



# MAKE UP DEPARTMENT COVID-19 GUIDELINES

## LEVEL 2

Wednesday 19<sup>th</sup> August 2020

### General Covid-19 Guidelines for ALL CREW to follow:

#### Before you work:

- All crew **MUST** fill in a Covid-19 Self Declaration.
- If you, or someone you live with or have close contact with, become unwell you must notify production immediately and **do not come to work**.
- If you or someone you are in regular close contact have a serious health condition or compromised immunity, please consider this before accepting work.
- Maintain high hygiene practices also away from work. And whenever practicable, please follow Government physical distancing guidelines.

#### Sanitation is key:

- Wash/sanitise your hands regularly, particularly when entering or exiting a work site
- Cough or sneeze into your elbow
- Make sure you have (or are given access to) all necessary PPE and hand/equipment/workspace sanitisers or cleaning products.
- **Masks (or face coverings) is now a Government recommendation. All crew are encouraged to wear a mask (or face covering) at Level 2.**
- Do NOT touch other department's equipment.

#### Contact Tracing:

- **All NZ businesses are now required to use the Government Tracer App (or a similar digital sign-in system). Every work site, office or location will need to have this ability.**
- Make sure you adhere to the production's strict sign-in/sign-out procedures
- Keep a note of who you see and where you go outside of work

#### Physical distancing:

- Keep team sizes as small as possible
- Identify YOUR work bubble and limit any interactions between other departments, suppliers or other work bubbles who may be on the same location as you.
- Consider split shifts and/or creating separated work-zones for each bubble
- Work from home if at all possible

#### Catering & Unit:

- No self-serve catering or unit at Level 2.
- Pre-packaged food only. Or contactless buffet (catering staff serving up).
- Unit should be "café-style". Or individual snack packages can be prepared and handed out.

**BE KIND! LOOK AFTER EACH OTHER!**



### Controlled, Uncontrolled or Close Proximity Environment under Level 2:

- In a **Controlled Environment** (*available hand sanitiser/PP, and cleaning and crew health screening and contact tracing procedures in place*) the minimum separation is 1 metre between people so far as reasonably practicable.
- In an **Uncontrolled Environment** (*public spaces and shops, etc.*) the minimum separation is 2 metre between people so far as reasonably practicable.
- **A Close Proximity Environment** involves close personal contact that results in workers not being able to maintain 1 metre physical distancing, i.e. Make-up Artist and Cast. Close Proximity Bubbles must follow specific ScreenSafe guidelines. Please make sure you engage into a discussion with production and other relevant departments about this and that all recommendations are adhered to.

### Location and Studio Work:

- There are no restrictions on the amount of people on a work site, but physical space and ventilation vs. number of people on site must be considered, particularly for interior locations. (Exposure to the virus over time is a key factor for virus transmission.)
- Filming in public places, like public parks, will be possible, but there may be restrictions to what councils will allow. Please talk to your local council well ahead of time.
- Every production **MUST** register with ScreenSafe and have site specific Level 2 Covid-19 plans in place. (*Note: councils will not issue filming permits without this*).

### Crew and Cast Travel:

- Ride-sharing is not recommended, but is possible if physical distancing is maintained. A face mask or covering is also recommended.

### Travel to/from Hot-Spots:

- You are only allowed to travel to or from a hot-spot if you are returning to your place of residence OR if you're an essential worker.
- Physical distancing and mask wearing is recommended for public transport and flights.

**BE KIND! LOOK AFTER EACH OTHER!**

# Department Specific Guidance as of 19<sup>th</sup> August 2020

## MAKE UP - Level 2

### Introduction to Department undertakings:

- Pre-Production tasks – remote
- Pre-Production tasks – on site / in production office
- Character Make Up research and design
- Creative discussions with cast, director and other key HOD's
- Management/coordination of Make Up team
- Liaison with production, AD's and locations in regards to testing and on-set requirements

### Required Physical Distancing Requirements:

*While every production is different, a Close Proximity Bubble will most likely always be required for the Make Up Department. The extent of Close Proximity work will vary for each production, and the parameters of this bubble must be mutually agreed.*

