



## **School Photography Covid 19 protocols**

### **Equipment**

All (photographic) Kits will be sanitized daily by a trained Clix employee prior to any on - site photographic event – the employee will document such cleaning and records retained at the Clix corporate office. Staff will check out equipment and each employee using said equipment will be recorded should that information be requested by the school.

### **Staff/Employees:**

Prior to leaving for an event/school, each employee will fill out an:

**EMPLOYEE COVID-19 SCREENING QUESTIONNAIRE** - See attached Document

Records of all staff will be stored at the Clix corporate office and available should the need arise.

Every employee will be required to wear a facial mask at all times while on-site at the school.

Only essential staff will be on site, and in all cases our modified processes will minimize if not eliminate potential touch points with students and/or faculty.

### **Process Modifications:**

#### **Check in/subject posing:**

Unlike years past, Clix will eliminate the check in table to reduce the number of interactions and help maintain appropriate social distancing. To achieve this, Clix will provide the school camera cards prior to picture day(s), sorted by teacher, alpha by last name, to be given to the student just prior to going to camera. Student will hand card to photographer, minimizing the number interactions with Clix staff. We will also eliminate the posing stool, which is a major touch point and have students standing. This negates the need to sterilize the stool after each student which would dramatically slow the process.

#### **On-Site Printing:**

To minimize touch points and potential clustering of students or school personnel, Clix WILL NOT print any ID's, Prints or any other item on-site during the Covid19 restriction period. ID's and any other prints will be printed at the CLIX corporate office as quickly as possible and shipped directly to the schools for distribution.

Clix will continue to update the standards of operation and employee monitoring based on CDC recommendations. Should your district and/or location have any further requirements, please inform us as soon as possible so we can act accordingly.