



# MAKE UP 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
- 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

## 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

## 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 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 applies at all times.
- If in a Controlled Environment, maintain at least 1 metre physical distancing between crew.
- No close contact less than 1m permitted unless essential AND you have been approved to be part of a Close Proximity Bubble.
- Creation of Close Proximity Bubbles must be done in consultation with Production, Cast, Health & Safety and other affected departments.
- 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-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**

**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. 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.
- 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**

- 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.
- A very high standard of personal hygiene is particularly essential for the Make Up 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 and Ministry of Health guidelines.
- Personal work stations to be cleaned/sanitised each day.
- In accordance with Ministry of Health guidelines, PPE (gloves and masks) should be available.
- 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.
- 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.). 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.
- For enclosed shooting sets, please ensure regular aeration, open windows when possible. It is recommended 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 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.
- 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.
- 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 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.
- 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.