

## **Cardwell and Simons Covid-19 Health and Safety Policy - Check List**

### **When working in your school our photographer will:**

- Take their own temperature daily to confirm they do not have a fever
- Wash their hands on arrival and departure
- Make arrangements for the session with the relevant person and then use telephone contact to reduce their need to move around the school
- Photograph the children one 'bubble' at a time
- Photograph children standing up where possible
- Will ask for staff/parent assistance to pose the children if necessary
- Will maintain social distancing rules when photographing and when entering and exiting a venue
  
- Use alcohol-based hand sanitiser between photographing 'bubbles' and also on return to their work area if they have moved around the school.
- Ventilate their working space where possible
- Clean equipment when packing away

### **Our Company will:**

Telephone in advance of your appointment in order to:

1. *confirm that neither you nor Cardwell & Simons has any confirmed cases*
2. *discuss the safe arrival of the photographer to the venue*

**Postpone, with a view of re-scheduling, your booking if the photographer or a colleague displays any of the following symptoms**

1. a high temperature

2. *a new continuous cough*

3. *a loss or change to their sense of smell or taste*

**Postpone, with a view of re-scheduling, your booking if the photographer has been exposed to a confirmed case of COVID-19 at another venue**

Please see our full policy for more information.

**\*These practices and procedures are subject to change in line with government guidelines.**