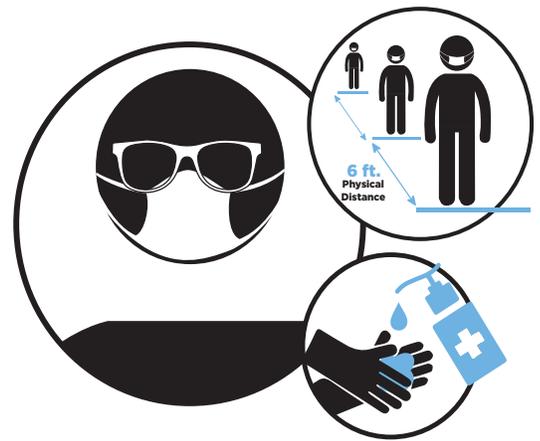




# LOS ANGELES DEPARTMENT OF WATER AND POWER

## COVID-19 FOR YOUR SAFETY SIGNAGE CATALOG



To request COVID-19 related signage please follow the procedure below:

- Review attached catalog of available signage options (page 2 and 3). The signage sizes are fixed to a predetermined size. The size is indicated in the poster title. Example: Hallways\_PP\_20x30.PDF is a 20x30 sized signage.

**Please note:** The signage size denotes the available and recommended substrate mounting. Please refer to the chart below:

	Decal Interior Display	OR	Foam Board (IN) Interior Display	OR	Sintra (EX) Exterior Display
10x12	X		X		
11x16.5	X		X		
20x30			X		X
36x48			X		X

- On the attached Reprographics Request form (page 4) include:
  - Complete poster title for each requested signage
  - Quantity for each signage
  - Indicate material substrate for each signage, referring to table above for available options.
- To process your request, you must have access to the Department's network and:
  - Create a new folder on the Reprographics' Server**, using YOUR NAME as the folder title: [\\filer03\igprintshope\PrintShop\REPROGRAPHICS\\_DEPT\\_ROOM\\_B7C](\\filer03\igprintshope\PrintShop\REPROGRAPHICS_DEPT_ROOM_B7C)
  - Open the signage directly** at: [\\filer03.joint.ladwp.com\PublicAffairs2\COVID\\_signage](\\filer03.joint.ladwp.com\PublicAffairs2\COVID_signage)
  - Copy** desired signage files. **DO NOT DELETE OR MOVE THESE FILES.**
  - Paste** them into the NEW folder that you made on the Reprographics' Server
- To start your job, please be sure to complete the request form, including a charge number and contact information; and submit the form via email to [Luis.Alderete@ladwp.com](mailto:Luis.Alderete@ladwp.com)

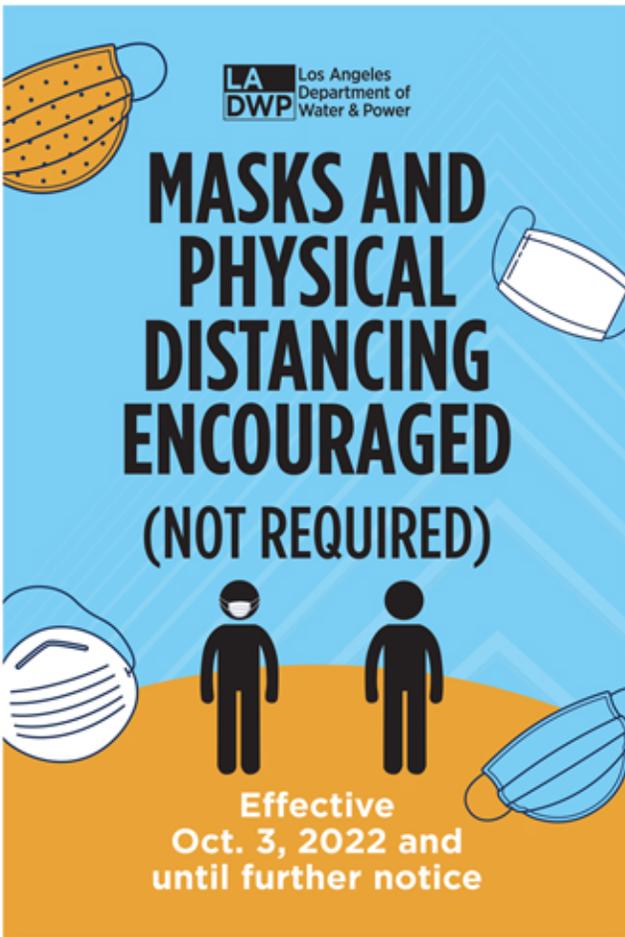
Once your request is complete, Luis Alderete or a member of Reprographics will notify the provided contact that signage is ready for pickup.

