

**working together  
to stay safe**

**social distancing and  
COVID-19 safety procedures**

**2020**

Social distancing as a result of COVID-19 has become a necessary part of our day to day lives. It has affected our personal life, social life, work life and of course school life.

As visitors to hundreds of schools all over Australia, **advancedlife** takes our duty of care responsibilities seriously. We are committed to meeting our obligations regarding social distancing and the safe and effective operation of our staff in the school environment to ensure we keep schools, students and staff safe.

To meet these new important safety obligations, **advancedlife** has had to re-think the way we photograph and run our portrait photography stations. This document outlines those changes and explains how you can help us deliver a safe and easy day of photography for your school.

So, let's work together to stay safe.

If you have any queries, please do not hesitate to contact your **advancedlife** Customer Service Officer or speak to our Photography Team Leader on the day of photography.

Thank you for your assistance and understanding,

The team at **advancedlife**

## WORKING TOGETHER TO STAY SAFE

We are working with schools to ensure our safety measures are effectively implemented every day in the field. Some of the ways we will work with the schools from now on are:

### BEFORE PHOTO DAY

Your school will now be asked to supply data in **class groups**. Collecting data in class-size groups will allow our office to present student data in a different manner on photo day, so we see smaller groups moving through the portrait stations and we can minimise the physical touchpoints involved in the handling of paperwork required to match student data to images on photo day.

### ON PHOTO DAY:

#### Two supervising teachers on the day

We require that your school provide two teachers on the day of photography – one to supervise the portrait station, as usual; and one to manage the ‘staging’ area outside the photography location, where classes are lining up to wait to enter the photography location.

#### Managing social distancing

We must limit the amount of people in the photography location. **ONLY** one class is permitted in the photography location at any one time, this may mean that other classes wait outside in the staging area until called in for photography. Controlling this staging area is the responsibility of schools, as we will not have staff available to be outside the photography location ensuring students remain at acceptable social distances from one another as the class waits to be photographed. We will take responsibility for safe social distancing in the photography location, assisted by our new floor signage and photographic processes.

#### Assistance with preparation of students

These supervising teachers, as well as the class teachers, will need to assist us with preparation of students for photography. As we will no longer undertake any physical preparation (combing hair, adjusting collars, etc.), we now require the teachers present to assist in directing the students to prepare themselves for photography or assist the student by using the single-use combs and wipes we can provide for this purpose. We will also provide hand sanitiser.

#### Student hand washing post photography

Once each class has completed their portrait sitting they should thoroughly wash their hands with soap and water before returning to class.

#### Sibling photography

We ask that teachers assist us by managing the flow of sibling groups through the photography location. This might mean that for schools with a high number of siblings, the school chooses to send the families down across several staggered times through the day – before school, at lunch and at a later point in the afternoon before school closes – or send families down based on page 1 of the sibling order report, then page 2, etc., to manage the flow of students through the portrait station.

#### Checking the Portrait Scan Sheet (PSS)

When they are in the portrait station with their class, the assistant will show the teacher the PSS and the teacher must check the PSS carefully to ensure all necessary edits and information have been noted.

#### The final check at the end of the day

The most important thing is that the assistant will take the PSS sheet from Portrait Station 1 and have the school front office staff check the PSS at the end of the day and advise of any new student data. At the same time, your school can hand over any envelopes that you might still have, advise of any absentee details, and ensure we have all the correct data and information required to put your images and data into production. It's very important that we collect this data prior to leaving the school, so it does not delay the processing of your school photos.

## SOCIAL DISTANCING & OUR STUDIO SETUP

To meet our new safety obligations, we have changed the way we set up our photographic studios and our equipment, how students will line up and how many students will line up when waiting to get their image taken, where our assistant stands and what they now do in their role, how many people will be allowed in the location and how we will photograph.

The *advancedlife* portrait assistant will now be responsible for controlling and ensuring effective and compliant social distancing in the portrait station area. This will include keeping students in the location to a minimum, ensuring the 1.5 metre distance between students, and overall control of distancing in the portrait stations.

