

WASHINGTON STATE MOTION PICTURE DEPARTMENTAL COVID-19 BEST PRACTICES

The following are film industry best practices to implement on a job site that are unique to each department. The recommendations in this section were designed by film industry professionals with extensive experience and if possible should be implemented on each jobs site to help keep workers safe.

The departmental recommendations outlined in this document do not replace the mandatory guidelines that all productions must follow as outlined in the [Motion Picture Production COVID-19 Requirements](#). **READ THIS DOCUMENT FIRST** prior to reviewing the information below.

Please also consider reviewing the *Additional Resources* and *Union Industry Guidelines for COVID-19* in the [Washington State Motion Picture Production COVID-19 Best Practices Document](#).

GENERAL SAFETY MEASURES FOR ALL DEPARTMENTS

Please be advised that a “job site” could be any place of work. A “job site” may include but is not limited to base camp, film set, construction mill, transportation vehicles, and the production office.

PLANNING

- Production should be advised that safety protocols will slow down procedures on the job site and have budgetary impacts.
- Production should consider scheduling additional prep and on-set time for departments to work safely and accommodate necessary COVID-19 safety protocols.
- Each department should consider and take measures to mitigate the inherent risks associated with external contact with vendors, locations, and businesses. When doing tasks outside the job site, consider additional safety measures such as limited contact and additional PPE.
- Production should consider making a designated area separate from the workspaces where workers can keep their personal belongings to ensure that there

is no cross-contamination.

- As much as possible, buying should take place online. Timelines need to acknowledge the likelihood of prolonged delivery delays and restrictions regarding returns.
- Employer should work with departments to establish which workers can perform their duties remotely and allow for digital communication between job sites.
- Departments should consider making all paperwork digital including but not limited to call sheet, start work, time cards etc. Start paperwork should be sent to workers to fill out prior to the commencement of work.

SAFETY TRAINING

- If members of the cast and crew are working remotely and not available to attend the daily safety meeting, employers should consistently update them about any safety protocols. This information should be included with call sheets and/or a scheduled all crew email so everyone is kept up to date on safety protocols.

SOCIAL DISTANCING

- To the extent practical, allow only necessary workers from departments on the job site at once. Workers from other departments not required on the job site should be on standby in their demarcated areas until required.
- In order to limit the number of workers on the job site, employers should encourage any workers who can effectively work remotely to do so.
- Production should consider implementing "The Zone System" as laid out in the unions' [The Safe Way Forward](#) and the [COVID-19 Return to Work Agreement](#).
- Departments should reduce in-person meetings both on and off the working set.
- Departments should have a plan for communicating information and approvals that require the least amount of physical interaction such as the use of photos or a video platform.
- Production should consider having all workspaces be at least 6 ft apart to ensure proper social distancing.

PERSONAL PROTECTIVE EQUIPMENT

- All departments should have access to a hazardous wastes collection bin for used PPE or any hazardous material.
- Departments who work in close proximity with others should consider increased PPE and/or safety training.

SANITATION AND CLEANLINESS

- Create a schedule in each department to ensure that equipment and all departmental specific items are disinfected throughout the day in all environments.
- Minimize or eliminate the use of shared items, equipment, and tools. If these are shared, sanitize between uses according to CDC guidelines.
- Items and equipment that are used by multiple departments such as apple boxes, electrical tape, and furniture pads should be supplied to each department to use and keep throughout the production.
- It should be considered that all items, equipment, or tools should be inventoried so that workers can identify where the resource belongs. This will limit cross-contamination between departments. This inventory could also assist in tracking any cleaning protocols that are adopted in each department.

EMPLOYEE HEALTH

- Departments should report and/or request a modification to the employer if any department procedures are unsafe, provide risk, or if they see someone who appears ill.
- If workers are asked to sign a release prior to starting work, it is recommended that they speak with a lawyer, a union representative, or the Washington Department of Labor and Industries prior to signing the document.

ART DEPARTMENT

- Because the Art department works closely with the Grip and Camera departments there should be a coordinated effort to identify and address specific collaborative needs in advance.
- Due to the limitations of returns, the number of options presented for consideration should be limited.

