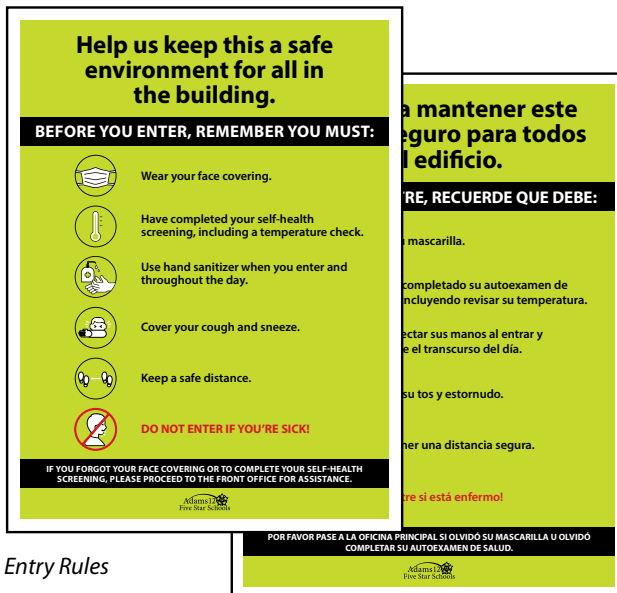


Main Entrance Signs



Entry Rules



Entry / Exit Door Vinyl Decal

Quantity:

Each school will receive a set of one entry and one exit sticker to be applied to the main entrance doors.

Placement:

We recommend installing the entry sticker on the door that is unlocked into the vestibule and the exit sticker on the door you choose to be your exit from the main vestibule.

How to install:

To install, make sure your surface is clean and dry. Start peeling the back from the top or bottom and adhere to your surface, ensuring that it is as straight as possible. Apply even pressure as you move down (or up) the sticker while simultaneously removing the backing.

[Watch install video.](#)

Quantity:

Each school will receive an English and Spanish poster for the main entrance.

Placement:

Move any other signage into the interior of the building if necessary. Make sure these signs are highly visible.



A Frame Sign

Quantity:

Each school will receive two black plastic A-Frames with two safety protocols in place signs (total of four signs).

Placement:

These A-Frames should be set out every morning for student drop off and in the afternoon for student pick up. Each school will have the discretion to place these in their high traffic areas.

Sanitizer Station



Each school will receive a set number of hand sanitizer stands and signs to place on the stands.

Quantity for school sites will be as follows:

- Elementary: 8
- P/K-8 and Middle: 12
- High: 16
- Future Center: 8
- VPH/CRM: 12
- FutureForward: 12

Recommended Placement:

Each school will be able to place their stands where they deem them necessary except for the following requirements:

- 1 in the vestibule
- 1 in the main entrance
- 1 in the main office/near health office
- 1-2 in the cafeteria or right outside the cafeteria
- 1 in the library



How to install:

Use tape to adhere the sign to the bottom of the stand or install the sign on the wall above or beside using tape or poster tack.

↑ A bilingual sign will be provided for the **stand set in the vestibule.**

Wash Your Hands



Vinyl Decal

Quantity:

Each school will be provided with 3 "Wash your hands" stickers per restroom. This is based on an average of 3 mirrors/sinks per restroom. Some restrooms will have more, others will have less. We hope this number will provide enough for you to place them where necessary in restrooms and by sinks.

Placement:

These stickers should be placed on the bottom right corner of the mirror in front of the sink.

How to install:

To install, make sure your surface is clean and dry. Start peeling the back from the top or bottom and adhere to your surface, ensuring that it is as straight as possible. Apply even pressure as you move down (or up) the sticker while simultaneously removing the backing. [Watch install video.](#)

Water Fountain



Water fountains will be outfitted with bottle filler spouts, but signage will be provided to indicate the water fountains should not be used for drinking.

Quantity:

One per water fountain.

Placement:

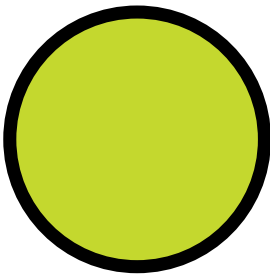
One sign will be provided for each water fountain, including fountain/sink combinations in classrooms, and should be hung directly above the water fountain.

How to install:

Hang this poster above or beside the water fountain using tape or poster tack.

Circle Decal

Vinyl Decal



A 6-inch green circle will be used to identify the area where a student MAY sit. These were designed to be used in common areas like the cafeteria, library, main office and other locations deemed necessary by the administration.

Quantity:

Elementary, Middle and High Schools: 300

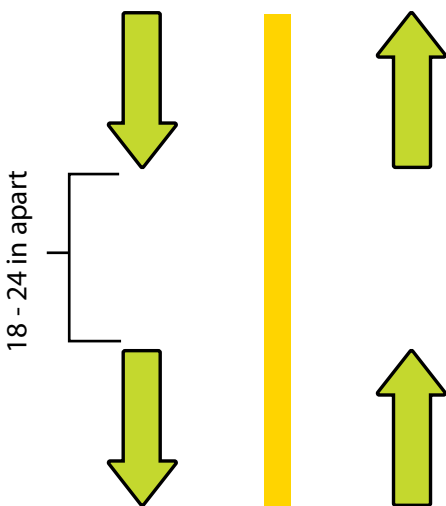
FutureForward and Alternative Schools: 150-200

Placement:

The circles shall be placed either on the table or a fixed seat like in the cafeteria.

