

## List of **EXTRA** Photographer Procedures -Covid-19

- During the call with the director the week before, photographer will go over new procedures and answer any questions the director may have. They will ask about any special or specific procedures that the center requires for outside vendors. Photographer will get an accurate count of the number of children to be photographed, including an estimate of sibling sets, and make sure parents are aware of how our photography sessions are run.
- Photographer will have a face shield, mask, hand sanitizer, spray disinfectant, and wipes available at all times.
- Photographer will work off a roster to make sure all children without an opt-out form are photographed (opt-out forms will be sent 2 weeks prior to the sitting). Children with an opt-out form will not be brought in for photos.
- Face shields and/or masks will be worn when inside the building and photographing the children. Photographers will wash their hands and sanitize before interacting with the children.
- Children will wash hands or use sanitizer before getting ready for their sitting with the photographer. We will have hand sanitizer available for them, or they may use their own or the center's.
- Since props are only hand-held, they will be disinfected between older classroom groups and after sibling sets to prevent cross-contamination of the classrooms. For younger classroom groups, props will be sanitized between sittings, as necessary.
- Sales tables will be set up outside, if possible (depending on heat, space, etc). Photographers will still wear a mask and/or shield when interacting with parents.
- We will ask parents to wash hands or sanitize before touching the viewing products at the in-person sales table.
- After each center continue to clean vinyl backdrop with magic eraser, and then sterilize. Props will be washed and sanitized appropriately (washing machine, or wiped down with disinfectant), and launder all clothing and accessories with hot water and detergent. Dry on medium to high heat. Sales materials will be disinfected.