

SCHOOL PICTURES, INC.

Safety Check List

BEFORE PICTURE DAY

- Your school will have a choices to how you would like the information to be sent home.
 1. ***NEW*** School would email the flier and pre-order forms to the students. Payment would be done on line only. PAPERLESS.
 2. School would hand out pre-order card and the flier and to each student. Students would have a choice to order on line or bring a payment to school on picture day.
- School Pictures are asking for a location that would be well ventilated. The location should have one door for entering and one door exiting for students/staff.
- School Pictures employees who feel sick or have been in contact with someone who has tested positive for COVID-19 to stay home.
- School Pictures will be calling the school the day before pictures to go over the procedures for the following day. We want to make sure picture day goes well.

DAY OF PICTURES

- School Pictures employee will start their day by wearing a mask and taking their temperatures before entering the building.
- School Pictures employees will frequently use hands sanitizer throughout the day.
- School Pictures will sanitized and disinfectant area and equipment before we start. This will be done multiple times before, during, and at the end of each class.
- School Pictures will have social distancing marks on the floor every 6 feet to keep students/staff apart.
- School Pictures will have each station set up with hand sanitizer, sanitize wipes, and extra masks.
- School Pictures has a “no touch” policy.
- School Pictures will leave your school CLEAN.

School Pictures, Inc. takes COVID-19 serious. Our goal is to make things safe and leave everyone with a **smile**☺. We are here for you, if you have any questions or concerns, please let us know.

Have a great DAY☺

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School Pictures, Inc.

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