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**School Pictures**

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**Subject :** School Pictures**To :** Teresa Martindale <martindale\_t@4j.lane.edu>, Mike Riplinger <riplinger\_m@4j.lane.edu>, Allan Chinn <chinn@4j.lane.edu>, Melissa Ibarra <ibarra\_m@4j.lane.edu>, Kevin Gordon <gordon\_k@4j.lane.edu>, Deirdre Pearson <pearson\_d@4j.lane.edu>, Garrett Bridgens <bridgens\_g@4j.lane.edu>, Jennifer Hebard <hebard\_j@4j.lane.edu>, Principal Jim Moore <moore\_ji@4j.lane.edu>, Scott Marsh <marsh@4j.lane.edu>, Lavinia Page <page\_l@4j.lane.edu>, Erin Gaston <gaston\_e@4j.lane.edu>, Dana Brummett <brummett\_d@4j.lane.edu>, Karen Ramirez Gutierrez - El Camino del Río Principal <ramirezgutierrez\_k@4j.lane.edu>, Morley Hegstrom <hegstrom@4j.lane.edu>, Sebastian Bolden <bolden\_s@4j.lane.edu>, Denisa Speicher-Taylor <taylor\_d@4j.lane.edu>, Sheila Minney <minney\_sh@4j.lane.edu>, Tom Piowaty <piowaty\_t@4j.lane.edu>, Chris Mitchell <mitchell\_c@4j.lane.edu>, Larry Williams <williams\_l@4j.lane.edu>, Aj Hruby <hruby@4j.lane.edu>, Brian Watson <watson\_b@4j.lane.edu>, Mark Watson <watson\_m@4j.lane.edu>, Sun Saeteurn <saeteurn\_s@4j.lane.edu>, Morgan Christensen <christen\_mo@4j.lane.edu>, Chris Benz <benz\_c@4j.lane.edu>, Peter Barsotti <barsotti\_p@4j.lane.edu>, Gina Wilde <wilde\_g@4j.lane.edu>, Peter Tromba <tromba\_p@4j.lane.edu>, Tracy Ross <ross@4j.lane.edu>, Courtney Leonard <leonard@4j.lane.edu>, Mike Yocum <yocum\_m@4j.lane.edu>, John Wayland <wayland\_j@4j.lane.edu>, Sarah Prater <prater\_s@4j.lane.edu>, Stephanie Randall <randall\_st@4j.lane.edu>, Leila Schuck <schuck\_l@4j.lane.edu>, Paula Nolan <nolan\_p@4j.lane.edu>**Cc :** Brooke Wagner <wagner\_b@4j.lane.edu>, Smith- Johnson Joyce <johnson\_jo@4j.lane.edu>, Jeffrey Johnson <johnson\_je@4j.lane.edu>

Good afternoon,

I have spoken with both Lifetouch and NW Exposures to review their COVID protocols for school pictures and both vendors have been approved to be on your school campuses. The picture taking process will be touchless this year, and in addition to following their own safety protocols they will follow 4J safety protocols as well. When at your school:

- All of their employees who are a part of the picture-taking process must sign in and out each day they are on your site using Raptor or a paper log should Raptor not be up and running.
- They will remain in the designated picture taking area at all times except to use the restroom. Please designate a staff bathroom for them to use while on your site.

- As a part of their "touchless" process they will not be touching kids, fixing hair, etc. Please make sure your employees do not do this either.
- There will be no parent volunteers to assist with the process so you will need to utilize current employees.
- Make sure your designated area is clearly marked so **students and staff** remain physically distanced while waiting in line
- Face coverings must remain on until the student is instructed to remove it. Once the picture is taken, the student will immediately put their face covering back on.
- Have students line up in alphabetical order while waiting for pictures for contact-tracing purposes - we do not want any close contacts to occur while waiting in line.

#### Same Students Online

You may schedule pictures for SSO kids but they may not be onsite while A/B students are on site. You will need to schedule these separately from students who are attending on-site school. When SSO students come to get their picture taken you must record that they are onsite for contact tracing purposes and keep this information in your front office should Joyce or I need it. Please have a plan in place for these kids to enter and exit your building - their parents must stay in their car and wait for them to finish.

If you have any questions please let me know.

Thanks,  
dawn

*Dr. Dawn Strong*

*HR Administrator | Title IX Coordinator | 4J Social Distancing Manager*

*Eugene School District 4J*

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