The assistant's efforts will be supported by new floor signage, that they will be able to put in place to guide students through the waiting line and studio space.

The assistant will also need school staff to help us meet the requirements for effective and safe social distancing.

The new studio set up will include the use of 1.5 metre floor signage to direct students and staff:



On the next page is a representation of our new studio setup. This setup will work, very effectively, within halls, gyms and other large areas provided for photography. When placed in a smaller room (classroom, library, etc.) our team will use their judgement to ensure correct social distancing is maintained.

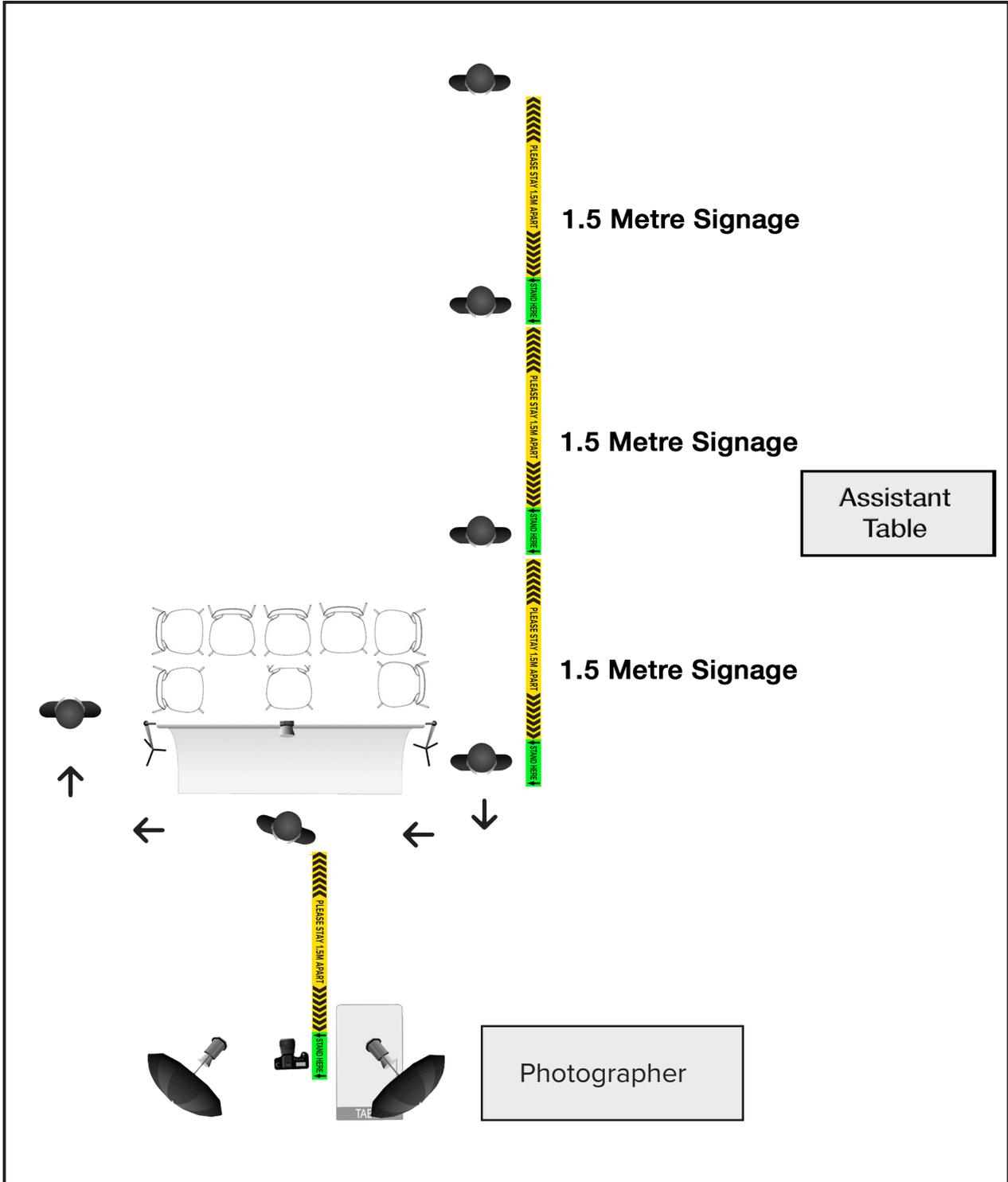
As we must also limit the amount of people in the photography location, **ONLY** one class is to be permitted in the photography area at one time, this may mean that other classes wait outside until called in for photography.

