Face coverings required.

Everyone — faculty, staff, students, contractors, vendors and visitors — must wear face coverings over their mouths and noses in all indoor and outdoor spaces while you are on university property unless you are alone in your own private office or work space or are alone outdoors.

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Staff needing to request an exemption to face-covering requirements should contact

ADA Coordinator | 785-532-1868

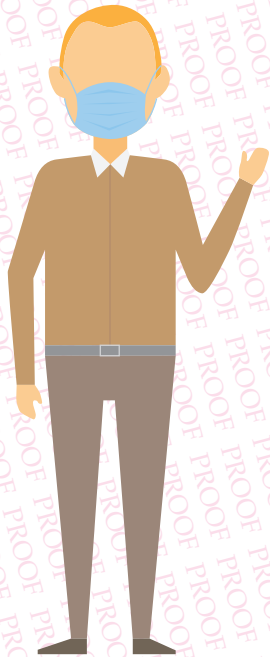
Students needing to request an exemption to face-covering requirements should contact

Student Access Center | 785-532-6441



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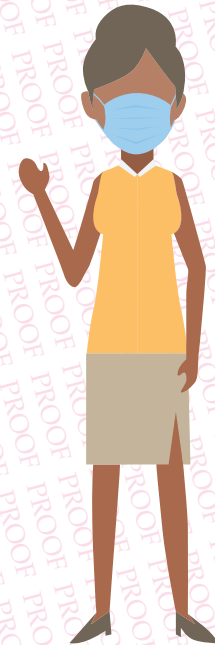
All persons on university property should maintain 6-feet physical distance from other persons to the extent possible. If 6-feet physical distance is not possible, individuals are required to wear face coverings.



6 feet



Physical distancing



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**Please use the stairs
whenever possible. If you
are using the elevator,
wear your face covering.
Wash your hands or
use hand sanitizer upon
departing the elevator.**

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All persons should maintain 6-feet physical distance from other persons to the extent possible. If 6-feet physical distance is not possible, individuals are required to wear face coverings. If the restroom occupancy does not allow 6-feet physical distance, wait in the hallway.

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Maximum occupancy

50

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**Please limit
occupancy.**

**Do your part —
stay 6 feet apart.**

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Entrance

Stay to the right.

[TOGETHER, WE CAN MAKE EVERY WILDCAT A WELLCAT.]



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Out

Stay to the right.

[TOGETHER, WE CAN MAKE EVERY WILDCAT A WELLCAT.]



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Not an entrance

Stay to the right.

[TOGETHER, WE CAN MAKE EVERY WILDCAT A WELLCAT.]



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Not an entrance

[TOGETHER, WE CAN MAKE EVERY WILDCAT A WELLCAT.]



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**Keep to
your right.**

**Do your part —
stay 6 feet apart.**

[TOGETHER, WE CAN MAKE EVERY WILDCAT A WELLCAT.]



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Up only

Keep to your right.

**Do your part –
remain 6 feet apart.**

[TOGETHER, WE CAN MAKE EVERY WILDCAT A WELLCAT.]



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Down only

Keep to your right.

**Do your part –
remain 6 feet apart.**

[TOGETHER, WE CAN MAKE EVERY WILDCAT A WELLCAT.]



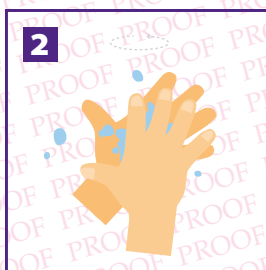
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Wash your hands for at least 20 seconds multiple times throughout the day, especially before and after eating, after going to the bathroom, after blowing your nose, after coughing or sneezing, or after touching frequently touched surfaces such as doorknobs or keypads.

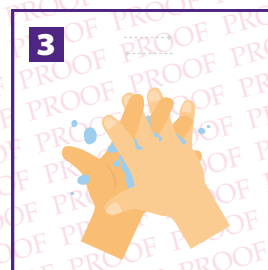
Steps



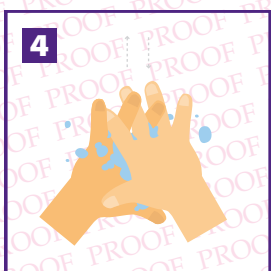
Wet hands with water and apply enough soap to cover all hand surfaces.



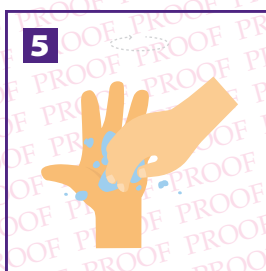
Rub hands palm to palm.



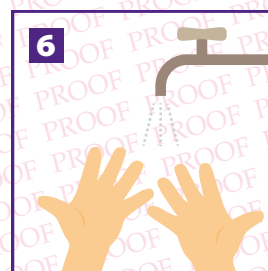
Rub palm to palm with fingers interlaced.



Rub your right palm. Rub the back of your left hand. Then switch.



Rub your right fingers in a circular motion in your left palm. Repeat with left fingers.



Rinse hands with water and dry thoroughly.

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If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Rub the gel over all surfaces of the hands and fingers until your hands are dry.



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Wash your hands frequently.

Wash your hands often with soap and water for at least 20 seconds at multiple points throughout the day, especially before and after eating, after going to the bathroom, and after blowing your nose, coughing or sneezing.

If soap and water are not available, use alcohol-based or other FDA- or CDC-recommended hand sanitizer. If your hands are visibly dirty, wash hands with soap and water.

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If you are sick, stay home.

Employees, students and visitors should self-assess their symptoms and should not come to campus if they are sick or have illness symptoms of the coronavirus as listed on the CDC website. Persons who develop any of these symptoms while on campus should leave and return to their local residences.

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**This seat is
available for use.**



6 FEET

6 FEET

K-Staters protecting K-Staters



through social distancing

6 FEET

6 FEET