- If after reviewing the attached catalog of available signage, you determine that none of the available options suite your particular facility needs, please send an email to [Michelle.Figueroa@ladwp.com](mailto:Michelle.Figueroa@ladwp.com) requesting unique or modified signage.

Signage has been designed in compliance with LADWP Department branding guidelines and health and safety language requirements. **DO NOT ALTER ANY SIGNAGE BY ANY METHOD.**

If installation assistance of exterior signage is required, please contact Gary Arso & Walter Veljadic after you have been notified that signage is available for pickup.

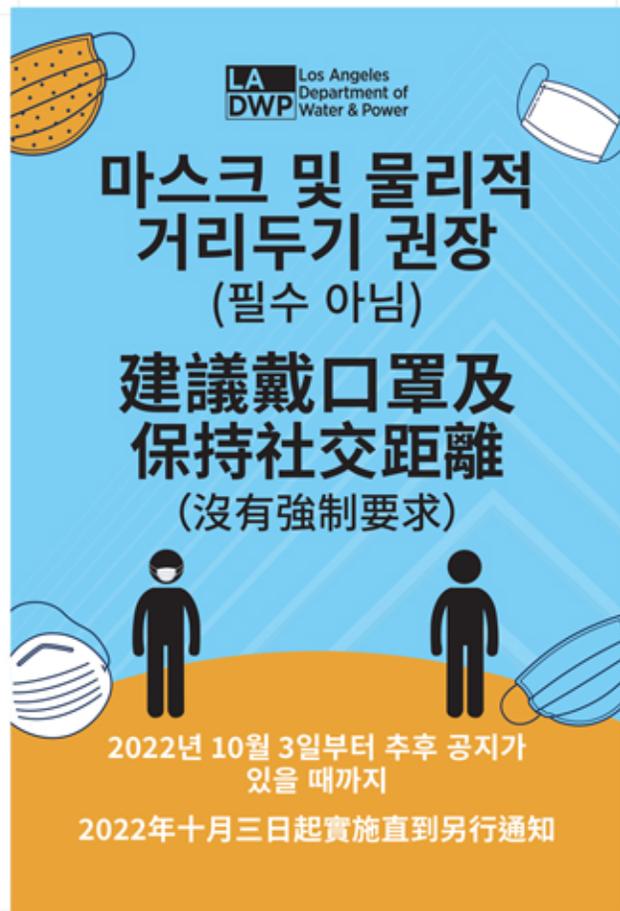
Due to high volume of request, there may be some delay with completing your signage needs. **Your patience and cooperation is greatly appreciated.**



LADWP\_MaskOptional\_20x30.pdf



LADWP\_MaskOptional\_CSC\_EnglishSpanish.pdf



LADWP\_MaskOptional\_CSC\_KoreanChinese.pdf



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### 권고 공지

2021년 11월 8일 월요일부터 시작되는 Los Angeles 시 조례 번호 187219에 따라 COVID-19 예방 접종 증명서 또는 COVID-19 음성 검사 증명서 (지난 72시간 이내에 수행됨) 및 정부 발급 신분증은 이 시 시설에 입장해야 합니다.

### 法令公告

根據洛杉磯市第 187219 號法令，自 2021 年 11 月 8 日星期一起，進入本市的任何設施前，會被要求查看「新冠病毒 (COVID-19) 疫苗接種證明」或「新冠病毒陰性檢測證明」(在過去 72 小時內檢測) 以及政府頒發的身份證件。



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LADWP\_OrdinanceNo187219\_EnglishKoreanMandarin 20x30.pdfLADWP\_OrdinanceNo187219\_EnglishKoreanMandarin 36x48.pdfLADWP\_OrdinanceNo187219\_EnglishMandarinTagalog 20x30.pdf



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LADWP\_OrdinanceNo187219\_EnglishMandarinTagalog 36x48.pdfLADWP\_OrdinanceNo187219\_EnglishSpanish 20x30.pdfLADWP\_OrdinanceNo187219\_EnglishSpanish 36x48.pdf



