

Standard Operating Procedure: COVID-19 On-Site School Portrait Safety

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Lead: Kelly Chernoff **Support:** All GradsBC Department Heads

Purpose: To create a protocol that will allow us to safely execute school 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 not to exceed 60 per 15 minute intervals in a gymnasium sized space.
2. Venue has been cleaned for touch points prior to our team's arrival.
3. Janitors will be onsite doing regular cleaning.
4. Social Distancing Officer (SD): Identified GradsBC personnel will be onsite and overseeing safety procedures for these events.
5. Safe entrance entering and exiting the designated photography location.
6. Students are practicing hand hygiene.
7. Check In station will be outfitted with a plexiglass screen, volunteers will be wearing face shields and gloves. Hand sanitizer will be available at all check in stations for volunteers.
8. Holding area protocol: 15 students maximum per check in line and per photo station line.
9. Movement from check-in to photo station:
 - a. Direction to the next holding area will be clearly marked with pylons and supervised by GradsBC staff.
10. Photographers will remain in their zone and 6' from students at all times. Photographers will not approach students and use hand signals to communicate.
11. Sanitized table provided for students' personal belongings during photo sessions.

12. Safety protocol for GradsBC team:

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

13. Safety gear for GradsBC team:

- a. Masks or/FaceShields - worn during photo sessions.
- b. Gloves - worn when coming in and out of the building and hand washing and hand sanitizer is used when working behind the stations
- c. Sanitizing wipes and hand sanitizer will be located at every photo station.

14. Washroom breaks:

- a. Staff will be assigned to a separate designated washroom.
- b. Wash hands for 20 secs with soap and water.

It is critical that families and students 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 students are at all unwell, STAY HOME. Retake options will be available.
- Students must practice hand hygiene upon entry and exit of the studio.
- Students 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.
- Students must respect physical distancing protocols with GradsBC staff.
- Students must leave the photo area immediately after being photographed.