ASSISTANT DIRECTOR DEPARTMENT

GENERAL

- Assistant Directors should work with production or employer to establish how any COVID-19 related information, updates, and protocols will be distributed.
- Assistant Directors should work with production or employer to establish how crew can request PPE and how it will be distributed to departments as needed.
- Assistant Directors should work with production or employer to establish how workers will be screened daily before allowed access to the job site.

RADIOS / COMMUNICATION

- Assistant Directors should consider how each department will communicate with other departments and other job sites. The plan should include chargers if necessary, replacement equipment and proper disinfection.

CAMERA

- The proximity of the camera to talent should be considered and the number of workers handling the camera should be limited.
- Safe measures to be put in place for handling and transferring of media from the camera to storage.
- DPs should consider not operating cameras to avoid needing to be sent home from set if the camera crew needs to isolate or quarantine.
- Whenever possible, camera operation and focus pulling should be done remotely with the use of remote heads and wireless focus.
- Camera department should work with production / employers to discuss implementing remote monitoring systems.
- Consider whether zoom lenses are appropriate to minimize traffic around the camera due to frequent lens changes and to avoid camera "stacking" when using multiple cameras.
- Because the Camera department works closely with the Grip and Art departments there should be a coordinated effort to identify and address specific collaborative

needs in advance.

CAST

Washington State Requirements

Please note the following talent safety requirements as listed in the [Motion Picture Production COVID-19 Requirements](#), that were approved by the Governor's Office and the Washington State Department of Health:

- From the [Labor & Industry's Coronavirus \(COVID-19\) Common Questions Regarding Worker Face Covering and Mask Requirements](#): Talent, reporters, on-camera anchors/talent, and speakers on camera or in front of a crowd may remove their cloth facial covering or mask for the time they are speaking only. A shared podium or equipment should not be touched without being sanitized after each person has used it. Proper social distancing of at least 6 feet between all people must be maintained. All other employees, including camera operators and production staff, must wear masks or face coverings when not working alone.
- Talent may be closer than six feet but must have a physical barrier between them at all times (such as plexiglass.)
- To accommodate "over the shoulder" film angles, actors can be closer than six feet if all performers are masked except for the one performer delivering lines in the scene.

Union Requirements

Please review the [COVID-19 Return to Work Agreement](#) and [The Safe Way Forward](#) for more information about the union requirements for talent. You can also visit SAG-AFTRA's [website](#) for more information and updates regarding union talent.

Best Practices Recommended by Washington State's Motion Picture Industry

- As is required by Washington State law, all minors will be accompanied on set by a parent or guardian. The parent or guardian should be consulted when the employer is developing the COVID-19 safety protocols to consider how best to protect minors. Special consideration should be given to the length of time spent on set and hair / make-up needs.

- Minors may have difficulty adhering to physical distancing, wearing PPE, and practicing hand hygiene, when not working, they should be relocated to a secure off-set location to the extent possible.
- All cast shall wash or sanitize hands when beginning the filming of a scene and not touch their face during the filming session.
- The number of extras on set should be considered carefully given the risks of infection, the space needed for social distancing and costs associated with providing PPE.
- Scenes with direct prolonged physical contact between cast (intimate scenes, fight scenes) are discouraged at this time.
- Auditioning should be performed remotely, through tools such as videoconferencing, as much as possible.
- When in-person auditioning is used, the following are required:
 - Appointments must be used to prevent crowding. No open calls are allowed.
 - All attending the session are required to wear cloth face coverings; the person auditioning may
 - remove their face covering for the audition if appropriate.
 - Single use printed scripts given to each participant, no sharing of scripts.
 - The individual auditioning must wait outdoors, and away from others for their appointment.
 - Multiple person auditions must maintain at least six (6) feet of distance between individuals.

CATERING/CRAFT SERVICES

Washington State Requirements

Please note the following catering/craft services safety requirements as listed in the [Motion Picture Production COVID-19 Requirements](#) that were approved by the Governor's Office and the Washington State Department of Health:

- For all catering and craft services, please follow the Department of Health's [Dining Area Closures: Guidance for Food Establishments](#).