Please remember your school is responsible for the staging area and managing social distancing in that location.

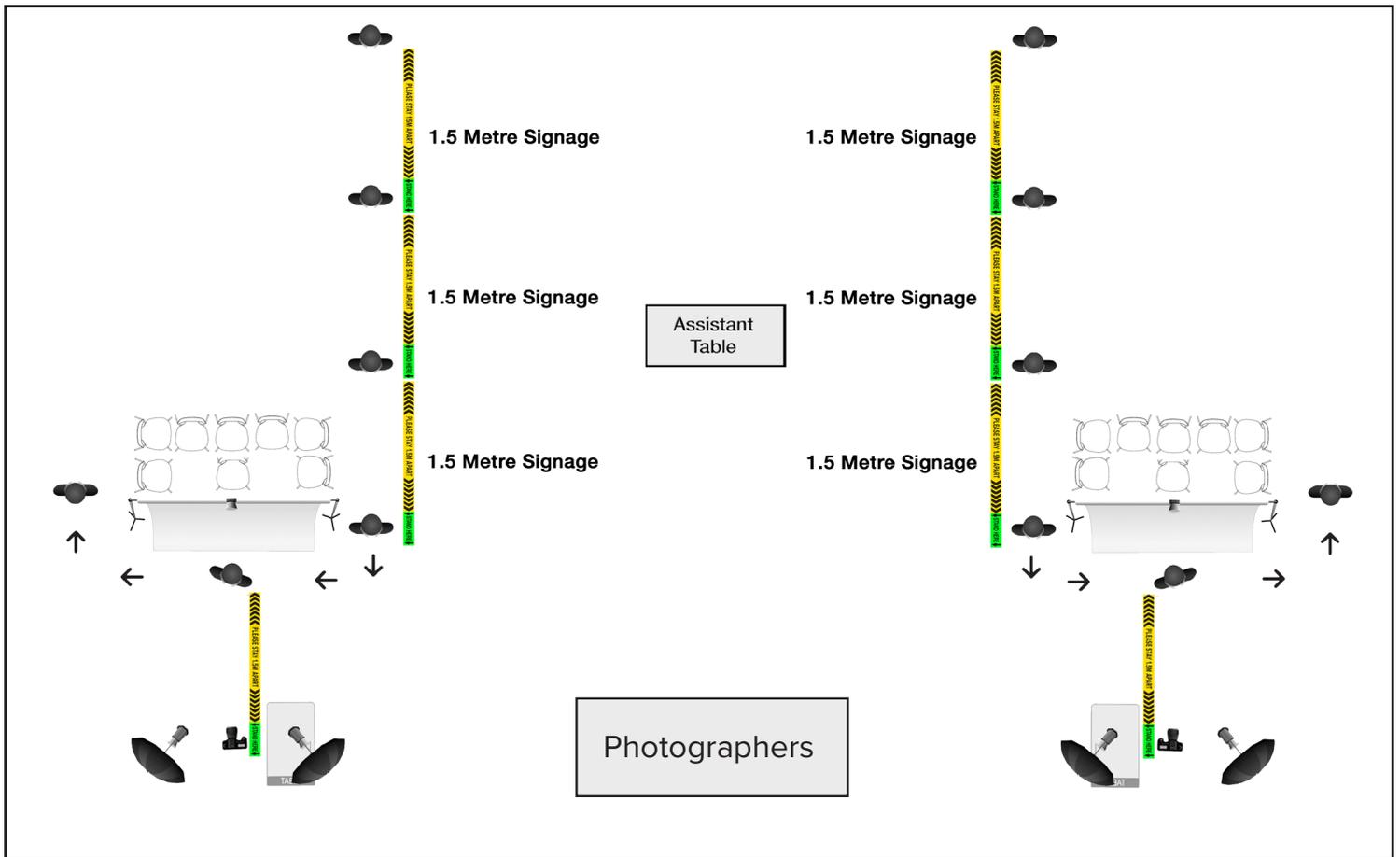
*advancedlife* is responsible for managing the safe progress of students through our studio location.

