COVID-19 Sign and Poster/Banner Guidance
National Sign Program MCX
27 May 2020

1. Guidance. This document provides general guidance for projects needing to post public notices related to COVID-19. If you need additional guidance, reach out to one these Sign Program experts (in order of priority):

- Your District Sign Program Manager: https://corpslakes.erdc.dren.mil/employees/sign/sign.cfm
- Sign Advisory Work Group: https://corpslakes.erdc.dren.mil/employees/sign/workgroup.cfm
- National Sign Program Manager AJ Jensen: aj.jensen@usace.army.mil

2. Signs vs. Posters/Banners. You may utilize either or both of these mediums to communicate to the public. It is important to note that the requirements of the National Sign Standards Program DO NOT apply to posters/ banners. Posters/banners are useful tools to tell visitors and employees about upcoming events and temporary campaigns and programs. Here are some criteria to identify a poster/banner. If the thing you intend to put up cannot meet most of these criteria, then it is probably a sign, and must meet Sign Standards.
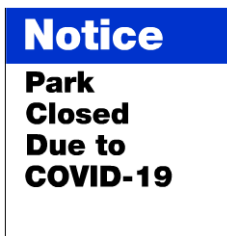
- It is temporary.
- You are going to mount it on a bulletin board or kiosk or directly on a wall.
- It is made of nondurable material.
- It concerns a topical subject such as an imminent event or a temporary campaign.
- There is no sign in the manual that covers the message being conveyed.

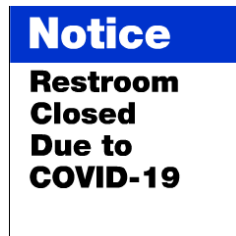**3. Observe these "Don'ts" to minimize Corps liability:**

a. DO NOT use the words *Caution*, *Warning*, or *Danger* on signs or posters that you create. Any sign using those words needs language approved at HQUSACE; otherwise, you may expose the agency to liability. The list of approved signs is here: https://corpslakes.erdc.dren.mil/employees/sign/signmgmt.cfm

b. DO NOT use the phrase "*at your own risk*". HQUSACE issued a policy letter on 29 NOV 2011 to remove that phrase from signs due to liability concerns.
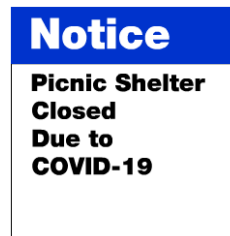
4. Sign Options. All signs must be approved by the District Sign Program Manager. Only signs that identify a safety hazard or use the words *Caution*, *Warning*, or *Danger* require approval at a higher level. To comply with Corps Sign Standards use custom sign grids in SignPro to create your own message**.** There are many options, but here are a few examples (see Appendix A for more examples):
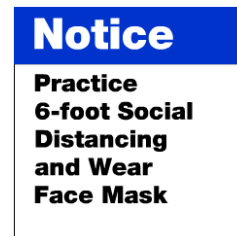

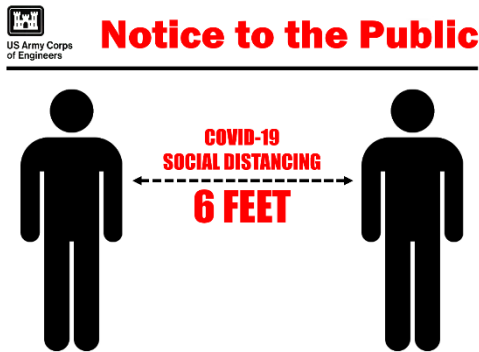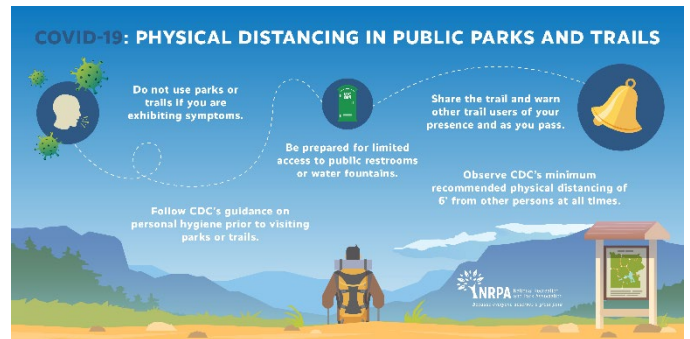| **Notice** Park Closed Due to COVID-19	**Notice** Restroom Closed Due to COVID-19	**Notice** Picnic Shelter Closed Due to COVID-19	**Notice** Practice 6-foot Social Distancing and Wear Face Mask
SNO-CSA	SNO-CSA	SNO-CSB	SNO-CSB

