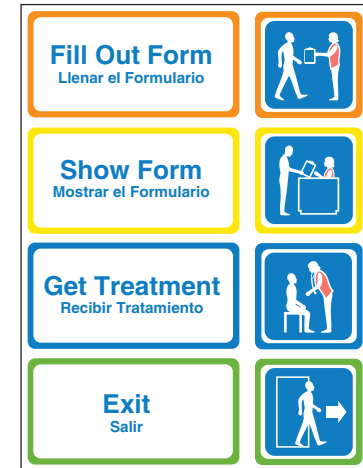


SIGNS FOR MASS PROPHYLAXIS SERVICES

These signs were developed for use in Mass Prophylaxis Service Locations or Points of Distribution (POD). Each sign identifies the purpose of a station with a picture, a simple one-word station description, and optional language translations. This simple and easy-to-understand format is designed to increase access to POD services for everyone, including those with language barriers and physical, cognitive, or behavioral disability.

A description of each station sign is provided below, along with recommendations for use. The signs can be used in a variety of POD configurations and sizes. Review the layout plan for your POD to determine appropriate station sign placement.



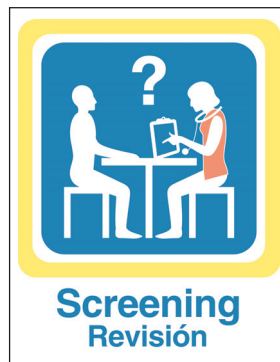
ENTER – Clients enter the POD at this station.

PROCESS – Lists the four key steps clients will complete once inside the POD. Sign color coding communicates station progression (i.e., orange, yellow, blue, and then green).

START – Clients receive and complete any necessary forms. Used with the "Process Sign".

REGISTRATION – Staff reviews client forms; may be combined with "Screening" in smaller operations.

SCREENING – Staff completes medical review of client forms (e.g., contraindications; review of medical history). Can be used as a separate station from "Registration" to improve client flow and decrease bottlenecks.



TREATMENT & CHILDREN – Location of prophylaxis services. "Children" stations can serve both children and adults to insure that all family members stay together. "Treatment" stations are for adults not accompanying children.

WAIT – Observation area for clients who may have adverse reactions (e.g., first-time flu vaccine recipients).

EXIT – Clients leave the POD at this station.

AID – Medical triage or first aid.

SUPPORT – Behavioral health support services for clients. This station should be located in an area away from the main POD activities.



see reverse

GUIDELINES

PLACEMENT OF SIGNS

Depending on the service location, signs can be hung from the ceiling, mounted to a wall, or placed in a sign stand. Translation signs attach to the bottom of the appropriate sign.

- Place signs directly above or slightly to the side of each station.
- Place signs in clear sight line from the station that precedes it; signs should be well lit.
- Place signs 7' to 8' off of the floor; Do not place signs on floor level or on the front of a table.

Sign grommets allow for flexibility of placement.

- S-hooks, binder rings, and string can be used for display.
- When mounting to a wall, do not place tape directly on printed image and text; Tape may damage the printing and wall surface.
- Reusable 3M Command Strips Medium Hooks are ideal for temporary wall mounting.

USE OF SIGNS

Signs assist staff in communicating with clients about service and process information.

- Staff should point to signs when directing clients.
- Staff should refer to stations by the name used on the station sign.
- Staff should refer to the colored border used on the signs (e.g., "Please go to the blue Children area.").
- Staff should wear vests to visually connect them with the service.

SAMPLE INSTALLATION

