Notification Sign Guidelines

Notification signs are required at all VCH intake, admitting and registration areas. The following guidelines give recommendations and instructions regarding printing and placement of the signage.

- **Size**
  - Recommended minimal size: 8 ½” x 11” (standard Letter size)

- **Posting**
  - Each site should post the Notification Sign(s) at every intake, admitting and registration area.
  - Multiple signs are recommended in large waiting areas

- **Print**
  - Print on white paper only, preferably on cardstock or other heavyweight paper
  - Printing should be in colour. The latest version of the VCH Notification signage can be found on the Information Privacy Office intranet site page*.  
    *PLEASE REGULARLY CHECK THIS SITE AS CHANGES TO THE VCH NOTIFICATION SIGNAGE ARE IN PROGRESS.

- **Placement**
  - Notification signs should be prominently placed in all intake, admitting, and registration areas and should be readable for people of various heights, including those people in wheelchairs.

- **Languages**
  - Notification signs in English are mandatory. Additional signs in other languages are recommended in areas for those clients who do not speak English as a primary language. Site administrators are responsible for determining which languages are appropriate for their sites.

- **Care and Use**
  - No changes to wording or content are permitted.
  - Signs may be laminated or placed in plastic counter/wall holder in a visible spot.
  - Sign(s) must be replaced if they show signs of wear, become ripped, torn or faded.
  - Any old notification signs must be removed and replaced with this current version.

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**For more information**

Any questions about these notification signs should be directed to the Information Privacy Office at (604) 875-5568 or email: privacy@vch.ca.