5. Poster/Banner Options. Since Corps Sign Standards do not apply to these temporary mediums, you have a lot of flexibility. You are not limited to these, but here are some online resources and examples of poster/banners.
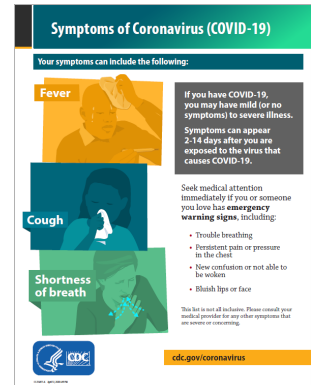
- https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html
- https://www.nrpa.org/our-work/Three-Pillars/health-wellness/coronavirus-disease-2019/
- Additional examples will be posted at https://corpslakes.erdc.dren.mil/employees/sign/sign.cfm

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Appendix A

Examples of COVID-19 Notice Signs
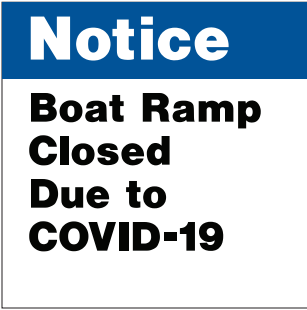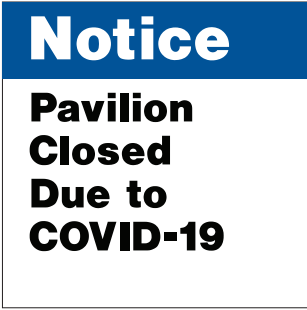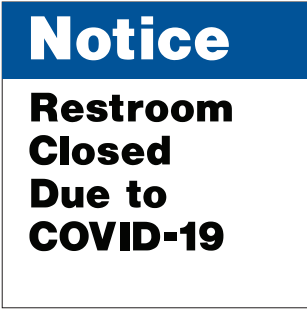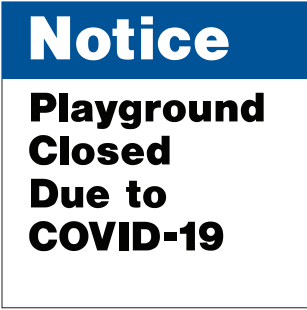
Graphics are vector-quality artwork.
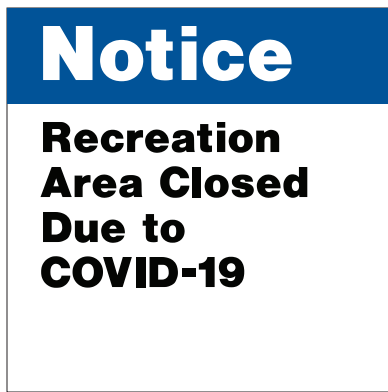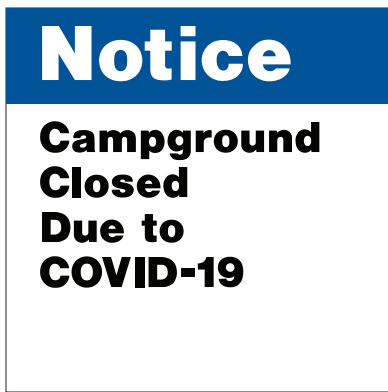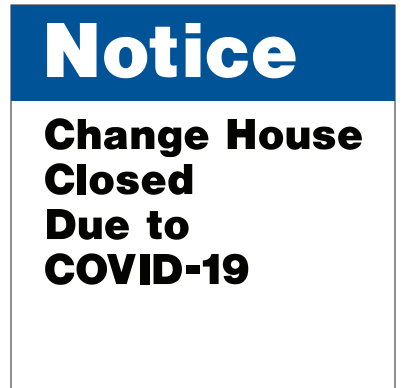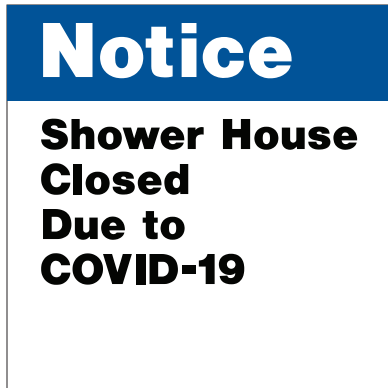Give this document to a sign shop and they can easily reproduce these signs.

