

MUSC Student Portrait Studio Policy

Due to Covid-19 the MUSC Portrait Studio has implemented a new policy and procedures for scheduling and managing portrait photography sessions for students.

These procedures have been put in place to ensure proper social distancing and reduce the risk of virus transmission in order to protect MUSC employees and reduce the risk of patients and visitors. This policy aligns with procedures implemented by MUSC, MUSC Health and the Office of Communications and Marketing.

Portrait Studio location:

Basic Sciences Building

1st Floor Studio
Room 107/108

Scheduling:

- ITFR Media only provides student photos.
- For personal portraits, please contact Nancy Carney, with ITFR Academic Media at lemonn@musc.edu
- Portrait photo session are by appointment only.
- Staff photographer will contact requestors to schedule the photo session date and time.
- Portrait sessions will be scheduled to ensure social distancing by reducing congestion in high traffic areas.

Photo Session Procedures:

- Portrait subjects must arrive at the specific date and time scheduled. If you miss your scheduled sessions you will be required to resubmit a request to lemonn@musc.edu.
- Subjects will be directed to enter and exit specific office and studio doors.
- Portrait subjects are required to wear masks at all times. **The Staff Photographer will instruct the subject when to remove and replace their mask.**
- Subjects are expected to practice social distancing (6 feet between individuals) at all times.
- Only one (1) subject will be allowed in the Portrait Studio at one time.
- Any subject waiting to have their portrait taken will be required to wait in a designated area (hall) until the staff photographer calls them into the studio.
- Subjects will be expected to be dressed appropriately when they arrive. There are restroom facilities on the floor that may be used for styling.
- Subjects must only stand or sit in the designated area of the studio during the sessions and will be directed by the staff photographer.
- Subjects will not be allowed to review their portraits during the photo session. The staff photographer will email selected photos from the session for review.
- Subjects are requested to avoid touching surfaces. High-touch surfaces will be cleaned regularly.

Cost:

- All Professional/ERAS photos are \$25 per edited image and can be paid with credit or debit.

Thank you for your adherence to this policy and your help in ensuring everyone's safety.

MUSC ITFR Academic Media