

## List of Important Signs:

Signs are vital to ensure a functioning flow to the clinic. Good signage reduces client confusion and could also reduce client frustration.

Ensure your signs are large enough to be seen at a distance and that the lettering is large and clear. Signs should be posted in appropriate locations and easily seen when there is a crowd. Do not hang signs from table; they will not be seen. Consider public safety (i.e. if a sign were to fall down) when posting all signs. Other items to consider are traffic cones, roping, flagging tape, and bicycle flags to mark stations.

Good options for sign materials include large poster board, large sticky note poster paper or banners. Floor standing easels are a safety hazard and should be avoided if at all possible.

An electronic collection of signs is available in the toolkit. These are examples, some signs may not be applicable to all mass clinic settings.

### STATION SIGNS:

- ENTRANCE
- REGISTRATION (Station #1)
- TRIAGE (Station #2)
- DISPENSING STATION (Station #3)
  - Family Line
- FORMS COLLECTION (Station #4)
- EXIT
- First Aid

### STAFF STATIONS:

- Command Center
- Staff-Volunteer Check In and Check Out
- Staff-Volunteer Entrance Only (not needed for small clinics)
- Volunteer Station
- Large clinics may consider: Clinic Support, Safety Team, Logistics Team

### CLINIC FLOW:

- VACCINE and FIRST AID signs for each dispensing table  
(i.e. bright paper plate on a ruler or dowel)
- Name Tags/Hello Stickers
- Arrows
- No Food or Drink
- Restroom
- Wait Here Please
- Information
- Translation
- Take Coat Off