



Covid – 19 Working Practices

Returning back to work in these challenging times has instigated a need for the way we currently work within schools. Set out below are the new guidelines we will now and until further notice work to.

- **PPE** will be provided for each photographer.
 1. Face shields to be worn on arrival to a school and whilst setting up equipment, then this is to be swapped to a 3 ply face mask to enable you to take photographs.
 2. Gloves will be provided for entering the school and handling your equipment.
 3. Hand sanitizer is also provided for use throughout your day.
 4. Antibacterial wipes are provided to wipe down equipment at the start of take and during if required.

When you are running low on above supplies contact the office for a restock, do not allow yourself to run out as this will mean not being able to attend a school.

- **Social distancing** is to be observed at all times, set up measurements adequately allow for this whilst taking but you must stay aware when moving around the school. You will have to give clear instructions to pupils on tidying uniforms and ask staff for assistance; under no circumstance should you touch the pupils.
- Do not use chairs to sit pupils on, instead follow the training you will have received in office standing them in the correct position, family groups will have to be taken in the same way. Training will be provided on how to manage this successfully.
- Arrangements have been made for office based photographers to spend as little time as possible in the office with pick up and drop off points outside the building for job sheets/discs and any equipment needed.
- Until further notice do not car share and ensure you regularly wipe down all contact points on vehicle, steering wheel, door handles etc.

Now more than ever with the company having been closed down for 6 months it is crucial that we do the best job we can, providing high quality images for parent sales and also ensuring that we adhere to the above guidelines so we get the job done.

All these important measures have been put in place to keep customers and Braiswick staff as safe as possible; we politely request that you also adhere to government guidelines on keeping safe outside of the work place to assist with the continued safety of colleagues in the workplace. If anybody is unsure of any aspect of their job make sure you seek help and advice from the management team.