As long as we maintain the strict 1.5 metre distancing in all locations, we will meet our safety obligations to your school and to our own team.

# COVID-19 Studio Setup Single Portrait Station



# COVID-19 Studio Setup Multiple Portrait Stations



## ADMINISTRATIVE CHANGES

To reduce physical touch points in our portrait station, *advancedlife* has eliminated the use of scan cards and stickers for individual images.

As previously mentioned, we ask that your school now supply data in **class groups**. Collecting data in class-size groups will allow our office to present student data in a different manner.

For class groups, the use of scan cards with stickers has been removed. We will no longer hand anything to individual students when they arrive for their portrait image.

## MATCHING DATA TO STUDENTS – PORTRAIT SCAN SHEET (PSS)

Because we will no longer use scan cards and stickers for individual images, we now must use an alternate method to accurately match student data to their image. To do this we have developed the **Portrait Scan Sheet (PSS)** which enables our photographers to scan the names of students from a single A3 sheet as the student arrives at the studio.

The data is prepared by our office and printed onto an A3 sheet for each class. The PSS will have class name, student names with barcode (student's data box), shoot card area with barcode (for any new students), teacher's area and a notes section.

Each class will have a separate PSS, with each portrait station receiving a copy.

A school staff PSS will also be printed, with each portrait station receiving a copy.

Each photographic kit will also now include two A3 clipboards – one to be used for the PSS by the photographer; and one to be used by the assistant when meeting and greeting the class.

PHOTOGRAPHER				Avalon Public School MLR123-1A	
LAPTOP _____					<b>1C</b>
1) ADAM McIntosh  Extra 5 No#	2) BETHANY Harrington  Extra 5 No#	3) BILL Lillington  Extra 5 No#	4) CAMERON McIntosh  Extra 5 No#	5) DEBRA Jolie  Extra 5 No#	
6) DAVID Hamad  Extra 5 No#	7) EMMA Craig  Extra 5 No#	8) ERIN Gable  Extra 5 No#	9) FRANK McDonald  Extra 5 No#	10) FELICITY Drake  Extra 5 No#	
11) GEMMA McDonald  Extra 5 No#	12) GREGORY Test  Extra 5 No#	13) HAMMAD Hammoud  Extra 5 No#	14) HENRY Holland  Extra 5 No#	15) INA Farstead  Extra 5 No#	
16) JACK Reacher  Extra 5 No#	17) KENNY McDonald  Extra 5 No#	18) LORRAINE Starry  Extra 5 No#	19) LEONARD Nimoy  Extra 5 No#	20) MANNY Lex  Extra 5 No#	
21) MEREDITH Craig  Extra 5 No#	22) NANCY Ceourvo  Extra 5 No#	23) OLIVER Oni  Extra 5 No#	24) PATRICK Hocksetter  Extra 5 No#	25) QUENTIN Holly  Extra 5 No#	
26) ZELDA Legend  Extra 5 No#	27)	28)	29)	30)	
31)	32)	33)	34)	35)	
Name _____ SC001 DOB ____/____/____ Student No# 		Name _____ SC002 DOB ____/____/____ Student No# 			
MAIN Teacher [Ms, Miss, Mrs, Mr, Dr, Other] _____ Full Name _____ Title _____		Teacher [Ms, Miss, Mrs, Mr, Dr, Other] _____ Full Name _____ Title _____			

## COLLECTION OF NEW STUDENT DATA FROM YOUR SCHOOL OFFICE

It is very important that before leaving your school any new student data is collected from your school front office. If not collected, this missing data can hold up the production of your school's photographic products and delay delivery. Taking a few minutes to get this information right on the day makes a huge difference to how quickly we can deliver your school photos.