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LADWP\_OrdinanceNo187219\_EnglishSpanishArmenian 20x30.pdfLADWP\_OrdinanceNo187219\_EnglishSpanishArmenian 36x48.pdfLADWP\_OrdinanceNo187219\_EnglishSpanishKorean 20x30.pdf



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### Thông báo

Theo Sắc lệnh số 187219 của Thành phố Los Angeles, bắt đầu từ thứ Hai, ngày 8 tháng 11 năm 2021, GIẤY TỜ CHỨNG NHẬN TIÊM CHỨNG VẮC-XIN NGỪA COVID-19 hoặc CHỨNG MINH XÉT NGHIỆM COVID-19 AM TÍNH được lấy trong vòng 72 giờ qua, và THE CĂN CƯỚC để chính phủ cấp giấy phù xuất trình để vào cơ quan thành phố.



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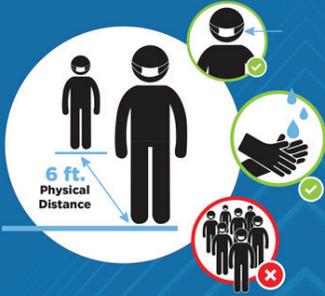
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LADWP\_OrdinanceNo187219\_EnglishSpanishKorean 36x48.pdfLADWP\_OrdinanceNo187219\_EnglishSpanishVietnamese 20x30.pdfLADWP\_OrdinanceNo187219\_EnglishSpanishVietnamese 36x48.pdf

### FOR YOUR SAFETY

KEEP 6 FT. PHYSICAL DISTANCE  
MASKS REQUIRED  
WASH HANDS/USE HAND SANITIZER  
NO CONGREGATING



3UP\_PP\_11x165.pdf

### FOR YOUR SAFETY

KEEP 6 FT. PHYSICAL DISTANCE  
MASKS REQUIRED  
WASH HANDS/USE HAND SANITIZER  
NO CONGREGATING



3UP\_PP\_20x30.pdf

### FOR YOUR SAFETY AVOID TOUCHING COMMON SURFACES WITH YOUR BARE HANDS



USE A COVERED ELBOW OR A TISSUE TO TOUCH

AvoidTouching\_PP\_11x165.pdf

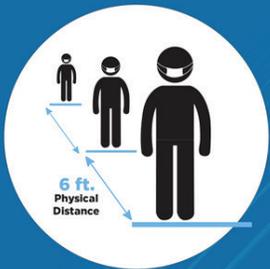
### FOR YOUR SAFETY AVOID TOUCHING COMMON SURFACES WITH YOUR BARE HANDS



USE A COVERED ELBOW OR A TISSUE TO TOUCH

AvoidTouching\_PP\_20x30.pdf

### FOR YOUR SAFETY AT BUILDING ENTRANCE

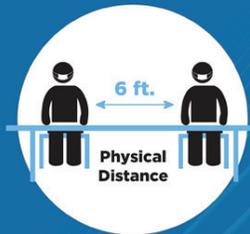


Maintain physical distance while entering and follow floor markers

**MASKS REQUIRED**

BuildingEntrance\_PP\_20x30.pdf

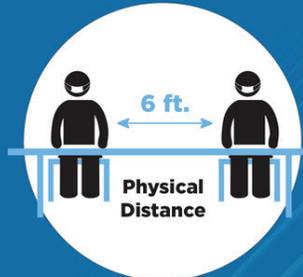
### FOR YOUR SAFETY IN THE CAFETERIA



Maintain physical distance  
Sit 6 feet or more apart

Cafeteria\_v1\_PP\_10x12.pdf

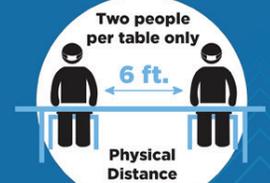
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Sit 6 feet or more apart

Cafeteria\_v1\_PP\_20x30.pdf

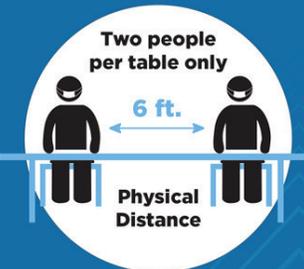
### FOR YOUR SAFETY IN THE CAFETERIA



Maintain physical distance  
Sit 6 feet or more apart  
Two people per table only  
Do not add or remove chairs

Cafeteria\_v2\_PP\_10x12.pdf

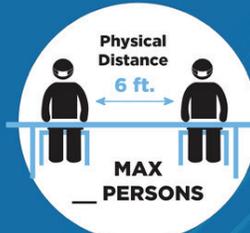
### FOR YOUR SAFETY IN THE CAFETERIA



Maintain physical distance  
Sit 6 feet or more apart  
Two people per table only  
Do not add or remove chairs

Cafeteria\_v2\_PP\_20x30.pdf

### FOR YOUR SAFETY IN CONFERENCE AREAS



Maintain physical distance  
Sit 6 feet or more apart

ConferenceBlank\_PP\_10x12.pdf

### FOR YOUR SAFETY



Please disinfect before and after each use  
Thank you!

