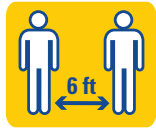


# New Guidelines for Maximum Room Occupancy



Use of a face covering is required



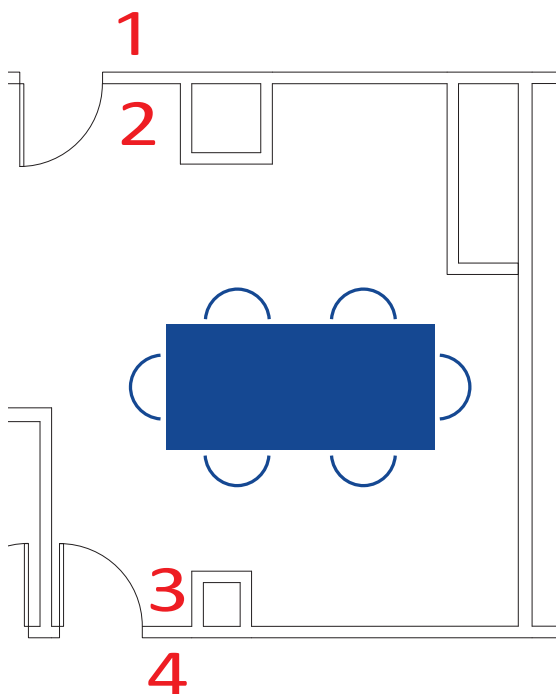
Maintain at least 6 feet distance



Consider conducting meetings remotely

- Maximum Occupancy of all identified spaces will be reduced to meet social distancing requirements.
- Occupants are required to wear a face covering.
- Occupants are expected to maintain a 6 foot distance between each person whenever possible.
- Flyer with guidelines and maximum occupancy to be posted in every room as identified in the provided document.
- See Installation Instructions and Sample Layout below.

## Installation Instructions and Sample Layout



- Note maximum room occupancy in the document provided.
- Download flyer for specified Maximum Room Occupancy from the SMS website.  
*Note - For adjoining rooms, contact Dawn DeLong for customized signage.*
- Print and laminate flyer.
- Post (1)flyer outside each entrance to the room.
- Post (1)flyer inside each entrance to the room. If there is an existing Occupancy Sign in the room, cover the sign with the temporary sign.
- To minimize wall damage when removing temporary signs, use of Command-Poster Strips are recommended.