- The general rule of 2 metres apply at all times.
- If in a Controlled Environment, up to 1 metre physical distancing is allowed
- Creation of Close Proximity Bubbles (less than 1 metre) must be done in consultation with Production, Cast/Agent, Health & Safety and other applicable departments.
- Only Production approved crew, who have implemented safety precautions, can work closer than one metre, i.e. cast and make-up. Agreed safety precautions and PPE requirements must be adhered to at all times.
- While in a Close Proximity Bubble, contact with other bubbles should be kept to an absolute minimum. The crew member should also consider the extent and impact this may have on their family and social life.
- Close Proximity Bubbles should be limited to 3 people if possible and are restricted to a maximum of 10 persons. When not undertaking the close contact tasks then crew and cast should maintain physical distancing reflecting the environment they are in.
- There are no provisions available for any worker to engage with members of the general public within 2 metres.

### Contact Tracing:

- A Government Tracer App QR-code poster (or similar digital tracing system) must be displayed at all work sites.
- All crew and cast must sign-in when arriving and out when departing the office and/or worksite
- Ideally this process needs to be contactless so you should consider using electronic systems if practicable.
- All entry and exit points should be controlled and monitored.
- All workers should keep a log of non-worksites locations (i.e. stores, etc.) and interactions (meeting suppliers, location owners, etc.) they have during working hours.

- All workers are recommended to keep note of their interactions outside of work hours (whilst on a job)
- All crew, cast or approved site visitors must sign a Covid-19 Declaration before starting work or visiting a work site.

### **Department Bubbles**

- Off Set Make Up Department bubble (remote preparation).
- Off Set Make Up Department bubble (production office preparation)
- On Set Make Up Department bubble (Unit/Tech base only)
- On Set Make Up Department bubble (Unit/Tech base AND on Set)
- On Set Department HODs/Department Liaison bubble

### **Department Specific Guidance**

**Make Up Artists should be aware of and trained to work under the specific alert level in operation prior to commencing work, including the correct use of PPE.**

- Make Up to work remotely when practicable.
- Make Up / inter-departmental meetings to be remote as far as practicable.
- Physical production meetings to be carried out with physical distancing of 1 meter. If possible, particularly if in a confined space, a 10 person limit is recommended. Face masks (or coverings) is recommended and should be available.
- Physical distancing of two metres wherever possible between work-stations. Engineered barriers are necessary where this separation is not practicable.
- Make Up crew to be split into smaller work groups/bubbles where possible (i.e. prep vs. shoot crew or on-set vs. off-set crew).
- Liaise with Production and Health & Safety in regards to contact tracing, PPE and hand/workspace/equipment sanitiser requirements for your department
- On set and off set bubbles to be maintained wherever practicable.

### **Personal Hygiene Requirements and Measures**

- A very high standard of personal hygiene is particularly essential for the Make Up Department.
- Any worker who feels even the slightest unwell must not come to work. If unwell at work they must go home.
- If a worker displays any of the symptoms of COVID 19, please call Healthline immediately (0800 358 5453) or your doctor. Production and the Health & Safety Departments must also be notified. And all close contact workers to be identified.
- If a person or persons are confirmed or probable cases of COVID 19, site closure(s) should be considered. This decision should be made on the advice of a public health officials based on information on the extent of the exposure.
- Masks or face coverings is now a Government recommendation. All cast and crew should wear a mask or face covering whenever practicable.
- Workers arriving at the Production Office or work site must wash/sanitise their hands upon arrival and prior to touching any surfaces.

- A strict personal hygiene & hand washing/sanitising regime must be observed in line with the ScreenSafe guidelines.
- Personal work stations to be cleaned/sanitised each day.
- PPE (gloves and masks) should be available.
- If you choose to wear PPE, the type is up to you and should be based on the level of risk for your business or service, the working proximity, the physical work area, and the length of time people are together.
- Work should only be completed within one metre if it can't otherwise be achieved. The time spent in Close Proximity needs to be kept to a minimum. At all other times, a one meter distance should be maintained.

