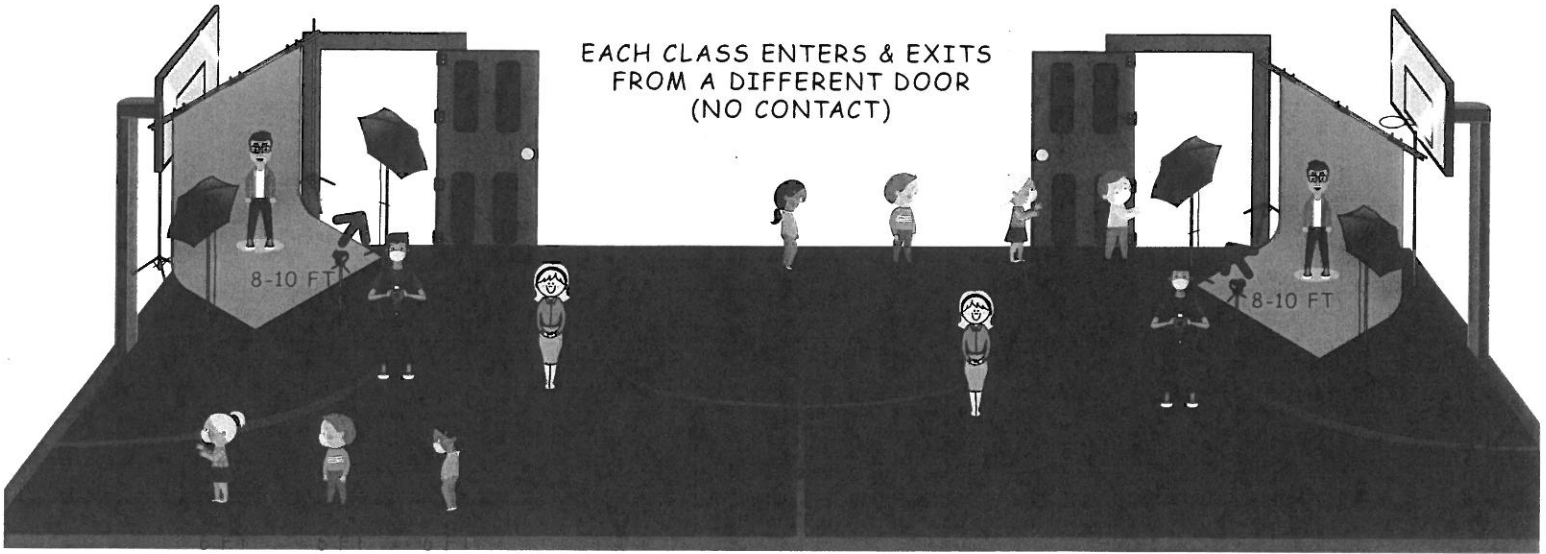




Policies & Procedures - School Photo Day




EACH CLASS ENTERS & EXITS FROM A DIFFERENT DOOR (NO CONTACT)


-Photo Day will take place in the ~~library~~ **Library** no exceptions. The ~~library~~ will provide adequate space to socially distance between students and the Darby Photo staff members. The gym doors will be propped open at all times to remove the door handle as a common touch point.


-We will provide temporary floor markings on photo day to help direct flow & keep everyone safe. 


-Students/staff will stand for their portraits, no common stools or seating to remove common touch points 

-The photographer will remain 8-10 feet away from each student or staff at all times. This is beyond the guidelines set out by the health authority. Photographer will be fully masked. 

-The full class will be photographed by **ONE PHOTOGRAPHER**. We will note the photographer each class worked with for purposes of contact tracing & make this information available to your school or health authority if required.

-Each teacher will be asked to bring their class to the photo area in alphabetical order and stand in a designated "safe zone" 8 feet from the photographer to verbally confirm each student's name as they are about to be photographed. We scan a barcode representing the student number and embed this number into their image to clearly identify each student at our lab. This allows zero close contact with any student or staff member on photo day. 

-Darby Photo staff will complete a self health check each morning ahead of attending any photo site or starting work in any way. Any staff member not 100% will stay at home with **FULL PAY** until they are 100% healthy & pass the health check. 

-Once complete, we will sanitize any chairs or desks we used from your school before leaving the gym. We will not leave any extra work for your staff and or evidence photo day happened. 

-Our retake day procedure is very similar but on a smaller scale. We will provide specifics to each school ahead of the session.

-We realize each school has a slightly different configuration and we will adjust accordingly to ensure everyone is safe & has a positive photo day experience.

SAFETY IS OUR HIGHEST PRIORITY

-Portraits connect families while we social distance