

DATE: September 28, 2020  
TO: All MultiCare Leaders  
FROM: David Carlson, DO, SVP & Chief Physician Officer  
June Altaras, RN, SVP, Chief Quality, Safety & Nursing Officer  
SUBJECT: Updated COVID-19 signage and graphics

We want to share with you new, required signage and graphics to be used in all MultiCare locations to support physical distancing, mask-wearing, hand hygiene and other behaviors that are so important in our response to COVID-19.

These new signs present a consistent visual reminder to our employees, patients and visitors of the safety measures we are using during the pandemic.

These are the only approved signs that can be used in any MultiCare facility. **Each facility — hospitals, clinics and administrative buildings — must place their orders with the MultiCare Print Shop by Thursday, Oct. 1.** Signage is available for building entrances, cafeterias, break rooms, elevators, non-clinical settings and other areas. Please see attached Signage Standards for installation guidance.

Please appoint representatives on your teams to update signage and graphics. **All signage needs to be installed by Monday, Oct. 12.** This replaces existing COVID-19 signage.

For example: The “General areas in clinical facilities and settings” poster should be used in all hospitals and clinics — post in non-patient-care staff areas such as staff lounges, conference rooms, charting areas, offices. See the attached Graphics Guidance for more information.

Some things to know:

- Graphics and order numbers are listed in the “Signage” section on the [COVID-19 microsite](#).
- Graphics can be ordered through the Print Shop by filling out the order form under Print Services on Point MultiCare (for special orders, email Deanna Zehr at [dzehr@multicare.org](mailto:dzehr@multicare.org))
- All graphics are available in sizes 8.5 x 11 (flyer) or 24 x 36 (poster)
- All graphics can be ordered unmounted, mounted, on foam core board or laminated

Thank you for your help communicating our expectations to employees, patients and their families. It’s important that we all follow public health guidance to ensure we reduce transmission of COVID-19 in our communities.