



MAKE UP DEPARTMENT COVID-19 GUIDELINES

LEVEL 3

Wednesday, 19 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 vigilant 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 strongly encouraged to wear a mask (or face covering) at Level 3.**
- Do NOT touch other department's equipment.
- Gear and props must be sanitised before and after hire. And ideally at the end of each shoot day.
- Vigilant work site, office and location cleaning is key. There are no guidelines or certification for this, but you MUST ensure that cleaning is done to a high professional standard.

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:

- At Level 3, only crew who are critical to production should attend a shoot or work gathering. Work from home if at all possible.
- Identify YOUR work bubble. Limit any interactions between other departments, suppliers or other work bubbles.
- Consider split shifts and/or creating separated work-zones for each bubble

BE KIND! LOOK AFTER EACH OTHER!



Controlled, Uncontrolled or Close Proximity Environment under Level 3:

- In a **Controlled Environment** (*available hand sanitiser/PPE, and cleaning protocols, 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 (less than 1 meter)** is NOT possible in Level 3.

Talent & Close Proximity Bubbles:

- Please consider the number and type of talent before committing to production.
- 1m physical distancing is required for all scripted action.
- **There is no allowance for close proximity bubbles, so talent must be able to dress themselves, do their own make up and put on radio mics (under the guidance of film professionals if required).**
- **There is no allowance for extras at Level 3.**

Catering & Unit:

- No self-serve catering or unit at Level 3.
- 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.

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.)
- At Level 3, exterior or studio work is preferred as it’s a more controllable environment.
- Interior shooting, particularly in private residences, will be difficult, if not impossible at Level 3.
- Filming in public places, like public parks, will be possible, but there will probably 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 3 Covid-19 plans in place. (*Note: councils will not issue filming permits without this*).

Crew and Cast Travel:

- Avoid ride sharing whenever possible.

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 required for public transport and flights.

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Department Specific Guidance as of 19th August 2020

MAKE UP - Level 3

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:

Close Proximity Work is not allowed at Level 3. Make Up crew can only attend set in a consulting capacity to assist cast in applying make up themselves.

- The general rule of 2 metres apply at all times.
- If in a Controlled Environment, up to 1 metre physical distancing is allowed
- No close contact work (less than 1m) is permitted at Level 3.
- 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 at least 1 meter. If possible, particularly if in a confined space, a 10 person limit is recommended. All crew should wear a mask or face covering whenever practicable.
- 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 for those who either require or wish to use them.

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.
- 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, 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.). All crew should wear a mask or face covering whenever practicable.
- 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

- No communal travel. Where this is not possible, a mask or face covering should be worn and physical distancing must be adhered to and vehicles should be cleaned prior to and after used.
- 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
- Consider number of cast and their health (elderly, etc.) and the ability for physical distancing both on and off-set before commencing production.
- 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.
- Cast are required to dress themselves, do their own make up, etc., but under the supervision of the applicable department.
- 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

- There is no allowance for Close Proximity work or scripted action (less than 1m) at Level 3.

Extras

- There is no allowance for extras work or crowd scenes at Level 3.

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.
- Ensure the shoot schedule reflects fatigue levels and the wellness of crew.
- Consider staggered calls and rolling lunches to maintain appropriate physical distancing.