Disinfect\_PP\_10x12.pdf

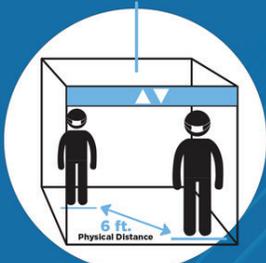
### FOR YOUR SAFETY DURING COVID-19 WATER STATION FOR BOTTLE FILLING ONLY



The quality of tap water remains excellent, but for sanitary reasons the water bubbler has been disabled

DrinkingFountain\_PP\_10x12.pdf

**FOR YOUR SAFETY IN THE ELEVATORS**



Maintain physical distance  
Follow floor markers

**MASKS REQUIRED**

Elevator\_PP\_11x165.pdf

**FOR YOUR SAFETY IN THE ELEVATORS**

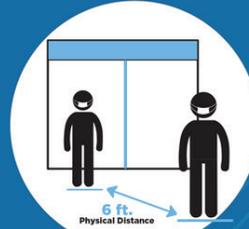


Maintain physical distance  
Use a covered elbow or a tissue to touch buttons  
Avoid speaking

**MASKS REQUIRED**

Elevator2up\_PP\_11x165.pdf

**FOR YOUR SAFETY ELEVATORS - 2 MAX**



Maximum 2 people per elevator  
Follow floor markers while waiting and in elevator

**MASKS REQUIRED**

ElevatorWaiting\_PP\_11x165.pdf

**STOP**   
**FOR YOUR SAFETY PERFORM A SELF CHECK**

**ARE YOU FEELING WELL?**

- Is your body temperature 100 degrees or higher?
- Do you have cold or flu-like symptoms? (cough, fever, chills, shortness of breath)
- Have you tested positive for COVID-19, and have not completed isolation and recovery?
- Have you had close contact with a person with COVID-19 or in quarantine?
- Have you lost your sense of taste and smell?

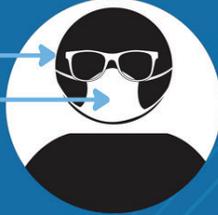
**IF "YES" TO ANY OF THE ABOVE, DO NOT ENTER**

Notify your supervisor and the LADWP  
COVID-19 Resource Center: (213) 367-4444

EntranceStopSign\_PP\_36x48.pdf

**FOR YOUR SAFETY WEAR YOUR MASK PROPERLY**

Wear glasses over your mask to avoid fogging



Completely cover your nose and mouth  
Fit snugly against the sides of your face and chin

FaceMask\_PP\_11x165.pdf

**FOR YOUR SAFETY WEAR YOUR MASK PROPERLY**

Wear glasses over your mask to avoid fogging



Completely cover your nose and mouth  
Fit snugly against the sides of your face and chin

FaceMask\_PP\_20x30.pdf

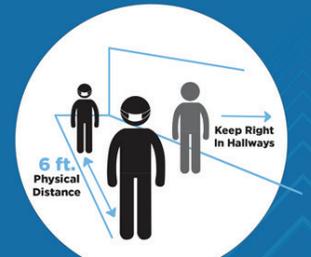
**Requirements at this LADWP Facility**

**Requisitos en esta Instalación de LADWP**

- Wear a face covering at all times**  
Use una cobertura facial a todo tiempo
  - Maintain 6 feet physical distance**  
Mantenga distancia física de 6 pies
  - Wash hands regularly**  
Lavarse las manos regularmente
  - Don't gather in groups**  
No se junte en grupos
- Help keep everyone safe.  
Ayude a mantener a todos a salvo.

