

Standard Operating Procedure: COVID-19 On-Site Grad Safety

Written By:	<u>Kelly Chernoff, CEO</u>	Date Written:	<u>May 27, 2020 / Revised Aug. 31, 2020</u>
Reviewed By:	<u>Chris Chernoff, COO</u>	Review Date:	<u>May 27, 2020/Aug. 31, 2020</u>

Lead: Kelly Chernoff

Support: All GradsBC Department Heads

Purpose: To create a protocol that will allow us to safely execute grad portraits in a controlled setting.

The following procedures have been put in place following BC Health Guidelines.

Introduction: With a new global health pandemic affecting all communities and businesses, it is our duty to provide a safe environment for our clients and our team.

Procedure:

1. Students have been scheduled to arrive at specific times not exceeding 30 grads per hour.
2. Venue has been cleaned for touch points prior to our team's arrival
3. Janitors will be onsite doing regular cleaning during the sessions
4. Social Distancing Officer: Identified GradsBC based personnel will be onsite and overseeing safety procedures for these events.
5. Safe entrance into building and first holding area:
 - a. Students must practice hand hygiene upon entry and exit of the on site studio. Hand sanitizer will be available at all stations
6. Holding area protocol: 6' circumference between each grad will be clearly marked with floor disks.
7. Movement from station to station: Direction to the next holding area will be clearly marked and supervised by GradsBC staff.
8. Dressing and Removal of gown/cap and holding table protocol:
 - a. Grad will dress and remove their own gown and cap, place it on the table and proceed to the additional stations.
 - b. All gowns/caps will be steamed.
9. Fashion Photo Stations/video station movement: Floor will be clearly marked for where the student will stand.
10. Exiting the event: After returning to the check in station students will be directed by our staff to a clearly marked pathway back to the parking lot to enter their vehicles one at a time.

11. Safety protocol for GradsBC team:

- a. Once stations are set up, team members will stay within their studio area.
- b. Photographers will not approach grads to fix hair or make wardrobe adjustments.
- c. Photographers will stay at least 6ft away from the subject.
- d. Grads will be expected to use the mirrors provided to adjust their own hair.
- e. Grads will not be able to view their images after they are taken.

12. Safety gear for GradsBC team:

- a. Masks or/FaceShields - worn during photo sessions.
- b. Hand washing and hand sanitizer is used when coming in and out of the building, handling equipment, props and other surfaces.
- c. Sanitizing wipes and hand sanitizer will be located at every photo station.

13. Washroom breaks:

- a. Staff will be assigned to a separate designated washroom.
- b. Wash hands for 20 secs with soap and water.
- c. Students will be permitted to use a separate washroom. (Appointment duration does not exceed 1 hour).

Student/Parent Expectations

- All grads have been assigned a specific time to be at their grad appointment.
- Grads must arrive “camera ready” 10-15 minutes prior to their designated time.
- Grads must arrive in their fashion clothing.
- Semi-formal dress is appropriate for under the Cap and Gown. Gentlemen are expected to wear a collared shirt with a tie.
- Washrooms are for emergency purposes only.
- Mirrors and Hand sanitizer will be available at each camera station. It is expected that grads will sanitize their hands before and after using props.

It is critical that families and Grads understand and respect all of the Public Health and Safety Guidelines.

- Parents, caregivers and Grads must assess for symptoms of common cold, influenza, COVID-19 or other infectious respiratory diseases before coming to their appointment.
- If Grads are at all unwell, STAY HOME. We will happily provide a retake day for them to be filmed when they are well.
- Grads must practice hand hygiene upon entry and exit of the studio.
- Grads must demonstrate the correct Respiratory Etiquette:
 - Cough and sneeze into their elbow, sleeve, or a tissue.
 - Throw away used tissues and immediately perform hand hygiene.
 - Refrain from touching their eyes, nose or mouth.
- Grads must respect physical distancing protocols.
- Grads must leave immediately after their sitting.

Arrival Times

- It is critical that Grads arrive at their designated time. We have carefully scheduled when each student is on site to allow for safe physical distancing.
- Please leave the property immediately after filming.