**HALLETT PHOTOGRAPHY**

Covid-19 Secure Practices and Procedures \*

**Our photographer will:**

* Take their own temperature daily to confirm they do not have a fever
* Twice weekly undertake a COVID test
* Wash their hands on arrival and departure
* Photograph children one ‘bubble’ at a time if applicable
* Spray clean any seating between bubbles of children
* Will not use props and 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 sanitizer between photographing ‘bubbles'
* Ventilate their working space where possible
* Wear a face covering while entering and exiting the venue
* Wear a face covering to photograph if requested

**Our company will:**

* Telephone the day before your appointment in order to:

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

* Cancel, 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*

* Cancel, with a view of re-scheduling, your booking if the photographer has been exposed to a confirmed case of COVID-19 at another venue
* Provide all orders online with free postage (before a specified date) to reduce face-to-face contact

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