FacilitySign\_PP\_18x24.pdf

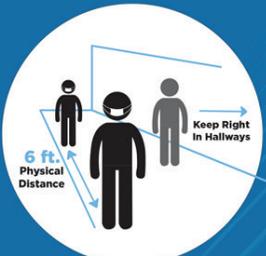
**FOR YOUR SAFETY IN THE HALLWAYS**



Keep right and maintain physical distance  
**MASKS REQUIRED**

Hallways\_PP\_11x165.pdf

**FOR YOUR SAFETY IN THE HALLWAYS**



Keep right and maintain physical distance

**MASKS REQUIRED**

Hallways\_PP\_20x30.pdf

**Proper PPE must be worn for the health and safety of your fellow employees.**



When taking ice from this machine you must do the following:

- Wear a face covering
- Wear latex or nitrile gloves
- Have your sleeves rolled down
- Refrain from using personal cups or ice buckets to scoop ice
- Use only the ice scoop provided
- Have only an arm's length enter the ice storage area

Your diligence and adherence to these rules will help keep you and your fellow co-workers safe and healthy.

IceMachine\_PP\_11x165.pdf

**Mandatory Screening at this Facility**

To ensure the health and safety of our workforce and maintain our essential operations, all employees must follow this screening procedure before entering this facility.

If you have a personal thermometer at home, please consider taking your temperature before you go to work. If your temperature is 100 degrees Fahrenheit or higher, **DO NOT COME TO WORK.** Call your supervisor or the COVID-19 Resource Office at (213) 367-4444 to report your situation.

Prior to entry, you must self-certify and answer "No" to all four of these questions:

- YES NO**
- Have you tested positive for COVID-19 or been told by a health care professional that you may be positive for COVID-19?
  - Are you in close contact (within 6 feet for 10 minutes or more) of a person with COVID-19 or of a person who is in isolation or quarantine?
  - Do you have cold or flu-like symptoms (e.g. cough, fever, chills, shortness of breath)?
  - Do you have a loss of taste and smell, which is unusual for you?

Answered "No" to all? You may enter the facility or office.

Answered "Yes" to any? **DO NOT ENTER THE FACILITY.** Contact your supervisor to notify that you cannot self-certify to all four questions. You and/or your supervisor will call the COVID-19 Resource Office for further instructions.

The COVID-19 Resource Office will conduct an intake interview and determine if any additional precautions are necessary, and provide your Division Director with recommendations on how to proceed in the matter.

For any questions:  
COVID-19 Resource Office - (213) 367-4444

MandatoryScreeningOGSign\_PP\_24x36.pdf

**FOR YOUR SAFETY**



**Please disinfect microwave after use**

Microwave\_PP\_10x12.pdf

FOR YOUR SAFETY IN THE RESTROOMS



Maximum 2 people at all times

MASKS REQUIRED

Restroom\_PP\_11x165.pdf

HAND SANITIZER STATION



Temporarily unavailable Thank you!

Sink\_PP\_10x12.pdf

FOR YOUR SAFETY IN THE STAIRWELLS



Keep right and maintain physical distance

MASKS REQUIRED

Stairwell\_PP\_10x12.pdf

FOR YOUR SAFETY IN THE STAIRWELLS



Keep right and maintain physical distance

MASKS REQUIRED

Stairwell\_PP\_20x30.pdf

STOP FOR YOUR SAFETY PERFORM MANDATORY SELF CHECK

ARE YOU FEELING WELL?

- Is your body temperature 100 degrees or higher?
- Do you have cold or flu-like symptoms? (cough, fever, chills, shortness of breath)
- Have you tested positive for COVID-19, and have not completed isolation and recovery?
- Have you had close contact with a person with COVID-19 or in quarantine?
- Have you lost your sense of taste and smell?

IF "YES" TO ANY OF THE ABOVE, DO NOT ENTER

Notify your supervisor and the LADWP COVID-19 Resource Center: (213) 367-4444

STOPMandatory\_PP\_11x165.pdf

STOP FOR YOUR SAFETY PERFORM MANDATORY SELF CHECK

ARE YOU FEELING WELL?

- Is your body temperature 100 degrees or higher?
- Do you have cold or flu-like symptoms? (cough, fever, chills, shortness of breath)
- Have you tested positive for COVID-19, and have not completed isolation and recovery?
- Have you had close contact with a person with COVID-19 or in quarantine?
- Have you lost your sense of taste and smell?

IF "YES" TO ANY OF THE ABOVE, DO NOT ENTER

Notify your supervisor and the LADWP COVID-19 Resource Center: (213) 367-4444

STOPMandatory\_PP\_20x30.pdf

STOP FOR YOUR SAFETY PERFORM MANDATORY SELF CHECK

ARE YOU FEELING WELL?

