

# 2021 COVID-19 Protocol



As your school's student portrait vendor, the health and safety of students, faculty and staff is our highest priority. We are confident that our protocols, along with your school's efforts, will allow us to provide beautiful portraits of your children in a safe way.

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

- We have implemented 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.
- If students are masked, they will remove the mask just before the photo is taken and will be instructed to replace it before they walk away
- Our photographers will not touch students for any reason (such as fixing hair or clothing).
- Photographers will wear masks at all times while on school property.
- Our staff will comply with all requests related to school Covid-19 protocol
- 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.