

New Procedures for Contactless Picture Day

Hello nursery and staff!

Thank you for booking your photos with us for Autumn/Winter 2020.

We realise that you have a lot of work to do to keep your business running safely while conforming to the latest guidance and we have made changes to the way we work so as to keep everyone as safe as possible. Since July 2020 we have returned to work using a new contactless method which has proved simple and successful.

To protect all those involved we will implement the following special occupational safety measures during this season:

Notes

- The measures specify and supplement the guidelines published by the Department for Education in the following documents (as of June 2020):
 - Coronavirus (COVID-19): implementing protective measures in education and childcare settings
 - Actions for education and childcare settings to prepare for wider opening from 1 June 2020
 - Planning guide for primary schools
 - Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)
- The safety concept is based on recommendations from our workflow solution company/partner GotPhoto, and was developed in cooperation with industry experts and a UK Occupational Health Physician, who is a Member of the Faculty of Occupational Medicine.

General Information

- We regularly check the latest guidance in order to keep up with current and comprehensive information on all prevention and occupational safety measures that have been introduced by the competent authorities.
- Dealing with suspected cases: Should either Sara or myself present with symptoms of respiratory problems or a fever we will cease trading and consult a doctor as soon as possible and make any necessary changes to our bookings in line with the guidance we are given.

Preparation

- Registration only if interested: Parents can decide for themselves if their child should participate in the photo day. Only children pre-registered online will be photographed.
- Cleaning of equipment: All our equipment and our company car are thoroughly cleaned before each photo day.

Photo Day and Behaviour On Site

- Safe arrival: We will consult with you on how we can enter the facility in such a way that is neither disruptive to the school nor will result in unnecessary contact with children or school staff (e.g. via a side entrance). We will adhere to applicable social distancing rules.
- Minimum distance: At work, we maintain a minimum distance of 2 metres from other people, especially children and the establishment staff.
- Distance during waiting period: We will need enough space to ensure that the waiting students maintain the 2 metres distance. We will provide temporary ground markers to show the students where they have to stand while waiting.
- No Touch / Distance Posing: We will ensure that we can deliver the same quality of pictures by posing the children without breaking the 2 metres distance rule. Depending on the child's age and temperament we may need your assistance and support to achieve this.
- Protective equipment: We wear a mask that covers both mouth and nose or a face shield at all times in the facility.
- Alternative group photos: We do not take group photos. If desired, we will make composite group photos from the individual portraits of the children or from pre-existing bubbles instead.

- Cleaning and hygiene: We will continue to clean our hands regularly. Additionally, all equipment, spaces and surfaces used will be regularly cleaned and disinfected.
- Regular ventilation of spaces: If photographs are taken inside the establishment, we will consult with the establishment staff on how to ensure regular ventilation of the spaces that are occupied, i.e. - where the photos are taken and any waiting areas. Preferably, pictures shall be taken outdoors.

Follow-up

- Contactless ordering: We will prepare the proof cards in advance in our office wearing PPE, these will be based on the list of participants you forward to us. This will mean we will not handle or distribute cards on photo day, instead we will give you the pre-prepared proof cards in a sealed envelope. If parents prefer they can register online in advance and make the process totally contactless. The photos are sold completely online.
- Direct mailing of photos to parents: Photos are sent directly to parents by post and do not need to be distributed in the facility.