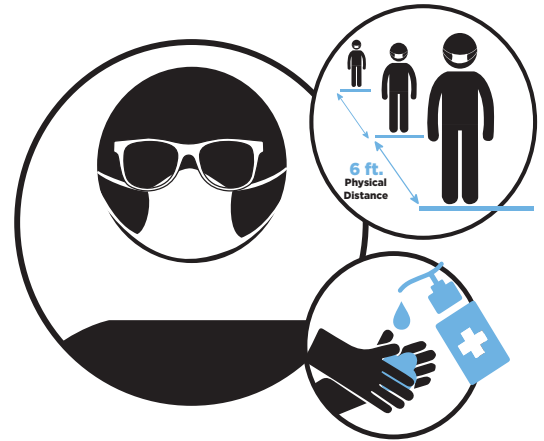




LOS ANGELES DEPARTMENT OF WATER AND POWER

COVID-19 FOR YOUR SAFETY SIGNAGE CATALOG



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

1. 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

2. 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.
3. 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
 - **Open the signage directly** at: \\\\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
4. 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

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

5. 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 requesting unique or modified signage.

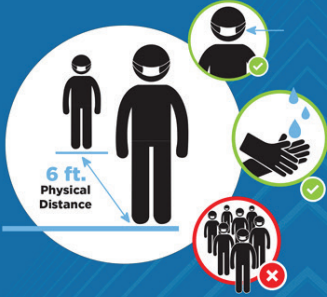
Signage has been designed in compliance with LADWP Department branding guidelines and health and safety language requirements. **DO NOT ALTER ANY SIGNAGE BY ANY METHOD.**

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.

FOR YOUR SAFETY

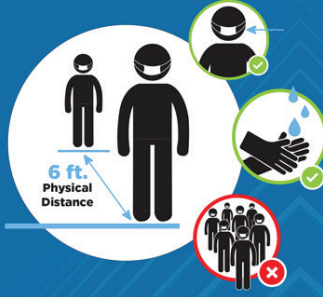
KEEP 6 FT. PHYSICAL DISTANCE
MASKS REQUIRED
WASH HANDS/USE HAND SANITIZER
NO CONGREGATING



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

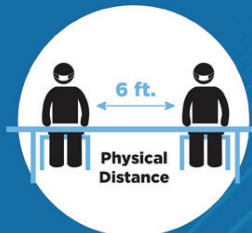


Maintain physical distance while entering and follow floor markers

MASKS REQUIRED

BuildingEntrance_PP_20x30.pdf

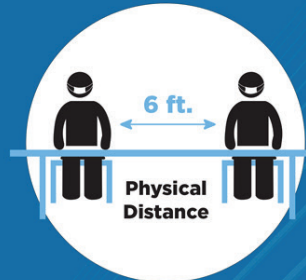
FOR YOUR SAFETY IN THE CAFETERIA



Maintain physical distance
Sit 6 feet or more apart

Cafeteria_v1_PP_10x12.pdf

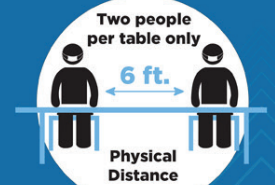
FOR YOUR SAFETY IN THE CAFETERIA



Maintain physical distance
Sit 6 feet or more apart

Cafeteria_v1_PP_20x30.pdf

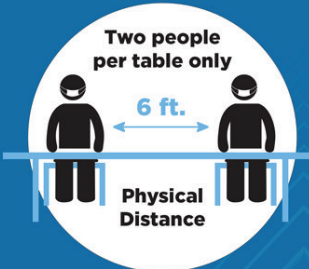
FOR YOUR SAFETY IN THE CAFETERIA



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

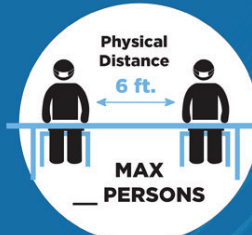
FOR YOUR SAFETY IN THE CAFETERIA



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

LA DWP Los Angeles Department of Water & Power

FOR YOUR SAFETY IN THE ELEVATORS



Maintain physical distance
Follow floor markers

MASKS REQUIRED

Elevator_PP_11x165.pdf

LA DWP Los Angeles Department of Water & Power

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

LA DWP Los Angeles Department of Water & Power

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

LA DWP Los Angeles Department of Water & Power

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

LA DWP Los Angeles Department of Water & Power

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

LA DWP Los Angeles Department of Water & Power

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

LA DWP Los Angeles Department of Water & Power

FOR YOUR SAFETY IN THE HALLWAYS



6 ft. Physical Distance

Keep Right In Hallways

Keep right and maintain physical distance

MASKS REQUIRED

Hallways_PP_11x165.pdf

LA DWP Los Angeles Department of Water & Power

FOR YOUR SAFETY IN THE HALLWAYS



6 ft. Physical Distance


Keep right and maintain physical distance

MASKS REQUIRED

Hallways_PP_20x30.pdf

LA DWP Los Angeles Department of Water & Power

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

LA DWP Los Angeles Department of Water & Power

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

LA DWP Los Angeles Department of Water & Power

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



SanitizerStation_PP_11x165.pdf

FOR YOUR SAFETY



Temporarily
unavailable

Thank you!

Sink_PP_10x12.pdf

FOR YOUR SAFETY IN THE STAIRWELLS

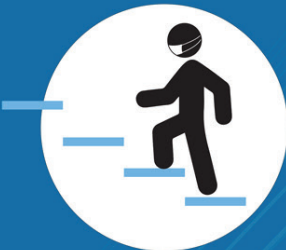


Keep right and
maintain physical distance

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**

**FOR YOUR SAFETY
AT THIS WORKSTATION**



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

WashHands_v2_PP_11x165.pdf

Workstation_PP_10x12.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

213•367•3391

Date Due:____/____/____

Phone #: _____

Room/Location:_____

#