**COVID – 19 REGULATIONS**

Dear Graduates and Parents,

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| Lifetouch is now permitted back in schools to photograph and will be at your school soon to do cap and gown graduation photos. For appointment times, please see posters near main office. |  |  |  |
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It is important for all graduates to be photographed during these times for the school wall composite and yearbook. Please note this will be the only opportunity to get graduation photos done this year.

**PLEASE READ ALL OF THIS COVID -19 INFORMATION**

Over the past few weeks, we have finalized our safety protocols to ensure we provide a safe environment for Graduates and our staff.

In order to ensure your safety and that of our staff we have made a few adjustments to our operations:

1)    If you are experiencing any symptoms related to Covid-19, as outlined by the Government of NL, please do not come to your appointment. We will be happy to reschedule you at a later date during the week of photos.

2)    Please arrive on time for your appointment. Wear a mask until you are asked by the photographer to remove it. Only the graduate will be allowed into our photo room. Do not congregate with any other students leaving or arriving at the photo room.

3)    At this time we will not be including pets, friends or family members in portrait sittings.

4)    We will be accepting cash and cheques for payment of sitting fees. The sitting fee is $ 25.00 (Tax included).

5)    The use of props provided by Lifetouch is voluntary, we have implemented safety protocols for sanitizing props or will provide one time use props for each sitting. Graduates may bring appropriate props to be included in their sitting.

6)    We will be using individual gowns for each graduate and it will be cleaned with steam and disinfectant before another use. Hats will not be used unless the grad brings one.

7)    If you would like roses (or other flowers) included in your sitting please bring your own.

8)    We suggest males bring a SHIRT AND TIE for formal photos and females wear V-NECK or SCOOP NECK top for formal photos. We will not have shirts and ties for graduates to use.

9)    Our staff will not be tying ties so please ensure you can tie your own or have it pre tied.

10)  You can also bring one prop such as a musical instrument or sports equipment to your session.

For your safety and the safety of our staff, our appointments will be at 20-minute intervals. 15 minutes will be used to photograph while the remaining time will be spent by our team cleaning and sanitizing. The only common prop will be our posing stool.

Our staff members will be wearing a mask and maintaining social distancing at all times throughout the photography sitting. We will provide hand sanitizer as you enter and leave our photo location.

Lifetouch realizes the importance of your graduation photos. We do however want to assure a safe and healthy environment for you and our staff members.

If you have any questions, please feel free to contact me by email.

Thank You!

Lisa Paul

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