Best Practices Recommended by Washington State's Motion Picture Industry

GENERAL

- If possible, employer should purchase recyclable or compostable packaging and utensils for serving craft service and meals.
- Employer should consider requiring their Catering and Craft Services workers to obtain health certifications such as a food handlers license.
- Employer should consider the addition of plexiglass (or similar) barriers between servers and cast and crew.

CATERING

- Any dining areas to be set up to comply with distancing measures and include a queueing system to have 6' spacings clearly marked on the floor.
- When possible, limit the numbers of people using dining areas at any one time
- No self serve coffee, beverages, condiments or salad bars, designated people will need to hand these out.
- Catering should consider having meals individually packaged and served in to-go containers that can hold heat. Production should consider how meals are distributed to ensure social distancing and COVID-19 safety protocols.
- Hire more Catering Services workers to clean, "take orders" and hand crew food.
- Catering may need to prepare for mealtimes needing to be staggered.

CRAFT SERVICES

- Craft Service/Set Service should work with production to establish disinfecting and PPE protocol.
- Craft Service/Set Service should consider pre-packaged snacks and refreshments, as well as single-use utensils, cups, and plates.
 - While reusable cups and utensils are beneficial to waste reduction, they pose an increased risk of transmission in this scenario and should be washed in hot & soapy water between each use. Where reusable water bottles are brought to set each individual is to be personally responsible for the bottle and shall not share the bottle.
- Craft Service/Set Service should discuss with production how snacks and refreshments will be distributed to ensure social distancing and COVID-19 safety protocols.

CONSTRUCTION

Washington State Requirements

Please note the following construction safety requirements as listed in the [Motion Picture Production COVID-19 Requirements](#) that were approved by the Governor's Office and the Washington State Department of Health:

- For all construction activity, please follow the state's guidance for [Construction](#).

Best Practices Recommended by Washington State's Motion Picture Industry

- When possible consider staggering work and clean up time for construction, painters, and scenic artists.
- Designated work Areas:
 - Each Painter to have a dedicated work cart and tools
 - When possible, assign work table space for each Painter to complete paint mixing
- Sinks and wash stations:
 - Consider staggering and assigning clean up times to prevent crowding
 - Consider providing wash tubs for bleach and hot water for cleaning tools

SET LIGHTING (ELECTRIC) DEPARTMENT

- Any local power requests such as power for heaters/laptops/charging stations, etc need to be requested in advance and preferably laid in on pre-light day wherever possible.

GRIP DEPARTMENT

- Assign "on-truck" grips and designate who can access equipment and pass off.

Establish a clear process for load in and wrap out of each day including cleaning and access protocols of the equipment & carts.

- Because the Grip department works closely with the Art and Camera departments there should be a coordinated effort to identify and address specific collaborative needs in advance.

LOCATIONS DEPARTMENT

- When the size or scope of a project can accommodate it, we recommend that the three main functions of the location department— location scouting, administration/office work, and on-set location management— be performed by separate individuals.
- Location Scouts should minimize contact with locations and the public as much as is reasonably possible. Online scouting, photo libraries and location databases should be utilized whenever possible.
- Care should be taken when selecting locations to ensure social distancing and cleanliness. If possible, establish specific points of entry to each location where access can be monitored.
- In scheduling a location scout, consider inviting a COVID-19 Site Supervisor to identify potential safety challenges and how the COVID-19 safety protocols could be implemented at each location.
- Location managers and scouts should consider developing a Location Checklist that includes items that should be considered when choosing a location. This work should be done in cooperation with the COVID-19 Site Supervisor.
- To ensure safety standards are met, the full intent of the use of any location must be fully disclosed at the time of the Tech Scout or in enough time to notify the owner of any changes that may affect use of the space. For example, once a specific area of a location has been determined for use, no other area of that location that has not been previously agreed upon can be used unless approved by the location owner and the Location Manager.
- While scouting, consider logistical and safety challenges of a location:
 - Is the location used by other people? Is it open to the general public?
 - Can exclusive use of work areas be arranged for prep and shoot?
 - Can it be thoroughly cleaned before all work commences?
 - If residential, is the location inhabited?
 - Are any residents in a vulnerable category?