Directional Arrow Decal and Yellow Tape

Vinyl Decal



The directional arrows and yellow tape will be used to create bi-directional hallways to allow students to safely walk in the same direction in a hallway

Quantity:

We have provided each school with enough arrows to be installed at a minimum of every 12' based on the linear feet of the hallways in the building.

Placement:

Placement will be at the discretion of the administration and should be based on the layout of their building. We recommend installing the arrows no less than 12' apart and up to 18'-24' apart.

Safe Distance Decal

Every school will receive safe distance decals to place in areas where students line up and enter the building. We have based the number of signs each school will be provided on the following:



Vinyl Decal

SQUARE - INDOOR

Elementary

- 6 doors with 3 signs each
- 10 in the cafeteria
- 2 per restroom

Middle

- 8 doors with 3 signs each
- 15 cafeteria
- 2 per restroom/locker room

High School

- 10 doors with 3 signs each
- 15 cafeteria
- 3 per restroom/locker room

Additionally, buildings with BASE programs will receive 8 additional decals for BASE to install and use as necessary.



Vinyl Decal

CIRCLE - OUTDOOR

Elementary

- 6 doors with 3 signs each

Middle

- 8 doors with 3 signs each

High School

- 10 doors with 3 signs each

FutureForward Campuses

- 5 doors with 3 signs each

Alternative

- 3 doors with 3 signs each

Some schools may need less or more depending on their layout, but can easily reallocate those signs to be used elsewhere. *Example: Decals may not be necessary for single-use or staff bathrooms, but the principal may decide to have additional doors for line up.*

These signs do not have a distance printed on them so we can easily adjust the distance between each decal as necessary.

Generic Rules - School Branded



Example

Quantity:

Each school will be provided with a general rule sign for each classroom. Additional signs for common areas and hallways will be provided in the following quantities:

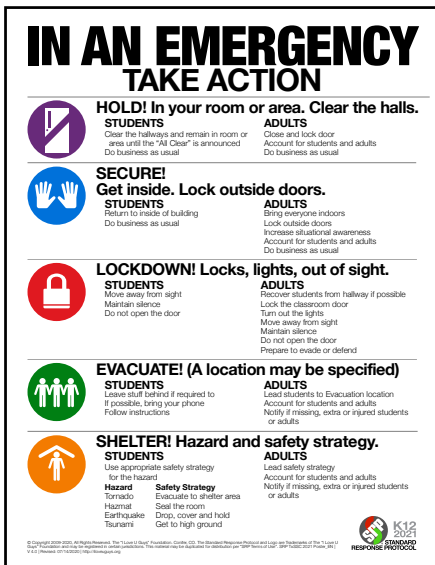
- Alternative: 10
- FutureForward: 10
- Elementary: 10
- P/K-8 and Middle: 20
- High: 30

Placement:

These should be posted in a highly visible area of the classroom and in high traffic areas throughout the building.

Updated Standard Response Protocol

An important update was made to the Standard Response Protocol for the 2020-2021 school year and all red safety binders must be updated. Each school will receive enough copies for each of the classrooms and larger signs to place throughout the school.



Vinyl Decals: Proper Installation Process

Decals made from vinyl or special material require special preparation and installation in order for the decals to last. A roller will be provided to each school in order to assist in proper installation.

To properly prepare your surface make sure you:

- Thoroughly vacuum carpeted areas
- Spray/wipe other flooring and surfaces using only an alcohol/water mix (70/30) or hot water.
- Ensure there is no dirt, dust, debris where the vinyl will be installed
- No loose material where the vinyl will be installed
- No leftover residue from adhesive remover, Windex, wax, etc.
- Allow everything to dry before applying vinyl.
- Do not use Windex, adhesive removers, wax, polishers, or cleaners that leave any residue.

Proper installation of vinyl decals:

- Start peeling the back from the top or bottom and adhere to your surface, ensuring that it is as straight as possible. Apply even pressure as you move down (or up) the decal while simultaneously removing the backing. Use a roller or hard card to aide in the application and smooth out the surface.
- If you notice bubbles in your installation it will be important to make a small hole in the bubble and smooth it out as much as possible, ensuring that the decal fully adheres to the surface.

Installation of vinyl decals on carpet, textured flooring, and small tiles:

- Apply even direct pressure on the decal to ensure the adhesive sticks to the carpets and textured flooring, you should be able to see the texture of the carpet/flooring through the vinyl.
- When applying a vinyl decal to flooring or wall that has tiles with grooves, be sure to apply direct pressure and push the decal into the grooves to ensure it sticks.
- Watch video for an installation demo.

Installation of foil outdoor decals for concrete/asphalt:

- Apply even direct pressure on the decal to ensure the adhesive sticks to the concrete. You will notice the decal start to mold itself to the texture of the concrete. Use a roller or step on decal to ensure all sides are sealed.

[WATCH INSTALL VIDEO](#)

Order Additional Materials

To order more signs:

- Contact Cristy Powell in the print shop to order additional signs or decals.
cristy.powell@adams12.org | (720) 972-4160

To order additional copies of the Standard Response Protocol:

- Order through the Print Studio website: <https://webcrd.adams12.org/open/login>
Find these signs under Business Services > Safety