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| **COVID-19**  **SAFETY &**  **CLEANING PROTOCOL**  **Graduation Photography** |

# UCTION

Lifetouch is proud of the extensive safety protocols we have developed to meet the needs of the industry as an essential service. The safety of our employees, hosts, and families as always is our #1 concern. We are so glad to be able to capture images during this time in a safe way!

Our safety protocols follow the guidelines and recommendations of Alberta Health Services, the Public Health Agency of Canada (PHAC) and Occupational Safety and Health Administration (OSHA) standards related to COVID-19.

**LIFETOUCH EMPLOYEE HEALTH ASSESMENT:**

All Lifetouch employees adhere to both School Board self assessment policies as well as Alberta Health Services guidelines to ensure they are healthy prior to entering any school building. Photographers sign in to schools daily including contact information to assist in contact tracing.

**SOCIAL DISTANCING & NO-CONTACT POSING:**

In our continued efforts to safeguard our employees and customers, we will continue to follow ‘No-Contact’ posing and social distancing will be implemented. Going forward, photographers will not make physical contact and will keep a 6 ft distance from subjects, customers and employees.

**ENHANCED DAILY CLEANING CHECKLIST:**

Making sure studios and in school locations are sanitized and safe for our customers, subjects and employees is our top priority. To support this, an enhanced daily cleaning checklist shows exactly should be cleaned throughout the day.

**PHOTOGRAPHY PROCESS:**

To minimize risk to our customers and fellow employees, these are the following changes to the Picture Day Process:

* Appointments are reserved for those that have confirmed their time through our online booking site or by phone. We will not be allowing walk up appointments.
* Our check-in process is paperless to allow for social distancing and eliminate the need to touch common surfaces.
* Online sit fee payment is encouraged and only debit and credit are accepted onsite.
* Photography equipment and flow is setup to enable social distancing throughout the session between our staff and graduates.
* Graduation hats are not provided. If graduates choose to bring their own graduation hat they will be included in the sitting.
* Graduation gowns and sashes are disinfected with spray and steamed between uses.
* Multi use props (roses and diplomas) are disinfected and only used once per day.
* Props such as sports equipment, musical instruments, etc. are not provided however, graduates are welcome to bring their own.
* No family, pets or friends are allowed in photography area - only the graduate will be photographed.
* All proofs and packages are shipped directly to graduates home address.