- Is your body temperature 100 degrees or higher?
- Do you have cold or flu-like symptoms? (cough, fever, chills, shortness of breath)
- Have you tested positive for COVID-19, and have not completed isolation and recovery?
- Have you had close contact with a person with COVID-19 or in quarantine?
- Have you lost your sense of taste and smell?

IF "YES" TO ANY OF THE ABOVE, DO NOT ENTER

Notify your supervisor and the LADWP COVID-19 Resource Center: (213) 367-4444

STOPMandatory\_PP\_36x48.pdf

FOR YOUR SAFETY AT THIS TABLE



Maintain physical distance Sit 6 feet or more apart One person per table only Do not add or remove chairs

TableOnlyOne\_PP\_10x12.pdf

FOR YOUR SAFETY MANDATORY TEMPERATURE CHECK



THANK YOU FOR YOUR COOPERATION.

TempCheck\_PP\_20x30.pdf

FOR YOUR SAFETY



Temporarily unavailable Thank you!

Urinal\_PP\_10x12.pdf

FOR YOUR SAFETY



Wash your hands thoroughly for at least 20 seconds

Maintain physical distance Keep 6 feet or more apart

WashHands\_v1\_PP\_11x165.pdf

**FOR YOUR SAFETY  
WASH YOUR HANDS**



**UNTIL THEN,  
USE HAND SANITIZER**

WashHands\_v2\_PP\_11x165.pdf

**FOR YOUR SAFETY  
AT THIS WORKSTATION**



**Wipe down and disinfect  
this workspace at  
the end of each shift or  
before use by other employees.**

Workstation\_PP\_10x12.pdf

**ELEVATOR  
CAPACITY**



**MASKS REQUIRED**

LADWP\_ElevatorSign\_6max\_11x165.pdf

## New signage posted 08/17/21 for CSCs

**PLEASE STAY AWAY**



**IF YOU ARE SICK**

We maintain the right to refuse service to non-compliant customers.

Customers failing to comply may be asked by management to leave.



**LA DWP** Los Angeles Department of Water & Power



CSC\_StayAwayCovidSign\_English\_PP\_20x30.pdf

**POR FAVOR,  
MANTÉNGASE ALEJADO**



**SI ESTÁ ENFERMO**

Mantenemos el derecho de rechazar el servicio a los clientes que no cumplan con las normas.

La gerencia puede pedirle a los clientes que no cumplan con las normas que se retiren.



**LA DWP** Los Angeles Department of Water & Power



CSC\_StayAwayCovidSign\_Spanish\_PP\_20x30.pdf

## New signage posted 08/17/21 for LADWP Facilities

**PLEASE STAY AWAY**



**IF YOU ARE SICK**

Don't place our unvaccinated coworkers at risk of developing serious illness.

Go home and contact the Resource Office at (213) 367-4444 for guidance.



**LA DWP** Los Angeles Department of Water & Power



LADWP\_Facility\_StayAwayCovidSign\_PP\_20x30.pdf

# Industrial Graphics Requisition

Reprographic Services Room B7C

213•367•3391

Date In: \_\_\_/\_\_\_/\_\_\_

Date Due: \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Charge #: \_\_\_\_\_

Room/Location: \_\_\_\_\_

Job Name/Description: \_\_\_\_\_

File in Repro Folder

No. of Originals: \_\_\_\_\_ File Size: \_\_\_\_\_ x \_\_\_\_\_

Roll in Sets

Lay Flat

No. Copies: \_\_\_\_\_ Finished Size: \_\_\_\_\_ x \_\_\_\_\_

Rolled Image In

Staple

No. Copies: \_\_\_\_\_ Finished Size: \_\_\_\_\_ x \_\_\_\_\_

Rolled Image Out

Scan To File ---  Single page PDFs  Multi page PDF

Digital Imaging		Lamination		Mounting & Finishing	
B & W	COLOR				
Bond	Bond	Gloss Lam		3/16" FoamCore	
Vellum	Photo Gloss	Matte Lam		1/2" FoamCore	
Mylar	Matte	Dry Erase		Sintra Board 1/8"	
Heavy Bond	Scrim Vinyl				
	Heavy Bond			Framing/Edge Trim	
				Easel Backs	
				Grommets	

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do Not Write Below This Line

P	TYPE	SIZE / SQ. FT.	QTY	@	
				<b>TOTAL</b>	



**#**