

OUR SMILE SAFE POLICY

SchoolPix is doing its part to keep everyone safe with the introduction of new procedures when working at schools and preschools within COVID-19 guidelines.

These procedures have been designed in accordance with the most recent guidelines issued by the relevant Health Authorities.

Traditional group photos are allowed under COVID restrictions so SchoolPix will be taking them as part of our standard offer.

Some schools may still elect to have a “composite” group photo made up of a portrait photo of each student.

PHOTOGRAPHY DAY

- ☑ With the ongoing threat of COVID-19 in our community and the risks that have been associated with the handling of cash SchoolPix has made the decision that we will **NOT BE ACCEPTING CASH PAYMENTS**.
- ☑ Social distancing will be observed at all times.
- ☑ The photography area will be set up to allow students to move in and out individually while remaining 1.5m from the photographer.
- ☑ We will use signage and tape to clearly indicate where students should line up for their photos.
- ☑ Photography locations must allow for adequate space for social distancing (e.g. a gym or a hall). Alternatively, multiple locations will be required if only smaller rooms are available.
- ☑ Equipment will be wiped and sanitised between cohorts.
- ☑ School staff will be asked to ensure that correct uniform and grooming is addressed in the classroom before arriving at the photo area.
- ☑ SchoolPix follows the Victorian State Government instructions regarding the requirement to wear face masks.

SCHOOLPIX STAFF

- ☑ All photographers have completed the Worksafe COVID-19 Infection Control course.
- ☑ All photographers have been trained in safe workplace practices covering personal hygiene, cleaning and social distancing for all functions they will perform in their role for SchoolPix.
- ☑ All staff will wear a suitable face mask when allowed to travel together in vehicles (adhering to Government imposed limits on car-pooling).
- ☑ All photographers will have their temperature checked when arriving for work each day.
- ☑ Each team member is equipped with a hygiene kit containing hand sanitiser, wipes, gloves and masks for their use, as well as use by students and staff on photo day
- ☑ Our Team Leaders have been provided with extra training so they manage photography day while observing our guidelines. This will ensure photo day remains relaxed and enjoyable for everyone.

CLEANING PROTOCOLS

- ☑ All vehicles will be cleaned and sanitised daily.
- ☑ All photography equipment will be cleaned and sanitised daily.
- ☑ SchoolPix will have wipes and hand sanitiser available for students and staff use.

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