

COVID Processes for Photographers - Schoolday

With the ongoing COVID-19 pandemic, Koda Photography is aware of the significant challenges and apprehension that each of us is experiencing. We recognize the need to adapt in order to keep students, families, teachers and schools safe, and have made a number of changes to our processes as we learn and receive updated government requirements.

For the safety of our customers and staff while we continue to capture children's memories through our school photography, our photographers are committed to following these guidelines when photographing at each school:

- At the beginning of each day of photography, a screening questionnaire is completed to confirm that our photographers are not experiencing COVID-19 symptoms
- Photographers will wear a face mask at all times while on site
- We are required to document what we clean and when we clean it. Any items that students are in contact with during photography are disinfected between classes/cohort groups
- "Practice Physical Distancing" signs are posted on location as a reminder to maintain the appropriate distancing and keep safety in mind
- Hand sanitizer is easily accessible for the photographer and students to use
- If there is more than one photographer working in the same area, sharing of equipment is avoided to minimize contact between photographers. If sharing is required, the photographers clean and disinfect items between uses
- Our photographers only use equipment and supplies that can be cleaned and disinfected or disposed of between sittings
- Photographers are required to maintain physical distance of a minimum of 2 meters from students
- Students will be posed in a standing position with no props to avoid contact with any items
- We request that students leave the area/room as soon as their picture has been taken

We are not able to offer group photos until the rules for physical distancing has been lifted