

2020 COVID-19 Protocol



2020新冠肺炎守則

As your school's student portrait vendor, the health and safety of students, faculty and staff is our highest priority. We are confident that our protocols, which are in accordance with CDC guidelines, along with your school's efforts, will allow us to provide beautiful portraits of your children in a safe way.

做為各學校指定的學生照提供公司，教職員以及學生的健康與安全絕對是本公司的第一考量。我們相信藉由這份與防疫中心指南相符的防疫守則與校方的防疫措施，我們能安全地提供給每個孩子動人的學生照。

We have instituted the following measures to ensure a completely touchless and appropriately socially distant Picture Day for your school:

在拍照日當天，本公司將會藉由以下措施確保零接觸與維持社交距離：

We have implemented new Bluetooth barcode scanning technology that eliminates the need to pass paper of any kind between school staff and students and our photographers.

藉由藍芽條碼掃描技術，我們能夠確保教職員、學生與攝影師之間不需要任何的紙張傳遞過程。

On Picture Day each photographer will arrange a pattern of colored cones to communicate where students should stand as they give their name to the photographer, how they should proceed to the spot to have their picture taken, and how to exit the space. The cones will also provide a safe perimeter around the photographer to ensure adequate social distance from students and staff. The school will be provided this diagram in advance to be shared with students before they arrive for pictures.

拍照日當天攝影師將設置有色角錐指示拍照時的站立地點與出入口動線，學生在過程中只需要說出自己的名字。同時我們將會利用角錐在攝影師四周隔離出符合社交距離的空間，以確保教職員、學生與攝影師的健康安全。校方將會在活動前提供示意圖給學生以達到最佳的防護效果。

Students will not remove their masks until just before their photo is taken and will be instructed to put it back on before they walk away.

在拍攝過程中，學生只有在到達拍攝地點時才須把口罩取下，並且每位學生在拍攝結束離開拍照位置前都會被指示將口罩戴上。

Our photographers will not touch students for any reason (such as fixing hair or clothing).

我們的攝影師將不會在任何狀況下觸碰學生(如調整頭髮或衣物)

Order forms (where applicable) will be collected in a clearly marked box provided by our staff. There will be no need for students or staff to hand the photographer an order form. Teachers will be encouraged to bundle class forms together and deposit them in the box as a group when possible.

若有任何紙本訂購單，本公司會提供標示明確的收集箱以確保沒有人員接觸。學生或職員不需要親手傳遞訂購單給攝影師。本公司也建議由教師提前收集訂單以便一齊存放於箱內。

Your school will receive a PDF to share with families with easy to follow online ordering instructions to minimize use of paper forms. We have asked the school to share these instructions via email as well as printing them and delivering to families via “backpack mail.”

本公司將會建立一份線上訂購的教學PDF檔，由校方交給各個家庭以便減少紙本訂單的需求。我們會要求校方在發放紙本通知單給學生的同時也利用電子郵件發送此教學檔。

Photographers will wear masks at all times while on school property.

攝影師在校園內將全程配戴口罩。

Our staff will comply with all school requests related to Covid-19 such as a temperature check upon arrival, providing personal information for contact tracing purposes, etc.

本公司工作人員將會完全遵照校方的新冠肺炎 Covid-19防疫措施，包含抵達校園時的體溫檢查，提供個人資料以便追蹤活動資訊等。

All Coffee Pond Photographers have participated in extensive training addressing proper hygiene and mitigation of germ transfer. Photographers have been instructed to notify Coffee Pond immediately of any symptoms or possible exposure to Covid-19. This information will be shared with clients when necessary. Coffee Pond will not send any photographer to a school who has acknowledged any symptom that has been associated with Covid-19.

本公司的所有攝影師皆受過詳盡的衛生訓練與細菌傳播防治訓練。攝影師都已被告知在有疑似新冠肺炎症狀時，或發生與發病者接觸時，都要立即通知本公司。必要時此類資訊將會傳達給各客戶。本公司將不會派遣任何有新冠肺炎症狀或與發病者接觸的攝影師前往學校攝影。