MAKEUP & HAIR DEPARTMENT

Washington State Requirements

Please note the following makeup & hair safety requirements as listed in the [Motion Picture Production COVID-19 Requirements](#) that were approved by the Governor's Office and the Washington State Department of Health:

- For all makeup & hair, please follow the state's guidance for [Personal Services](#).

Best Practices Recommended by Washington State's Motion Picture Industry

GENERAL

- Makeup and Hair Departments should maintain updated C-19 Health and Safety training if not provided by production.
- Makeup and Hair Departments will wear approved, production-provided PPE appropriate to their task for the duration of their work. PPE may include masks, gowns/smocks, face shields, and gloves where appropriate or necessary.
- Makeup Artists and Hairstylists should perform a 20 second hand-washing before applying and after removal of PPE.
- For any single-use PPE used, it must be changed after each client.
- Any authorized person who must enter the trailer to perform required cleaning, maintenance, or repairs, must wear required PPE for the duration of the visit, even if the trailer is vacant.
- Production should consider hiring individual makeup and hair artists but on projects when there is a combined Makeup/Hair representative, consideration should be given to the use of a second staff person to allow for assistance on set and in maintenance of the processing area.

TRAILER OR MAKEUP/HAIR AREA (LONG FORM)

- Makeup and Hair stations must be located a minimum of 6' apart. This may require the use of additional trailers or extended workspaces.
- Communication devices should be used as the primary form of communication between the Makeup and Hair Departments and the crew. This includes notifying the

Department of arrivals and requesting progress reports during application.

- Drawers or cabinets containing sanitized cosmetics, hair care, or materials should be labeled as such and kept locked when not in use. Exterior trailer doors should be locked when the trailer is unoccupied.
- Cast should be invited into the trailer by a Makeup or Hair Department member, and should exit the trailer promptly after makeup and hair is complete. No waiting or loitering should be permitted in the trailer at any time. No other person shall enter the Makeup or Hair trailer unless given permission by a Department representative.
- No food or open container drink may be consumed in the trailer by either cast or crew. Water bottles and drinks should be kept in a drawer or closet.
- Jewelry and costuming that might come into contact with tools, surfaces or people, should be avoided in the trailer/area whenever possible.
- As much as possible, storage of Makeup and Hair supplies should be in cabinets and drawers to limit open containers.
- Additional Makeup or Hair Department staff may be used to complete housekeeping duties, as well as trained to relieve other members in the case of an absence.

MAKE-UP PROCESSING

- Makeup and Hair Departments should process only featured cast whenever possible. Extras, stunts, and non-featured cast should be considered on an as-needed basis.
- Cast should be staggered to minimize crowding.
- Personal grooming (including shaving, cleansing, oral care, hair removal, facial skin treatments, etc.) is the responsibility of the individual, and should be performed prior to arriving for makeup application unless otherwise specified. Makeup Artist is not responsible for addressing hygienic concerns that may lead to unnecessary exposure of bodily fluids or pathogens.
- All actors should wash hands upon arriving in the trailer.
- When in the Makeup chairs, hands and lap must be free of all personal items and devices.
- Makeup artists should wash hands for 20 seconds with soap and warm water before and after executing an actor's makeup.
- One cape per actor permanently designated or disposable capes.
- One palette for each actor or disposable palettes. Mix foundation, powders, lipstick, etc. on a disposable palette for each individual.
- All containers to have adequate single use applicators available to safely remove products without contaminating the remaining product. No double-dipping.

- Makeup brushes to be designated per actor. Use disposable brushes and applicators when appropriate.
- Actor Bags designated per actor.
- As per production request, makeup can be purchased as needed for each actor for their use alone and can be cleaned and disinfected daily.
- Makeup removal by Makeup and Hair Department at end of shoot day limited to sfx makeup or times when actors require assistance.
- Production must accommodate any additional time required by Makeup to clean and disinfect between cast members and whenever applicable.

