Departmental Safety Signage Ordering Procedure

Below are the Royals Safe Together Signs that can be ordered by departments.

STEP 1
If you would like to order any of the signs for your departmental need, please Email Mark Murphy at Mark.Murphy@scranton.edu. Please include: the Sign # (shown on the next page), Sign Name, Quantity needed, and explain briefly where you would like them installed or explain where you will be installing the signs.

STEP 2
We will check requests to make sure it is not a duplicate order and also to make sure the request does not conflict with any building codes.

STEP 3
Once your request is approved, the signs will either be installed by the facilities department or sent to you via campus mail. We expect most orders will be filled within five business days. We ask for your patience. We will have a stock of the standard signs on hand for filling orders, however, depending on demand, at times we may need to reorder signs, which could delay the shipment.

Remember to include Sign #, Sign Name, Quantity needed, and explain briefly where you would like them installed or explain where you will be installing the signs.

For questions, please contact Mark R. Murphy, Facilities Operations
Welcome!

You must wear a mask.
Practice social distancing.
Wash hands regularly.
Follow directional signage.
Campus access: the campus is closed to visitors and the general public except by appointment only. Card access will be required for all buildings.

For more information, please contact Elizabeth Garcia, Esq., Pandemic Safety Officer, at elizabeth.garcia2@scranton.edu or 570.941.6645.

If you need a mask, please contact the Purchasing Office at 570.941.6214.

Questions or issues related to COVID-19: visit coronavirus.thescranton.edu or call 570.941.6645.

If you are alone in your office or you are in your assigned residence hall space, a mask is not required.

In compliance with PA Department of Health safety requirements.

If you need a mask, please contact the Purchasing Office at 570.941.6214.

Questions or issues of noncompliance: Elizabeth Garcia, Esq., Pandemic Safety Officer, at elizabeth.garcia2@scranton.edu or 570.941.6645.

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