

COVID 19 ON SITE OPERATIONAL PLAN CREATIVE SCHOOL IMAGES

At Creative School Images, the health and safety of our employees, customers, and all staff and students are our first priority. We have created this document to outline the procedures we are implementing in response to the COVID-19 Pandemic to ensure the safety and wellbeing of everyone in our community. We will regularly reviewing and updating this procedure as needed in response to additional information communicated from the Government of Ontario/Canada. Our procedure will be implemented for all HWDSB and DSBN schools that our company photographs.

All employees/staff of Creative School Images on location at HWDSB/DSBN schools are required to meet following guidelines:

PRIOR TO PHOTO SESSION

****Clean/ Disinfect all photo equipment to be used on location prior to entry at any school.***

- Cleaning and disinfecting -- Protocols and cleaning – follow PHO guidance re: cleaning products. PHO Cleaning and Disinfection for Public Settings)
- Commonly used cleaners and disinfectants are effective against COVID-19.
- Frequently touched surfaces are most likely to be contaminated.
- Use only disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
- Check the expiry date of products you use and always follow manufacturer's instructions.

****All on site employees of Creative School Images complete, sign and date COVID-19 Questionnaire/ Self Assessment to be kept on file by Creative School Images and be made available for Board/School review.***

UPON ARRIVAL AT LOCATION

- *Our staff will wear appropriate face mask at all times while on location.***
- *Our staff must sanitize hands upon arrival at school location.***
- *Our staff must check in at school office.***
- *Our staff will apply all required removable signage and social distance markers on walls/floor as needed to maintain distance between students, school staff and Creative School Images employees. (photographers/assistants, etc.)***

DURING "ON LOCATION" PHOTO SESSION

- *All photo equipment will be frequently cleaned/ disinfected throughout the day (See above approved cleaning products for public settings).***
- *Photographers/Assistants will wear appropriate mask/face covering at all times while on location.***

****Ministry of Health approved sanitizer will be provided by Creative School Images staff, and be available for use by all staff/students.***

****Photographers/Assistants will frequently sanitize hands.***

****Shared surfaces will be disinfected between student photos (ie.stool/ chair)***

****Photo assistant will help ensure students are staying on distance markers as they move forward in line.***

****Individual photo stations for each photographer will be spaced apart to maintain distancing measures, with separate social distance markers in place as required to facilitate this process.***

UPON COMPLETION OF PHOTO SESSION

****Our photographers/Assistants will remove all signage/markers used.***

****All shared surfaces will be cleaned and disinfected***

****All photo equipment will be cleaned and disinfected.***

****Sign out with school office as required, remove all photo equipment and sanitize hands upon exit.***

***Please note: Group photos will not be available at this time to stay in compliance with all Government of Ontario Health and Safety regulations. We will instead be providing complimentary Class Composites to each student once retakes are completed, and composites are approved by school administration.

RESOURCES AND LINKS

- [Public Health Agency of Canada – Coronavirus disease \(COVID-19\): Outbreak update](#)
- [Public Health Agency of Canada- Preventing COVID-19 in the Workplace](#)
- [Ontario sector-specific health and safety guidelines](#)
- [CFIB's COVID resources page](#)
- <https://www.hamilton.ca/coronavirus/workplace-covid-19-outbreaks>
- <https://www.hamilton.ca/coronavirus/workplaces-and-public-places>
- [PHO Cleaning and Disinfection for Public Settings](#)



Chris Jack
Service Specialist
905-978-2441
creative1@cogeco.ca