GENERAL SANITATION AND DISINFECTION

- All Makeup and Hair trailers or areas should have access to hand washing stations with soap and hot water.
- All Makeup and Hair trailers or areas should be stocked with EPA/OSHA approved disinfectants and instructions for use should be posted. Disinfectants must be EPA-registered and labeled as bactericidal, virucidal and fungicidal. (No product will be labeled for COVID-19 yet, but many will have human coronavirus efficacy either on their label or available on their websites.)
- Hand sanitizer available at all workstations
- Trailers should have adequate ventilation and HEPA air cleaners.
- Clean make-up brushes and tools with appropriate cleaning and sanitizing methods. Methods include broad-spectrum brush cleaner, soap/water, chemical cleaners, wipes. Disinfection should then be done with disinfectants that are EPA-registered and labeled as bactericidal, virucidal and fungicidal. Contact time listed on the label must be observed for disinfectants to work. The contact time refers to how long the surface must stay visibly wet with the disinfectant to inactivate or destroy all of the pathogens on the label.
- UV sterilizers may be utilized to further disinfect tools
- All sanitized and disinfected implements are stored in closed containers that have also been disinfected (ie: pencil sharpener, makeup pallet, or non-porous tool)
- Larger trash receptacle always available outside designated makeup areas, so that trash generated during each makeup can be removed from the trailer immediately after application
- Stations, chairs, and equipment should be cleaned, sanitized, and disinfected between cast members.

- Production must be aware that additional time will be needed by Makeup and Hair Departments to sanitize and disinfect between cast members and whenever applicable.
- Production will provide laundry services for materials used in trailer, including towels, protective clothing, capes, etc.

HAIR PROCESS, SANITATION AND DISINFECTION

- Hair Departments should process only featured cast whenever possible. Extras, stunts, and non-featured cast should be considered on an as-needed basis.
- Cast should be staggered to minimize crowding
- All actors should wash hands for 20 seconds or use hand sanitizer upon arriving in the trailer or area.
- When in the Hair chair, hands and lap must be free of all personal items and devices.
- Hairstylists should complete a 20 second hand washing before and after each actor's hairstyling.
- One cape and/or towel per actor permanently designated or disposables may be used. Reusable capes/towels should be put in a closed bin and washed daily.
- Combs and hair brushes should be designated per actor with multiples as necessary. All combs and brushes should be disinfected daily. Each actors personal styling tools should be stored in their own bag carried by their stylist
- Hair styling products should be designated per actor or decanted to personal containers to eliminate touch points and communal use and should be stored in personal actor bags.
- Actor bags should be designated per actor containing all products, equipment, pins, bands, and accessories needed for touch ups and changeovers.
- Wigs and Hair Extensions should be kept in sealable bags and labeled for each actor. Bags themselves should be disinfected regularly.
- Keep all Hair products in drawers or bagged away from contact to air or open area. Back bar should be bagged or in a sealed container not loose in drawers
- Shampoo bowl etiquette includes covering the face of the client with a towel while shampooing to protect their mouth, nose and eyes. Reusable towels should be put in closed bins for washing.
- Clean and disinfect high-touch surfaces after each use, personal work stations, mirrors, chairs, headrests and armrests, dryers, shampoo bowls, hand tools, other equipment, handrails, appropriate disinfectants. Porous and soft surface tools cannot be disinfected and must be used once and then discarded.
- Hot tools and clippers should be cleaned between uses with appropriate cleaner for the surface and disinfectant.
- Disinfection of brushes & combs should happen with an EPA-registered solution labeled as bactericidal, virucidal and fungicidal such as BARBICIDE® and BARBICIDE® TB.

- UV sterilizers may be utilized to further disinfect tools

ON-SET PROTOCOLS

- Actors may be allowed or encouraged to perform their own touch-ups if an individual kit has been provided to them and circumstances allow.
- Touch-ups performed by a Makeup and Hair Artist will be done using approved PPE only. Artists should discard gloves and wash hands as soon as possible after individual touch-ups are complete. Artists may not touch-up more than one person without following proper hand washing techniques in between.
- Departments should have access to remote monitor systems in lieu of viewing monitors in video village.

