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Infection Control Symbol Package

V1.2



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The most current version of the Infection Control Symbol Package can be found at http://www.taggcleanhands.com/icsymbolpack

About this file:

This ZIP file includes the full selection of symbols available in several different file formats and styles.

Included in the ZIP file:

Readme.pdf – this document

Readme.txt – text version of this document

\Symbols – folder containing all sets of symbols

Sharing:

If you wish to re-host the Infection Control Symbol Package on your own website, you are fully welcome to! We only require that you re-host the zip file in full, including this document, and that you attribute us. (See Part 2: Why Creative Commons? for more details)

Part 1: About This Project

Public health today is facing numerous challenges. With the rise of antibiotic resistance, superbugs have become a grave concern. Modern accessibility to travel has quickened the spread of disease within and across national borders. To top it off, due to global economic pressures, public health has seen cuts to its spending.

How do we defend ourselves? Using symbols to protect pubic health and safety is both very common and effective. Traffic signs prevent road deaths and hazard warning symbols on household products emphasize cautions needed when handling. The same can work for infection control. There are proven interventions that prevent infection and save lives and connecting them to symbols ensures they are followed.

The Infection Control Symbol Package

After years of development we realized that our infection control symbols had the potential to be this common language for public health. So, we compiled it in this package and are releasing it under Creative Commons in order to increase awareness, reduce barriers to implementation and ultimately be available where needed to save lives. The world needs to speak the same language when it comes to infection control.

This package contains the complete set of symbols in several different computer file formats and is made to be shared via the internet.

Who are we?

Tagg Design Inc. has over 25 years experience in the signs and graphics trade. Since 2005 we have been dedicated to infection control communication. We are a small company with a big vision for public health. We are stewarding this project with the aim to do some real good.



Using symbols to protect public health and safety is both very common and effective.

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Part 2: Why Creative Commons?

Creative Commons "is a nonprofit organization that enables the sharing and use of creativity and knowledge through free legal tools" - licenses that allow us to keep using the symbols in our own products while allowing use of them for infection control communications.

We want this package to be shared freely, so that it is available to those that need it most, but we also need to ensure that the symbols, their design, colours and fonts are used consistently. In order for these symbols to act as a common visual language, they need this stewardship.

Therefore, we chose to release this package under the Creative Commons Attribution-NonCommercial-NoDerivs 3.0 Unported License for that reason.

So, what can you do with the symbols if you can't make derivative works?

We **allow and encourage** use of the symbols in works printed to paper for health communication. This can include brochures, handouts, staff memos, interdepartmental forms, notices, and the like.

We **allow and encourage** use of the symbols digitally on the internet. This can include on hospital websites, public health reporting, twitter posts, blog posts, etc.

IMPORTANT:

- 1. **The symbols must be used in whole** and may not have the typefaces, wording, colours or design changed. We have good reasons for doing so, as said above. The symbols may, of course, be resized to fit the media they are being used in or used in other ways permitted under fair dealing, fair use etc. in your jurisdiction.
- 2. If reproducing in colour, please use the RGB or CMYK colour versions of the symbols. Only use the grayscale versions if your method of reproduction is incapable of colour (photocopier, B&W laser printer etc.).
- 3. All of the extra allowances are conditional on the other terms of the license that the symbols be used in a non-commercial manner and that, where applicable, you attribute the symbols to us, leading others to where they can download the symbol package themselves and helping to get the word out about this project.

If there is a usage not covered here that you think should be or if you wish to obtain licensing for uses that do not fit under the Creative Commons AB-NC-ND 3.0 Unported License, please email us at info@taggcleanhands.com

"Creative Commons develops, supports, and stewards legal and technical infrastructure that maximizes digital creativity, sharing, and innovation." creativecommons.org/about

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How do we attribute the symbols to you?

One condition common to all Creative Commons licenses is that you attribute the work to the creator.

1. On printed works use fine print at the bottom of the page:

"This work contains graphics from taggcleanhands.com/icsymbolpack which is licensed under a Creative Commons AB-NC-ND 3.0 Unported License."

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Please go to http://www.taggcleanhands.com/icsymbolpack for the most recent version."

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2. On websites that use the symbols:

If possible, use the attribution format below. If your website has a "legal", "disclaimer" or "copyright" page, it can go there. Otherwise, use the fine print (see #1, above) at the bottom of the page.

3. On websites where you are hosting the whole package use the following block (graphic from Creativecommons.org):



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4. If using the symbols alone on twitter, forum posts etc:

No separate attribution is needed as long as the symbol file's metadata is intact.

Metadata is a way of storing copyright and attribution information inside an image file in a way that is readable by internet sites, photo editing software and so on.

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Part 3: Translations

These symbols were created from the ground up to be inclusive - to work in any field, in any country and speak to people who possess any level of literacy.

Try as we might, we cannot escape using text completely. Important notices such as those announcing an outbreak need the disambiguation that the word "outbreak" provides. As it is the language spoken where we live (and in much of the world), any of the symbols that use text are in English to start with - but we'd like to see them in more languages!

We unfortunately do not have the resources to translate all of the text used in the symbols (as well as this documentation!) into all of the languages we would like. If you would like to assist with a translation of the symbols or any of the documentation, please email us at info@taggcleanhands.com with your translation of the text and the name you would like to be credited under and we will ensure it makes it to the next version of the symbol package.

