UNLV Photo Services COVID-19 Guidelines

Overview: This document provides guidelines for maintaining safe photography procedures as UNLV begins resuming on-campus operations. Safety for everyone involved will always be prioritized over capturing an image.

Requirements Specific to Professional Photography Operations

Subjects should self-monitor for symptoms of COVID-19 prior to coming to the shoot by taking their temperature and self-screening through answering a series of questions as recommended by the Southern Nevada Health District (SNHD). If you respond yes to one or more of the screening questions or exhibit other symptoms noted by the CDC, reschedule the shoot. (There is no fee for cancelling or rescheduling.)

- **Outdoor sessions are preferred.** Indoor sessions will be granted by the photographer when safe protocols can be established.
- **Masks & Social distancing** — All present for photo sessions must be masked and maintain social distancing.
  - The subject’s mask may be removed for capturing the photos.
  - If the mask is to be shown in photo, avoid non-UNLV logos and busy patterns. Please work with the photographer on making sure the mask is appropriate.
- Any additional personnel, communicators or other staff, will maintain social distance and be masked at all times. Additional staff should be kept to the minimum necessary.
- **Group photos** — Group photos are not available until social distancing requirements are no longer needed.
- **Individual headshots** — Studio headshots by appointment only. Individuals will be scheduled in 15-minute time blocks. Each participant must wait outside of the studio until it is his or her turn to enter the studio; the photographer will escort you into the studio at your appointed time. Masks must be worn until the photographer is ready to begin your photo session.
- **Group headshot sessions** — Headshot sessions for multiple people in a unit are available and will be held in suitable location to ensure social distancing. Contact Cate Weeks, cate.weeks@unlv.edu, to discuss details and costs.

*All UNLV Photo Services policies and procedures are subject to change based on further guidance from the Governor’s Office, NSHE, UNLV’s COVID-19 Incident Management Taskforce, and the Integrated Marketing & Branding Division.*