## **Work Space Hygiene**

### **On and off set**

- Hand sanitising stations should be readily available at production office/location/Make Up truck.
- PPE (gloves, masks, face shields) to be available.
- Equipment cleaning products should be readily available at production office/location/Make Up stations.
- Consider workspace layout, avoid face to face desks, and space desks 2 meters apart where possible. Engineered barriers are necessary where this separation is not practicable.
- Personal Make Up kit/equipment/laptops to be used only by one person.
- Make Up equipment and Make Up stations must be sanitised/sterilised in between cast.
- Consider setting up individual Make Up stations for each cast.
- In order to reduce the size of Close Proximity Bubbles, each cast should have the same Make Up artist for off-set Make Up and on-set standby whenever practicable.
- Make sure appropriate crew resourcing is in place to accommodate Close Proximity restrictions as well as regular cleaning/sanitising of gear and Make Up stations.
- Take production requirements into consideration in regards to size of Make Up trucks and rooms. I.e. is it feasible to share with costume, etc.?
- Common work surfaces in production office or Make Up truck to be cleaned regularly (i.e. door handles, shared photocopiers, taps, light switches, etc.).
- Regular cleaning of computer terminals and phones.
- Regular aeration of office space/truck, open windows when possible. Avoid recycling air.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Sanitise surfaces & mop floors at the end of each day where required.
- Sanitising stations on location available outside of communal facilities (i.e. portaloos).
- Stairs should be used in preference to lifts.
- No visitors to site. Only workers involved in the project to enter any locations or work sites.

## **Kitchen & Catering**

- Stagger lunch where possible and apply physical distancing measures.
- No open snacks, fruit or shared food. Consider lunch box style lunches to be prepared. Where appropriate, consider a subsidy for workers who are required to bring own lunch.
- No food around Make Up stations
- Liaise with AD's and Unit in regards to snack/drinks requirements for cast. Double handling of food/drinks should be avoided.
- All communal cutlery & crockery must be sterilised in dishwasher.
- Communal kitchen items to be sanitised before & after use.
- Compostable cutlery & crockery to be used if sterilisation is not possible.

## **Toilets, Showers & Drying Rooms**

- Physical distancing rules apply to the use of shared facilities, including toilets, shower and drying rooms.
- Sanitising stations on location available outside of communal facilities (i.e. portaloos).
- If numbers require then add additional toilet facilities, i.e. portaloos
- Hygiene posters and signage should be clearly visible in shared spaces like kitchens, toilets, entrances and exits, etc.

## **Interaction with Other Departments, Suppliers, Cast & Extras**

### **Meetings**

- Make Up or inter-departmental meetings to be remote or on digital platforms as far as practicable. Or hold meetings in open areas wherever possible.
- PPE should be available for essential inter-departmental meetings.
- Physical distancing to be maintained on essential inter-departmental meetings and work (i.e. Make Up tests, pre-production meetings, etc.). Face masks (or coverings) is recommended and should be available.
- Reduce physical interaction with other departments as far as reasonably practicable.
- Interactions with other crew, cast and public must be as per physical distancing protocols.

### **Travel**

- Ride-sharing is not recommended, but is possible if physical distancing is maintained. A face mask or covering is also recommended.
- No recycling air, clean air fan inlet only, open windows where possible.
- Crew who travel together should always be part of the same work bubble.
- A passenger log must be kept for shared vehicles.
- Shared vehicles should not be used outside work

### **Set Protocol**

- Sets should be treated as closed sets, with essential crew on set only.
- To avoid on-set congestions, liaise with AD's for appropriate times to do final checks, etc. Allow other departments time and space to complete their work.
- Reduce the time spent on final checks to a minimum.
- For enclosed shooting sets, please ensure regular aeration, open windows when possible. It is recommend that crew are allowed time during the day to get fresh air.

## Equipment

- Strict separation between Make Up stations and Make Up artist's personal kit to be enforced. Any shared kit must be cleaned/sanitised.
- Hands to be washed/sanitised prior to and after handling radios, batteries, earpieces, etc.