Language Codes

Each of the symbols in the symbol directory has a language code that states what languages the text in the symbols are in. They are based around ISO standards where possible.

Some examples:

INT = International (used for symbols without wording)

EN = English

EN/FR = Bilingual (includes both English and French text in this case)

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Part 4: How To Use the Symbol Files

For best results, unzip the whole archive to a convenient place on your local hard drive. To unzip, you may require an external program; we suggest 7-zip which is free & open-source and found at www.7-zip.org

To find the files manually, the folder labeled "Symbols" is where you will find them. In there are two layers of subfolders - the first one named after the sections of the directory, the ones after that named after the individual symbols.

The numbers under the symbols in this document can also help you navigate, as they summarize the section and symbol. For example, "Isolation" has the number S2-01, meaning it's the first symbol folder in the second section folder.

In each symbol folder you'll find all of the file formats, styles and sizes available for that symbol.

Colour vs. Grayscale



RGB or CMYK



Grayscale

What styles are the symbols available in?

RGB (red-green-blue)

Most of the symbol files are in 24-bit RGB colour (also known as "true colour"), unless noted. RGB is perfect for most uses, particularly where it will be displayed on a computer screen.

GRAY (grayscale)

Use these when printing on a black & white laser printer, or for making photocopies or faxes. These have been carefully controlled to keep the same impact, readability and contrast as the colour versions.

CMYK (cyan-magenta-yellow-black)

The files provided in EPS format are in CMYK, a colour format based on relative quantities of ink which is designed for printing.

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How do I choose which file format to use?

Transparency:



RGB PNG (transparency shows background)



RGB JPEG (no transparency leads to white square around the image)

PNG

Use these where possible - they include transparency so will look sharp and professional on backgrounds of any colour.

- · High quality images that include transparency.
- · Small file size for web use.
- Compatible with all modern web browsers and office software suites.

JPEG

Included for compatibility with older systems - if PNG is not supported by the software you use, JPEG almost certainly is.

NOTE: Use on a plain white background for best results.

- Lower quality images, without transparency.
- · Small file size for web use.
- Compatible with all modern web browsers and office software suites.

EPS

This file format contains vectors – unlike the other image formats, they can be scaled without losing detail.

NOTE: These files are not supported by any web browser.

- · High quality vector graphics that include transparency.
- · Large file size for print use only.
- Compatible with all professional graphics suites.

Part 5: Symbol Directory

Section 1 - Stop: Clean Your Hands

Hand hygiene is the most important intervention in preventing the spread of infection. However, it is often overlooked, so even health care professionals need reminders.



\$1-01Stop: Clean Your Hands
FN



\$1-02Stop: Clean Your Hands (No Text)
INT



\$1-03Stop: Clean Hands
Before Leaving
EN



\$1-04Stop: Clean Your Hands
Bilingual
EN/FR



\$1-05Arrêtez Lavez-vous le Mains
FR

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Section 2 - Isolation

Isolation is a practice that needs to be followed to be effective. Ensure that even the public helps out. Use this symbol to get attention, and use supporting text to communicate specific restrictions. For specific precautions that involve wearing Personal Protective Equipment, use alongside Section 4.



S2-01 Isolation EN



\$2-02Isolation:
Visitor Restrictions
EN

Section 3 - Outbreak

You hope you never have to use this symbol - but when it's needed, it gets the point across quickly and unambiguously. Use this symbol to get attention, and use supporting text to communicate specific restrictions. For specific precautions that involve wearing Personal Protective Equipment, use alongside Section 4.



S3-01 Outbreak EN



\$3-02Outbreak - No
New Admissions
EN



S3-03Outbreak Visitor Restrictions
EN

Section 4 - Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is a necessity in any infection control situation, from food handling to the operating table. Use these symbols to remind, identify and educate about these required precautions.



S4-01 Masks - N95 INT



S4-02 Masks INT



S4-03 Gloves INT



S4-04 Gowns INT



S4-05Face Shields
INT

Section 5 - Public Health

Public health organizations across the globe are an important voice in controlling the spread of infection by educating and encouraging the public on best practices.



\$5-01Achoo! Sneeze in Sleeve EN



S5-02 Healthy Visitors Only EN



S5-03Vaccinations
INT



S5-04Do Not Touch Your Face INT



\$5-05Maintain Distance
EN



S5-06 Stay Home EN



\$5-07Visiteurs en Santé Seulement
FR



\$5-08Respectez la Distance
FR



S5-09 Restez à la Maison FR

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Section 6: Credits

Tagg Design Inc. Toronto, On Canada

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Appendix A - Changelog:

V0.1

03/14/2013

- First version for private review
- Finalized Creative Commons license

V0.2

03/19/2013

- Finalized symbol formats and sizes

V1.0

03/27/2013

- First version for public release

V1.1

04/17/2020

- Added 6 new symbols: Isolation: Visitor Restrictions Outbreak: No New Admissions Outbreak: Visitor Restrictions Do Not Touch Your Face Maintain Distance Stay Home

V1.2

04/28/2020

-Added 4 French translations: Arrêtez Lavez-vous le Mains Visiteurs en Santé Seulement Respectez la Distance Restez à la Maison

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Legal text: http://creativecommons.org/licenses/by-nc-nd/3.0/legalcode

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