Notice

Playground
Closed
Due to
COVID-19

Notice

Restroom
Closed
Due to
COVID-19

Notice

Pavilion
Closed
Due to
COVID-19

Notice

Park Closed
Due to
COVID-19

Notice

Boat Ramp
Closed
Due to
COVID-19

Notice

Golf Course
Closed
Due to
COVID-19

Notice

Facility
Closed
Due to
COVID-19

Notice

No Fees
Collected
for
Boat Ramp

Notice

No Fees
Collected
for Day Use
Area

Notice

No Fees
Collected
for
Beach

Grid: SNO-CSA (Grid A)
Sign Standards Manual, p 11-3

Viewing Distance Guide

Panel Size	Legend Size	Viewing Distance	Corner Radius
8" x 8"	$A = .75"$	21'	.1875" (3/16")
12" x 12"	$A = 1.125"$	31.5'	.1875"–1"
16" x 16"	$A = 1.5"$	42'	1"
24" x 24"	$A = 2.25"$	63'	1"

Sign Program Manager:
1. Insert this sign legend into SignPro under Customized Notice Signs to the desired size.
2. Per policy, get approval from the district Sign Program Manager prior to ordering.
3. Send this document to a manufacturer for easy sign reproduction.

Manufacturer:
The above vectorized image is print-ready and may be reproduced to the dimensions specified in the table above.

Notice

Picnic Shelter
Closed
Due to
COVID-19

Notice

Shower House
Closed
Due to
COVID-19

Notice

Change House
Closed
Due to
COVID-19

Notice

Campground
Closed
Due to
COVID-19

Notice

Recreation
Area Closed
Due to
COVID-19
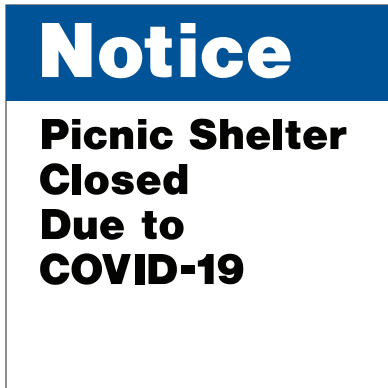
Grid: SNO-CSB (Grid B)
Sign Standards Manual, p 11-3

Viewing Distance Guide

Panel Size	Legend Size	Viewing Distance	Corner Radius
8" x 8"	A = .75"	18'	.1875" (3/16")
12" x 12"	A = 1.125"	26.5'	.1875"–1"
16" x 16"	A = 1.5"	35'	1"
24" x 24"	A = 2.25"	53'	1"

Sign Program Manager:
1. Insert this sign legend into SignPro under Customized Notice Signs to the desired size.
2. Per policy, get approval from the district Sign Program Manager prior to ordering.
3. Send this document to a manufacturer for easy sign reproduction.

Manufacturer:
The above vectorized image is print-ready and may be reproduced to the dimensions specified in the table above.