## Cast

- AD's to ensure Covid-19 information is distributed to cast prior to work.
- AD's to ensure all cast have filled in a Covid-19 Declaration prior to work
- Face masks and PPE shall be made available to all cast.
- Cast should wear a face mask or face covering whenever practicable.
- All cast to wash/sanitise hands on arrival at location/studio/Make Up truck
- A Covid-19 induction and health check on arrival by safety officer
- Whenever possible, a specific cast area must be set up with physical distancing observed.
- Whenever possible, cast should undertake any task they can perform themselves, under the supervision of the Make Up artist.
- One Make Up artist shall be assigned to each cast member (Note: one Make Up artist can be in charge of several cast, provided strict cleaning protocols are followed).
- Whenever possible, one AD should be assigned to key cast and another AD assigned to extras/additional cast.
- Personal bags or items should be left in the cast/costume/make up area.
- Each cast member may want a water proof wet bags for their personal items to travel to set. Only 3rd AD or cast to carry this, and only cast member is to put things in & take things out.
- No phones on set, no one else to handle cast personal belongings.
- Disposable Cast water bottles are recommended. Cast to handle their own food – no double handling.

## Close Proximity Bubbles

*Close proximity tasks (0-1metre) introduces a higher risk and PCBU's must eliminate or minimize this increased risk by applying the appropriate control measures.*

- Close contact scenes with less than a metre physical distance (a Close Proximity Environment) must only be done after thorough discussion and mutual agreements with producer, Cast/Agent and other affected departments (H&S, Make Up, etc.).
- *Specific guidance around intimacy scenes (kissing, etc.) is yet to come. If required, please contact ScreenSafe or WorkSafe for advice.*
- For some productions longer-term Close Proximity Bubbles might be created to avoid contact with other bubbles (i.e. key Cast, their Make Up Artist, Costume Standby and/or PA/Driver).
- Communication must be clear about who is in the Close Proximity Bubble.
- The Close Proximity Bubble size must be kept to minimum, ideally less than 3. No more than 10 people.
- Time spent in Close Proximity should be limited to the absolute minimum necessary time.

- While in a Close Proximity Bubble, contact with other bubbles should be kept to an absolute minimum. The crew member should also consider the extent and impact this may have on their family and social life.
- Cast's individual comfort levels must be taken into account and there must be no coercion. Consent must be gained for each and every scene of an intimate/close nature. Cast must never be required to perform intimate or close action they are not comfortable with.
- The emphasis is on transparency and communication. Performers will get scripts and information regarding the intimate/close scenes well in advance of rehearsals and shooting. They need to know the level of intimacy/physical action required in detail and the length of time expected to be in close/intimate proximity.
- Cast will be given adequate time to consult privately with their agent prior to agreeing to the scene. Nothing should be last minute.
- Close Environment scene details shall be re-confirmed prior to blocking/filming and Cast and crew comfort levels re-assessed.
- Crew working in a Close Proximity Bubble should wear appropriate PPE if requested or recommended.
- Masks or face coverings is now a Government recommendation. All cast and crew should wear a mask or face covering whenever practicable.
- If you choose to wear PPE, the type is up to you and should be based on the level of risk for your business or service, the working proximity, the physical work area, and the length of time people are together.
- Work should only be completed within one metre if it can't otherwise be achieved. The time spent in Close Proximity needs to be kept to a minimum. At all other times, a one meter distance should be maintained.
- *Please familiarise yourself with the Close Proximity and Scene Specific Guidance sections of the ScreenSafe Covid-19 Protocols.*

#### **Extras**

- AD's to ensure Covid-19 information is distributed to extras prior to work.
- AD's to ensure all extras have filled in a Covid-19 Declaration prior to work
- All extras to wash/sanitise hands on arrival at location/studio/Make Up truck
- A Covid-19 induction and health check on arrival by safety officer
- During Level 2 it is recommended that extras do their own make up as required. If needed, the Make Up department will provide advice, but they will not breach the 1m physical distancing requirement.
- A designated extras area set up with appropriate physical distancing observed. Individuals to remain in the same seat for the duration of the day when not on set, i.e. no seat swapping and mingling.
- All personal belongings to be left in designated area. No personal items to be taken to set.
- Crowd scenes can only be filmed if physical distancing is achievable.

#### **Scheduling**

- Please consult with AD's to ensure that the shoot schedule reflects the appropriate time required to facilitate required physical distancing and sanitising guidelines. Particularly in regards to Close Proximity Bubble requirements.
- Ensure the shoot schedule reflects fatigue levels and the wellness of crew.



- Consider staggered calls and rolling lunches to maintain appropriate physical distancing.