

# Lobby, elevator and escalator signage

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The following guidelines are supplied to help with elevator-and-escalator-specific strategies, and support the formal guidance around social distancing and personal hygiene measures from the government, CDC and health officials.

## **PAGE 2 - ELEVATOR HEALTH & SAFETY GUIDELINES**

This flyer is meant to be printed and posted in elevator cabs and around loading areas. We also encourage you to email these guidelines to your tenants.

## **PAGE 3 - ESCALATOR HEALTH & SAFETY GUIDELINES**

This flyer is meant to be printed and posted in lobby areas and around escalators.

Please note A17.1 code does not allow signs to be posted in the safety zones at the entrance and exits of escalators. If you do post signage, make sure you post outside of the safety zones to ensure code compliance.

If you are unable to hang signage due to code restrictions, we encourage you to email these guidelines to your tenants.

## **PAGE 4 - SOCIAL DISTANCING STICKERS**

To encourage social distancing, we've created social distancing stickers to be placed on the floor of elevator cabs and waiting areas.

To determine sticker placement and safe capacity for your elevator, please visit the National Elevator Industry, Inc. (NEII) website for more information at [nationalelevatorindustry.org](http://nationalelevatorindustry.org).

Please use your preferred vendor to print these materials. The graphic is meant to be printed with the dimensions of 12" x 12".

## **PAGES 5 & 6 - HEALTH & SAFETY INFOGRAPHICS**

To promote overall building health and hygiene, we have developed infographic flyers for both elevator passengers and building managers. We encourage you to distribute this to your building tenants and community.

# Distance Brings Us Together

## Elevator passengers should make every effort to avoid close contact



If an elevator is **crowded**, take the next one to maintain social distancing



Only going a few flights? **Take the stairs** if you are able



**Speak up!** If you're in an elevator that has reached social distancing capacity, politely ask them to wait for the next one

## Practice good hygiene

**Avoid** leaning against cab walls

**Avoid** touching the handrails

**Avoid** touching buttons directly; cover fingers with a cloth or glove

**Wash** your hands immediately after every trip

**Wear** a mask or face covering

## While you're here...

**These directions are meant to complement government guidelines.**

Otis encourages all passengers to follow the formal guidance of the CDC and government health officials. Visit [cdc.gov](https://www.cdc.gov) for the latest information.



## Distance brings us together

### Safety first

Passengers should always use the handrail when riding the escalator.

Make sure you wash your hands after every trip and avoid touching your face.



### Maintain social distancing

Wait for 5 escalator steps to pass between you and the next passenger.



# Support social distancing

Do your best to stand 6 feet apart



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# Stay well

For all passengers



## Minimize surface contact

- Avoid unnecessary touching of elevator or lift panels and mirrors
- Avoid touching your eyes, nose and mouth

## Maintain social distancing

- If the elevator has several passengers, wait for the next one
- If possible, choose the stairs to travel short distances and remember to practice social distancing
- Keep at least 6 feet (approximately 2 meters) between yourself and others, even when you wear a face mask

## Practice proper hygiene

- Wash your hands or use hand sanitizer after exiting the elevator
- Follow universal hygiene practices, such as covering your nose and mouth with flexed elbow or tissue when coughing or sneezing
- Follow local guidelines, wear a face mask when using the elevator

Information from the World Health Organization (WHO) [who.int](http://who.int) and National Elevator Industry Inc. [neii.org](http://neii.org).

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# Stay well

For building managers



## Elevator and Escalator cleaning

- Clean touch points frequently
- Use approved cleaners that will properly disinfect and not damage the equipment

## Signage and communication

- Consider posting signage:
  - › Place signage in and around elevators to encourage social distancing best practices
  - › Inform riders about frequent disinfection of high-touch surfaces
- Provide clear markings on the floors to guide proper social distancing, if possible

## Hand sanitizer

Provide accessible sanitizing stations near elevators and escalators for use by all passengers

Information from the World Health Organization (WHO) [who.int](http://who.int) and National Elevator Industry Inc. [neii.org](http://neii.org).

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