



COSTUME DEPARTMENT

LEVEL 2 COVID-19 GUIDELINES

September 2021

Before you work:

- All crew MUST fill in a COVID-19 Health Declaration.
- If you have any COVID-19 symptoms, **do not come to work**. Please get tested.

Introduction to Department undertakings:

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

Department Bubbles

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

PPE Requirements:

- At Delta Alert Level 2, face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan. They are mandated by the MoH for public facing businesses and work.

Required Physical Distancing Requirements:

While every production is different, a Close Proximity Bubble may be required for the Costume 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 applies 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.
- When interacting with any public or unknown persons, crew must maintain the minimum of 2 metres physical distancing at all times.

Contact Tracing:

- A Government Tracer App QR-code poster must be displayed at all work sites.
- All crew must sign-in when arriving and out when departing a work site.
- 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 or approved site visitors must sign a COVID-19 Declaration before starting work or visiting a work site.

Department Specific Guidance

Costume crew 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.

- Costume crew to work remotely when practicable.
- Costume / 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. Use of a face covering is strongly recommended.
- Physical distancing of two metres wherever possible between workstations in offices if work cannot be done remotely. Engineered barriers are necessary where this separation is not practicable.
- Costume crew to be split into smaller work groups/bubbles where possible (i.e. prep vs. shoot 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

- Any worker who feels 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.
- At Delta Alert Level 2, face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan. They are mandated by the MoH for public facing businesses and work.
- A very high standard of personal hygiene is particularly essential for the Costume Department.
- Please wash/sanitise your hands upon arrival at a work site.
- 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/workshop/location/Costume truck.
- PPE (gloves, masks, face shields) to be available.
- Equipment cleaning products should be readily available at production office/workshop/location/Costume truck.

- 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 standby or work kit/equipment/laptops to be used only by one person.
- Dressing areas must be sanitised/sterilised in between cast.
- Consider setting up individual dressing area for each cast.
- Make sure appropriate crew resourcing is in place to accommodate any Close Proximity restrictions as well as regular cleaning/sanitising of gear dressing areas.
- Outfits, robes and towels should be cleaned at the end of each day if used. Please liaise with production in regards to washers and dryers.
- Alternatively, steaming or anti-bacterial spray can be used to disinfect outfits.
- Take production requirements into consideration in regards to size of costume truck or dressing areas. I.e. is it feasible to share with make up or other departments, etc.?
- Common work surfaces in production office/workshop/costume 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/workshop/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 fitting or dressing areas
- 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

- Costume 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. wardrobe fittings, pre-production meetings, tech recces, etc.). Use of a face covering is strongly recommended.
- 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 unless you are already in a small and regular work bubble and if physical distancing is maintained. Use of a face covering is strongly 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.

Equipment & Kit

- Personal kits should be cleaned between cast and at the end of each day.
- Any shared kit must be cleaned/sanitised.
- Hands to be washed/sanitised prior to and after handling radios, batteries, earpieces, etc.

Cast

- COVID-19 information to be distributed to cast prior to their arrival on set.
- All cast must fill in a COVID-19 Health Declaration prior to work.
- Face masks/coverings and PPE shall be made available to all cast.
- Cast may be asked to use a face covering whenever practicable. Some productions may require this as part of their H&S plan.
- All cast to wash/sanitise hands on arrival at location/studio
- A COVID-19 induction and health check on arrival by a competent person, i.e., registered nurse, paramedic or the 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 costume artist. Most productions will probably aim to have cast self-dress whenever possible, to avoid the need for Close Proximity Bubbles.
- Whenever possible, one Costume crew member should be assigned to key cast and another assigned to extras/additional cast.
- 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.
- Use of a face covering is strongly recommended.
- 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

- Extras are often day-players who can not be expected to have as much filming experience as most crew. Neither will they always be aware of the strict hygiene and safety measures put in place to keep our industry working during this pandemic.
- Due to the extended social bubble an extra has outside a production, minimise or avoid using extras and day-players as much as possible.
- For longer productions, it is recommended that the production establishes a pool of regular, trusted 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 a competent person, i.e., registered nurse, paramedic or the safety officer.
- It is strongly recommended that extras use a face covering whenever practicable. Some productions may require this as part of their H&S plan.
- During Level 2 it is recommended that extras dress themselves. If needed, the Costume department will provide advice, but they will not breach the 1m physical distancing requirement.
- It is recommended that production establishes a separate Extras Bubble for extras and the crew working with them. Whenever possible we recommend a separate AD, Unit, Costume/MU team from the main shooting bubble.
- It is recommended that the Extras Bubble has its own areas for costume, make up, unit and catering, separate to the main crew.
- 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.
- No communal catering/refreshment area for extras. All food/refreshments via unit team (see Unit Department guidelines).
- 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.