OTHER CONSIDERATIONS

- Makeup tests scheduled should follow the same social distancing and safety guidelines as shoot days.
- “Paperwork” should be digitized.
- Makeup and Hair Departments reserve the right to express concerns with production or crew members if they feel their health or safety may be compromised by a task or procedure. Both Departments should be able to express health or safety concerns without retaliation; even if there is no legal infraction present.
- Makeup and Hair Departments have the right to request a change or modification in any Departmental procedure if they see a potential risk factor present.

COMMERCIAL OR SMALLER SCALE PRODUCTIONS

The above protocols are primarily for the film/TV environment but can be adapted for smaller and commercial shoots. In a commercial environment, Makeup and Hair Departments need:

- Distancing from other department members and other crew during processing.
- Nearby access to handwashing.
- Adequate air flow in their work space (in addition to access to power and lighting).
- Production provided PPE appropriate for their tasks (mask, gowns, face shields, and gloves as necessary).

Makeup and Hair Departments should:

- Maintain stations and equipment that are easily cleaned, sanitized, and disinfected with EPA-registered solutions that are labeled as bactericidal, virucidal and fungicidal.
- Follow regular 20 second hand washing and hand sanitizing requirements between cast members.

- Separate makeup brushes, hair tools, and products used on cast in individual actor bags for use only on that cast member.
-

MEDIC/FIRST AID

- The Set Medic should work with the employer to develop protocols for if a worker falls ill, doesn't pass the daily screening test, or has been exposed to COVID-19.
 - Prior to the start of production, the Set Medic should work with the employer to identify the additional PPE equipment needed to keep the medic safe.
 - The Set Medic should work with the employer to identify the PPE needs for each department.
 - The Set Medic should help employers identify where WA State health standards can be sourced for distribution to workers.
-

POST PRODUCTION

- Post Production should work with production or employer to identify resources needed to implement remote viewing of footage and edits as well as remote finishing sessions.
 - Workers should upload their latest Project Files to Drive or Server at the end of their session, in the case they fall ill or cannot continue.
-

PRODUCTION COMPANIES/PRODUCERS

- Tech Scout - The employer should consider avoiding having all key workers on the tech scout at the same time. Consider staggering departments at the scout to avoid contact.

PRODUCTION OFFICE

Washington State Requirements

Please note the following makeup & hair safety requirements as listed in the [Motion Picture Production COVID-19 Requirements](#) that were approved by the Governor's

Office and the Washington State Department of Health:

- For any office environment on a production, please follow the state's guidance for [Professional Services](#).

[Best Practices Recommended by Washington State's Motion Picture Industry](#)

GENERAL

- If possible, production should be working remotely rather than in a traditional office space. If that is not possible, it should be noted that the production office is considered a job site and as such workers need to follow all safety protocol as outlined in the [Motion Picture Production COVID-19 Requirements](#).

PAPERWORK

- Reduce the amount of physical paper wherever possible. Consider creating or contracting with a “virtual production office” software service to manage paperwork digitally.

OFFICE SPACE & EQUIPMENT

- Traditional procedures for delivery and communication between the production office and various other jobs sites will be disrupted and subject to COVID-19 safety protocols. This may include traditional To-Set/Office box, start paperwork, and expendables.
- It should be noted that there will be safety check points when arriving on other job site.

TRAVEL

- The production office should keep production or employer informed about any potential travel restrictions or quarantine protocols.
-

PROPERTY

- Eliminate Director's chairs or find alternatives made of easily cleaned materials
 - When the script calls for food and drink, since these items cannot be sanitized, special considerations need to be made by the department to ensure that safety protocols are followed.
 - Safety protocols should be established for disinfecting props and how the props will be safely handled on set.
-

SCRIPT SUPERVISION

- Production should consider establishing a designated demarcated area where the Script Supervisor can perform their duties and relay continuity information via the established communication platform.
-

SET SERVICES

{We did not find anything in set services that was so specific that it was not covered by one of the following bullets created for all departments to consider.}

