



COSTUME DEPARTMENT

LEVEL 3 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 3, 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:

Close Proximity Work is not allowed at Level 3. Costume crew can only attend set in a consulting capacity to assist cast in dressing themselves if required.

- The general rule of 2 metres applies 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.
- 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-worksite 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 3, 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 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/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 physical distancing restrictions as well as regular cleaning/sanitising of 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, 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

- No communal travel. One person per vehicle only, unless in a household bubble together.
- Shared vehicles should not be used outside work. Vehicles should be cleaned prior to and after used.

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

- AD's to ensure COVID-19 information is distributed to cast prior to their arrival on set.
- AD's to ensure cast have filled 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.
- 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

- Use of extras is not recommended as it can be difficult to apply the required risk minimisation and control. In some instances it may be possible if strict control measures can be achieved.

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.