# **Covid19 Protocol**

Dear Parents/Guardians/Staff,

 At Harvey Studios we strive to ensure we are giving you the best possible customer service we can. This year with Covid19 we have adapted a few new policies to help provide you with great quality photographs that keep your students and our staff safe. Listed below are a few of the changes we have made.

* **NO ONSITE PROOFS-** The proofs will be delivered to your school via mail from our studio within a week and a half of the original photo date. Your due date will be written on the proof form and orders can be placed online, over the phone or by mail. Your school will be provided with an express post bag to return the orders in. This eliminates the contact between the photographers and your students.
* **NO STUDENT BARCODES-** Instead of passing out the barcodes to students on picture day we will just be asking the students their name and searching for them manually. This eliminates contact between the photographers and your students.

* Our photographers will be required to wear a mask while moving in and around the schools.
* Our photographers will be provided with hand sanitizer to be using on a regular basis.
* Our photographers will be at least 6ft away from students when taking the photographs. Students will be lined up behind our screens until we are ready to take their photo.
* Students at no time will be required to touch any of our gear so there will be no risk of contamination. Students are required to stand in order to take their photos.

Please if you have any questions or concerns feel free to contact me,

Amy MacGowan

Sales and Photography Manager

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