SOUND

- Use booms as much as possible at a safe distance from the cast, or place boom on a boom holder.
 - Before placing a mic on cast all mic gear should be sanitized.
 - Sound crew should designate one person to mic cast for the entire shoot.
 - Before fitting cast with a mic or performing a mic check, the designated sound person will sanitize hands on the set in front of talent.
 - Mic adjustments should be as seldom as possible.
-

- Sound should work with cast and production to establish where cast is most comfortable being mic
-

TRANSPORTATION

- When picking up rental vehicles time and budget should be allocated to ensure the vehicle is properly sanitized.
 - Employers should consider having a designated vehicle for talent and the workers they closely interact with such as makeup, hair, and wardrobe.
 - If possible, each driver should be assigned to one vehicle throughout the production.
 - If driver changes are necessary during production, disinfectant procedures should be established for the shift.
 - Every three hours disinfectant should be used on the soft shared interior surfaces of the passenger vehicle(s) and all hard surfaces in each vehicle.
 - Drivers will also confirm with passengers that they have sanitized their cars prior to loading.
 - Additional consideration should be given to parking of working trucks/ vehicles to allow for safe distancing guidelines to be observed during loading/unloading/working process.
 - Drivers should drive with their windows down when practical.
 - Production should consider using multiple motorhomes for departments that require basecamp trailers to enable six foot distancing within the spaces.
-

VENDORS

{We did not find anything in this department that was so specific that it was not covered by one of the following bullets created for all departments to consider.}

VIDEO ASSIST

- The video assist department should work with production / employers to discuss implementing increased remote monitoring systems required by the COVID-19 Safety Plan.
-

WARDROBE/COSTUME

GENERAL

- Due the limitations of returns, the number of options presented for consideration should be limited.
- For all purchases with the possibility of returning, department should have a procedure set into motion for returns.

CAST

- Prior to the start of production, the wardrobe department will communicate to cast, stand-in, and background about established fitting, changing, dressing and on set safety protocols.
- Whenever possible, cast should dress without assistance. Costumes should be provided individually packaged (such as in a garment bag) and sanitized. While changing cast should be directed as to what to do with their own clothes and with worn costumes / wardrobe.
- To avoid cross contamination, cast will be asked to handle their own costume pieces/layers and warming coats while on set.
- Cast may be asked by wardrobe to consider personal hygiene accommodations and bringing personal undergarments to set.”
- Wardrobe/Costume workers should wash hands for 20 seconds with soap and warm water before and after interacting with the cast and wardrobe pieces.
- When possible, last look adjustments will be given verbally for cast to implement.

STAND-INS

- Must bring their own assortment of color cover.
- Production should purchase a flesh toned mask for each Stand-In.

BASECAMP/COSTUME TRUCK

- The wardrobe/costume department should consider having a Costumer designated for sanitizing and should remain in their designated demarcated area.
- Each Costumer should have a separate pair of shoes to wear inside the truck or Costume Shop. Outside shoes are to be left outside.
- No food or open container drink may be consumed in the trailer by either cast or crew. Water

bottles and drinks should be kept in a drawer or closet.

COSTUME FITTINGS

- When possible, online purchases should be shipped to talents' homes and fittings should occur remotely. If fittings can not occur remotely, only essential costume crew should be present at the fitting.
- Whenever possible, fittings should occur at an official job site. Regardless of location, prior to the fitting, cast should be screened. Rapid testing will be used once readily available, but until then, workers may have temperatures taken with a 'no touch' or 'no contact' thermometer and/or take a health questionnaire. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use. Anyone with fever or exhibiting symptoms will not be allowed on the job site

LAUNDRY

- It is recommended that the department have a Laundry Costumer to handle dirty costumes or wardrobe.
- Specific protocol needs to be established to sterilize, launder or quarantine all costumes and wardrobe.
- Alternative cleaning protocols may need to be considered to sanitize certain types of sensitive materials and fabrics.

ON-SET CHANGES

- When possible, a changing room needs to be established on stage or location.
- Production must be aware that additional time will be needed by Wardrobe and Costume Departments to sanitize the changing rooms between cast members and whenever applicable.