

Dear Faculty and Staff,

At SWI Photography, the health and well-being of our customers and photographers, and staff continue to be our number one priority.

We are taking extra precautions this year because the safety of you, your families, and our employees are our #1 priority. These new processes follow the guidelines and recommendations written by the Center for Disease Control (CDC), U.S. Department of Health (HHS), and Occupational Safety and Health Administration (OSHA) standards related to COVID-19.

Please note that protocols may change based on new or revised recommendations from local and national government agencies.



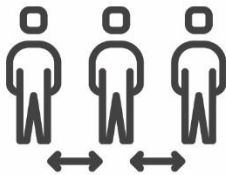
### PPE

Photographers will be required to wear a mask at all times



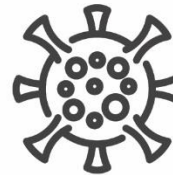
### Sanitization

Surfaces and equipment will be disinfected throughout the day



### Social Distancing

Photographers will follow new posing and social distancing requirements



### Training

Photographers are required to complete enhanced safety and cleaning training

Jeff Wilkinson  
President

A handwritten signature in black ink, appearing to read "Jeff Wilkinson".