



## **FAMILY DAY PHOTOS SAFETY PROTOCOLS**

The Bungalow will be used solely for pre-booked Family Day photos.

Highstreet will host appointments on Saturday, February 13<sup>th</sup> from 12PM – 5PM.

### **FAMILY DAY PHOTOS SAFETY PROTOCOLS**

- Enhanced sanitization and disinfection of all touch points.
- Limited occupancy to one household.
- Signage will be placed at the entrance to remind guests to sanitize before entry.
- Hand sanitizer will be available to guests upon entry and exit.
- The Bungalow will be equipped with disposable masks for guests who do not have one upon arrival.
- Screening Questions:
  1. Have you or someone you have been in contact, with travelled outside of Canada in the last 14 days?
  2. Have you or someone you know have been in contact with been asked to isolate or had a known case of COVID-19 in the last 14 days?
  3. Do you have any of the following symptoms: fever, cough or difficulty breathing?

### **For Highstreet Employees:**

- All employees will be asked a series of screening questions before their shift as well as adhere to a temperature check.
- Employees will wear masks or face shields while working inside The Bungalow.
- Employees will be asked to wash their hands before and after their shift as well as sanitize after every appointment while inside The Bungalow.
- Two employees will work inside The Bungalow per shift (Photographer & Greeter/Cleaner).
- Employees will be instructed to maintain distance from co-worker and guests when possible.

### **For Guests:**

- Guests will be notified in advance that temperature checks will be conducted upon entry to Santa's Shop, and posted health questions screen for COVID symptoms. Any guests feeling sick are asked not to come to their appointment and are asked to reschedule.
- Guests are asked to arrive wearing a mask. Masks can be removed when they are positioned for photos.

## **PREVENTING CONGREGATING**

- Guests must book appointments with their household only.
- The Bungalow has two entrances; one will be used to welcome guests and the other will be used for guests to exit through.
- Guests will pay and book an appointment online, eliminating line-ups.
- Appointments are 5 minutes long and guests are asked to show up no earlier than their scheduled appointment time.
- Guests are required to provide their name, phone number and email address upon booking for contact tracing.

## **CLEANING PROCEDURES**

- Appointments will be scheduled to ensure adequate time for added cleaning procedures to be completed between appointments.
- Online booking and payment are contactless, eliminating the need for guests to touch any machines within The Bungalow or handle cash.
- Photos are electronically emailed to the guests unless they have purchased prints.
- All touchpoints addressed between appointments:
  1. Handrails (Exterior)
  2. Door handles & locks (Exterior & Interior x 2)
  3. Coat hooks

## **MAINTAINING 6 FEET**

- The Photographer will be stationed 6 feet away from the set and will take the photos and email photos to guests.
- The second employee will greet guests outside and complete the temperature check and as well conduct health questions that screen for COVID symptoms. Any guests feeling sick will not be able to enter.
- Once guests are cleared for entry, the employee will open the door and move to the side to allow guests to enter and hang their coats. The employee will wipe handrails and doorknobs before re-entering The Bungalow.
- Guests will be required to stand behind a line on the floor to ensure they are 6 feet from employees while having their photo taken.
- Guests will exit through the side door, away from employees and guests.