

# 2020 COVID-19 Protocol



As your school portrait vendor, the health and safety of your school's students, faculty and staff is our highest priority. We are confident that our protocols, which are in accordance with CDC guidelines, along with your school's efforts, will allow us to provide beautiful portraits for your families and deliver the service items you require.

We have instituted the following measures to ensure a completely touchless and appropriately socially distant Picture Day for your school:

- We have implemented new Bluetooth barcode scanning technology that eliminates the need to pass paper of any kind between school staff and students and our photographers.
- On Picture Day each photographer will arrange a pattern of colored cones to communicate where students should stand as they give their name to the photographer, how they should proceed to the spot to have their picture taken, and how to exit the space. The cones will also provide a safe perimeter around the photographer to ensure adequate social distance from students and staff. The school will be provided this diagram in advance to be shared with students before they arrive for pictures. **Photographers are stationed 8 feet from where students pose for portraits.**
- Students will not remove their masks until just before their photo is taken and will be instructed to put it back on before they walk away.
- Our photographers will not touch students for any reason (such as fixing hair or clothing).
- Order forms (where applicable) will be collected in a clearly marked box provided by our staff. There will be no need for students or staff to hand the photographer an order form. Teachers should be encouraged to bundle class forms together and deposit them in the box as a group when possible.
- Your school will receive a PDF to share with families with easy to follow online ordering instructions to minimize use of paper forms. We suggest sending these instructions via email as well as printing them and delivering to families via "backpack mail."
- Photographers will wear masks at all times while on school property.
- Our staff will comply with all school requests related to Covid-19 such as a temperature check upon arrival, providing personal information for contact tracing purposes, etc.
- All Coffee Pond photographers have participated in extensive training addressing proper hygiene and mitigation of germ transfer. Photographers have been instructed to notify Coffee Pond immediately of any symptoms or possible exposure to Covid-19. This information will be shared with clients when necessary. Coffee Pond will not send any photographer to a school who has acknowledged any symptom that has been associated with Covid-19.
- Your school will receive a Covid-19 PDF to share with families, at your discretion, that explains Coffee Pond's protocol.