



WELCOME TO STUDIO-e PHOTOGRAPHY

888-926-9288
INFO@STUDIO-E.PHOTOGRAPHY

Dear School Photography Sponsor,

I hope that you, your loved ones and school community are safe and healthy! Although it may seem to be far in the future, traditionally, this is the time of year that Studio-e Photography confirms photo dates and re-signs our schools for the upcoming school year. Because we are still in a state of uncertainty, I understand that you may be hesitant to plan anything; however, in the interest of giving you and your administration plenty of time to plan, I wanted to make you aware of our **new guidelines for Photo Day and Re-Take Day**.

Studio-e and Entourage Yearbooks are committed to excellence when serving our school communities; this includes an emphasis on the safety of your students and staff, as well as our photographers. Because our photographers visit a number of schools in a variety of areas, we feel that certain guidelines need to be in place in order to limit the amount of contact that we have with the students while taking their portraits. This will reduce the potential risk of COVID-19 infection and transmission for your students and faculty, as well as our staff. We believe that these adjustments will be the best way to stay conscious of the health and safety for everyone involved, and we hope that our schools will agree with that!

A note about our **NEW GUIDELINES**: **Studio-e will only be allowed to work with schools that are able and willing to comply with the requirements listed below (until further notice)**. Should a school not be able to satisfy these conditions, Studio-e will not be permitted to provide Photo Day & Re-Take Day services. It is important to note that some of our requirements may decrease the amount of students that we can photograph in one day, so it may be necessary to break up the session into 2 or 3 days. Please take some time to read through the guidelines and discuss with your administration. Although it may sound like a lot of changes to our normal procedures, we truly believe that this is the best way to serve our schools for this year!

If you are able to comply with all of the requests, please sign the section at the bottom of the agreement. If you have not yet re-signed with us for the upcoming 2020-2021 school year, the **COVID-19 Terms of Service** must be returned with a re-signed Photo Day agreement; please let me know if you need a copy of that document. (As always, your agreement remains non-binding in the event that there are changes to the anticipated course of events.)

- Room(s) for Photo Day/Re-Take Day must measure **at least** 200 square feet and will permit **1 student** in the room at a time. Students waiting their turn **must wait outside of the room**. Students may not bring **ANY** personal possessions into the room including jackets, backpacks, purses, books, cell phones, laptops/tablets, etc.
- Rooms measuring **at least** 500 square feet or more will allow for **5 students** in the room at a time. Students waiting for their turn must stay within the area that is marked off by Studio-e personnel. Students may not bring **ANY** personal possessions into the room including jackets, backpacks, purses, books, cell phones, laptops/tablets, etc.
- Rooms will be designated for Photo Day/Re-Take Day **ONLY** and will not be open for any other type of traffic through the room. Only one entrance/exit should be available for access to room.





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- **Schools will provide a volunteer to hand out our paper QR code slips and Personal Protection Equipment (PPE)/hand sanitizer.** This table/station will be just outside the door if the room size will only accommodate 1 student at a time, but may be placed just inside the room (next to the door) if the room size permits 5 students at a time. Students **MUST** put their mask on prior to entering (if 1 student at a time) or immediately upon entering the room (if 5 students at a time).
 - Face masks and use of hand sanitizer will be **required** for anyone who enters the room, and will be provided by the school. Gloves are optional as per the school's decision.
 - Volunteer is required to wear a face mask if the station is set up inside of the designated room.
 - The above mentioned station should also have a garbage can to dispose of PPE when the student exits the room.
 - Studio-e will be responsible for providing PPE, disinfecting solution, paper towels, hand sanitizer, etc. for Studio-e staff only.
- **School will provide a second volunteer to assist in guiding and posing students as needed.** This volunteer will be required to wear a face mask AND disposable gloves (provided by school) with several changes of both in an easily accessible area during the entire time that they are assisting. Students are to stay within the area marked off by Studio-e personnel at all times when they are brought up for photos. **Under no circumstances will the photographer make contact with the student or be less than 6 feet away from them.** Students will NOT be permitted to view photos on the camera after their photos are taken.
- Students will remove their mask immediately before their photos are taken and will be required to replace it immediately after they are done. Photographer will instruct the students when to do both.
- **Formal wear (drapes/tuxedos) and caps & gowns will no longer be provided for Seniors/Graduates until further notice.** Should the school wish to have these available for the students, the school must provide the clothing and props while still adhering to the above described room limitations. Studio-e personnel is **NOT** permitted to assist the students with any changes of clothes or props that requires contact with the student from less than 6 feet away.
- **Group/club photos will be suspended until further notice.**
- Should a case/cases of COVID-19 be discovered among the student/faculty population AND it is within 30 days or less of the scheduled visit, it will be required that the school notify Studio-e, so that we can make a decision as to whether or not the shoot will need to be rescheduled.
 - If NEW cases of COVID-19 in the school's town exceed an amount deemed as cause for concern, Studio-e reserves the right to reschedule the photo shoot on a day(s) agreed upon by both parties.
 - If a school is not in compliance with the above procedures, Studio-e reserves the right to delay the start time of photo day until accommodations are met and/or request a new date for Photo Day/Re-Take Day.



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I certify that I have read and understand the above policies and procedures for my school's Photo Day/Re-Take Day. I understand that these requirements must be met in order to provide photography services to the school (until further notice) and that Studio-e Photography and its personnel may request a change of date should these requirements not be met in their entirety.

Principal Name: _____

Principal Signature: _____

Advisor/Primary Contact Name: _____

Advisor/Primary Contact Signature: _____

