

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		Other
	7 x 5	8.375 x 10.875			Cover weight 80# smooth		
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"/>	_____	_____	_____	_____	_____
6-feet Distancing - floor	Available only in 12x12 adhesive back - for indoor use on carpet and tile		_____	_____	_____	_____	_____

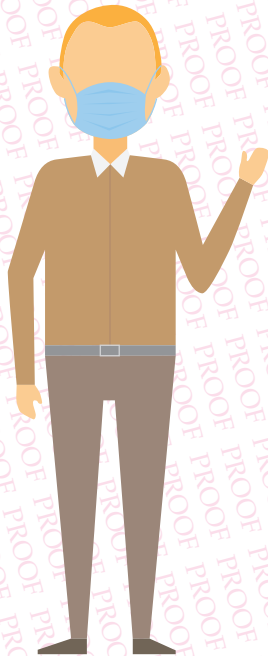


**Face coverings
required in
this space.**



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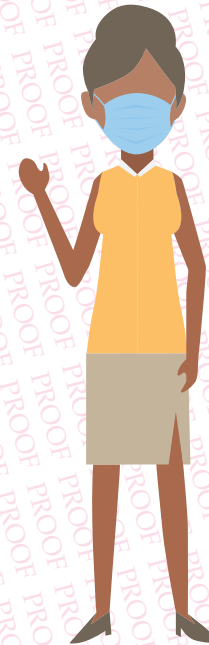
All persons on university property should maintain 6-foot physical distance from other persons to the extent possible. If 6-foot physical distance is not possible, individuals are required to wear face coverings.



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.



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Out

Stay to the right.



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Not an entrance

Stay to the right.



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Not an entrance



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**Keep to
your right.**

**Do your part –
stay 6 feet apart.**



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Up only

Keep to your right.

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



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Down only

Keep to your right.

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



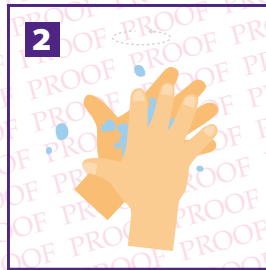
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Wash your hands for at least 20 seconds multiple times throughout the day, especially before and after eating, after going to the bathroom, after blowing your nose, after coughing or sneezing, or after touching frequently touched surfaces such as doorknobs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

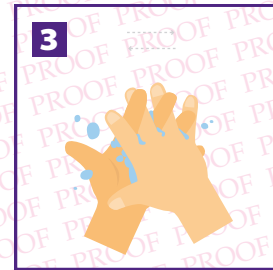
Steps



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



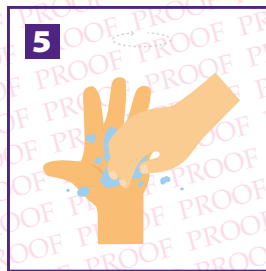
2 Rub hands palm to palm.



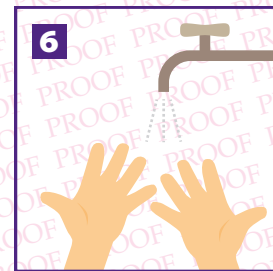
3 Rub palm to palm with fingers interlaced.



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



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



6 Rinse hands with water and dry thoroughly.

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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6 FEET

K-Staters protecting K-Staters



through social distancing

6 FEET

6 FEET

6 FEET