## SIBLING / FAMILY PHOTOGRAPHY

At this stage, the process for photographing sibling/families will remain the same as our current process. The use of scan cards with stickers will remain the best and most accurate way to process sibling images. All sibling data will continue to be placed on scan cards, with corrections to be written directly on the card. Due to the number of data corrections that are associated with sibling images, producing a PSS is not a workable solution at this time.

Both the assistant and photographer will be vigilant concerning their own hygiene when handling scan cards and envelopes. They will wash their hands, avoid touching their faces, and will use the hand sanitiser provided while photographing siblings. They will also wipe down the equipment in the portrait studio as often as practicable during sibling photography. For more details on this, please refer to the **Hygiene** section of this update.

Photographing siblings can mean that there are a lot of students in and around the photography area. It has been suggested that staggering times to take sibling images might be required. Before school, lunch and after the classes have been completed, are possible times that sibling photography can occur. This of course will need to be coordinated with each school by your CSO. By doing this, we will limit the number of students in the waiting area and ensure effective social distancing.

## COLLECTION OF ENVELOPES

Envelopes will still be collected, either from your school's front office at the beginning or end of the day, or when handed in by students as they approach the portrait station.

Students who have an envelope with them as they approach the portrait station will now be directed to drop their payment envelope directly into the basket provided on the photographer's table.

Our staff have been given a strict set of procedures for handling these envelopes safely.

## ASSIST US TO PREPARE STUDENTS FOR THEIR PORTRAIT

No physical contact will occur between *advancedlife* staff and students, so we will no longer undertake the same level of preparation of students that we used to do in the past.

However, this does not mean that preparation cannot occur. We still have an obligation to your school and families to get the best image we can, and we need your help with this.

New method of student portrait preparation:

- **Our assistant will talk to your students** – Our team will still explain what needs to be done and have the students adjust their own presentation issues, from straightening collars and doing up buttons to flattening hair. Most students should be able to fix and adjust what's needed. We'll also remember to always maintain the 1.5 metre distance from the student while talking to them.
- **How teachers will help** – For those students who are having difficulty adjusting their own presentation issues, we will ask the class or supervising teacher to assist. We will provide single-use combs and wet wipes, if teachers or students choose to use them. We will also provide hand sanitiser.

## HYGIENE

Our priority has always been to keep everyone safe and by following these hygiene procedures we can accomplish this together. The following is what is required of our field staff whilst on the job:

- **Cleanliness of portrait stations**  
At the end of every class, items that students have touched, or been in close proximity to, are to be cleaned with either alcohol wipes or anti-bacterial spray. This includes the stool, tables, pens, etc. Anything the photographer or assistant thinks needs to be cleaned, will be cleaned.

Hand sanitiser is available for use by the assistant and/or the photographer when required.

- **Wash their hands regularly**  
*advancedlife* has provided hand sanitiser for all photography kits and this will be used on a regular basis. Any time that our staff comes into contact with students or items that students have handed to them or have used, they will wash or sanitise their hands. Where possible, they will wash their hands using soap and water, and if they are unable to do so, then they will use the sanitiser provided.
- **Avoid touching their faces**  
This can be quite challenging, but our staff will avoid touching their faces.

- **Handling payment envelopes when attaching student data**  
*advancedlife* will be supplying hand sanitiser for this task. When attaching student data to payment envelopes it will be required that staff (most likely the assistant) remembers to sanitise their hands afterwards. To minimise the number of times they have to stop and sanitise their hands, it is recommended that attaching student data only happens at the end of the day, when most of the payment envelopes are in our possession. If our staff are able to wash their hands with soap and water, that is preferable, but if they are unable to do so, they can use the hand sanitiser provided.
- **Cleaning of equipment back at the office**  
When returning to the *advancedlife* office our team will wipe down all hard surfaces of our kits, including, storage cases, lights, laptops, containers, cameras and tripods. The team has also been provided with cleaning materials for this task.
- **Avoid any unnecessary physical contact**  
Our team are aware that they must avoid physical contact with other members of our team, students and school staff.