



COVID-19 Policies and Protocol with Waiver - June 1, 2020

Due to the 2019-2020 outbreak of the novel Coronavirus (COVID-19), we are taking extra precautions with the care of every client, employee and associate to include new policies, a health history review and enhanced sanitation /disinfecting procedures in compliance with CDC guidance.

We are following these enhanced procedures to prevent the spread of COVID-19:

- No physical greetings allowed
- Visitors prohibited unless scheduled, and who have agreed to the statement below*
- Individuals should provide their PPE; however, Damianos Publishing will have masks and hand sanitizer on hand if needed.
- Maintain a minimum six-foot distance from others; otherwise wear a mask
- Photograph individuals with the longest lens possible to maintain distance
- Wash hands with soap & water for 20+ seconds or use hand sanitizer (≥60% alcohol) after using restroom, after coughing/sneezing, and before/after eating and/or each equipment use
- Disinfect touch surfaces and equipment before and after each use
- Keep personal objects out of reach
- Avoid sharing equipment; otherwise use disposable gloves
- Gatherings of 10 or more are prohibited
- Stay home when sick, at least 3 days after recovery and at least 7 days since first symptoms
- Individuals bring their own food or drinks

Policy Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 are changing rapidly as new information becomes available and further research is conducted. Lynne Damianos/Damianos Publishing reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Symptoms of COVID-19 include:

- Fever
- Fatigue
- Dry Cough
- Difficulty Breathing

***I agree to the following:**

- I understand the above symptoms and affirm that I, as well as all household members, do not currently have, nor have experienced the symptoms listed above within the last 14 days.
- I affirm that I, as well as all household members, have not been diagnosed with COVID-19 within the past 30 days.
- I affirm that I, as well as all household members, have not knowingly been exposed to anyone diagnosed with COVID-19 within the past 30 days.
- I affirm that I, as well as all household members, have not traveled outside of the country or to any city considered to be a "hot spot" for COVID-19 infections within the past 30-days.
- I understand that Lynne Damianos/Damianos Publishing cannot be held liable for any exposure to the COVID-19 virus caused by misinformation on this form or the health history provided by each client.

By signing below, I agree to each statement above and release Lynne Damianos / Damianos Publishing from any and all liability for unintentional exposure or harm due to COVID-19.

Printed Name

Company Name , if applicable

Signature
Massachusetts SDO WBE & DBE Certified

Date

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Saxonville Mills
1630 Concord Street
Framingham, MA 01701
DamianosPhotography.com
DamianosPublishing.com
508.872.4880