



# COVID SAFE PHOTOGRAPHY

## [ AUTUMN 2020 ]

As a company we have been working hard to ensure we can provide you with as normal a service as possible this term. The safety of your students, staff and our photographers is paramount to us. We will ensure that whilst still being able to capture quality portraits, social distancing measures can be maintained.

We hope that the following information will reassure you and your parents that we are taking every precaution, and that we can confidently and safely photograph at your school this term.

### **Working with You:**

Our photographer will be happy to adhere to any additional measures you may have in place, including routine, non-touch, temperature checks and/or completing a Covid-19 Visitor Questionnaire on arrival if required.

### **PPE:**

Our photographer will bring their own hand sanitiser, face masks, and disinfectant/anti-bacterial wipes.

### **Hand Sanitiser:**

Our photographer will wash and sanitise their hands on arrival, when handling their equipment, and regularly throughout the session. They will also have hand sanitiser available for use by all those entering their studio area.

### **Equipment:**

Photographic equipment will be thoroughly sanitised between venues, and frequently touched surfaces and seating areas will also be wiped with disinfectant/anti-bacterial wipes regularly throughout the session. We ask that no-one other than the Photographer handles their equipment.

### **Social Distancing:**

Our Photographer will adopt Government guidelines on social distancing, and maintain a distance of 2m from others where possible, or where not possible, they will be wearing a face covering. If appropriate, they will use space markers within the studio to maintain distancing.

A member of your staff may be required to help pose and 'tidy' the pupils, enabling our photographer to stay distanced whenever possible.



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If it becomes necessary for our photographer to help in posing some pupils, they will always seek permission from you first, and will sanitise their hands thoroughly.

We suggest that pupils are brought into the studio area individually or within their pods to avoid congestion, and that the number of people in the area is limited to only those who are absolutely necessary. Time within the studio will be kept to a minimum by reducing the number of poses offered this term.

### Ventilation:

Air circulation or ventilation is of great importance in the prevention of Covid-19, and our photographer will require an area with sufficient ventilation (eg. open window, large room, approved air conditioning system) to set up their photographic studio.

### Studio setup:

Our photographer will only be using backcloths which can be sanitised. Some pupils will be posed standing and some will be seated on a surface or chair which can be cleaned between pods or class groups.

### Contactless Proofs and Ordering:

This term we are offering contactless photography - no proofs to hand out or orders and money to collect. Images are available online for parents to order directly within 24 hours. Your photographer will speak to you before photography day to see if you would like to take advantage of this new system.

However, if you would prefer to still offer parents proof order forms as before, this service is still available, and we advise that order forms printed on the day are quarantined for 24 hours before distribution to parents.

### Personal Health and Hygiene:

Alongside robust hand hygiene, our photographers are advised to wash their clothes after each job. They will also bring their own cup/drink holder on the day.

### They will only attend if:

They are not displaying any symptoms of Covid-19 / they are not aware of being in close contact with a confirmed case, or anyone showing symptoms consistent with Covid-19, within the last 14 days / they have not been told to self-isolate for 14 days by NHS Test and Trace

**Covid-19 Notification: If anyone within the nursery shows signs of Covid-19 within 14 days of a photographic session, we ask that you please notify our photographer immediately, thank you.**