

Proposed Interim COVID-19 Safety Guidelines

The intent of these guidelines are to establish the requirements for Make-up Artists and Hair Stylists to safely resume work on motion pictures and television productions. These PROPOSED INTERIM COVID-19 SAFETY GUIDELINES are in addition to the Interim Guidelines / Health and Safety Protocols for Motion Picture, Television, and Streaming Productions During the COVID-19 Pandemic proposed by the Alliance of Motion Picture and Television Producers Industry-Wide Labor Management Safety Committee Task Force.

Given the dynamic and evolving nature of the COVID-19 pandemic, these guidelines will likely need to be modified and adapted as circumstances change.

SAFETY:

- Production will provide an “Exposure Control” plan and “Housekeeping” plan for the workspace as per OSHA Standards. Heightened cleaning and disinfection shall be practiced.
- Physical distancing of at least 6’ (six feet), *or an appropriate distance as designated by the CDC*, shall be maintained whenever possible.
 - There are work situations where more than one person will be required to work on an Actor.
Example: Prosthetic applications. In these instances, all steps will be taken to ensure the safety of the Actor and the department member(s).
- Production will provide all PPE and have dedicated training on donning, doffing, cleaning and safe PPE use for each new Make-up and Hair department employee, on their first day of employment or a paid training day prior to the first work day.
 - Masks, face shields and/or gloves are to be worn, when required, to maintain a safe work practice and are not to be shared.
 - Masks are to be changed daily, disinfected for reuse, or disposed of depending on type. Department members may be permitted to use their own face coverings, provided they meet CDC guidelines, and are regularly disinfected for reuse. Shields are to be cleaned between use.
 - If used, gloves should be disposed of after each Actor, or after each contaminating action following appropriate hand hygiene protocols. *Prosthetic/Specialty* work may also require goggles for specific circumstances, such as working with dentures, veneers, and for simulated blood work.
 - **NOTE:** Department members may need to take periodic breaks, throughout the day, from wearing their mask and may do so when in an area where no other employees are present. However, they should always have immediate access to their mask if someone enters the area.
- Production will supply hand sanitizers. *Every make-up artist and hair stylist department member’s worktable should have individual hand sanitizer.* (According to the CDC: Unless hands are visibly soiled, an alcohol-based hand rub is preferred over soap and water in most clinical situations due to evidence of better compliance compared to soap and water.)
- Production will supply disinfectant wipes, 70% and 99% alcohol and EPA-registered disinfectants as per the Department Head(s) request.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

- Some equipment Production may be asked to provide for when wet disinfectants aren't as thorough or are incompatible:
 - **UV-C sterilizer cabinets, UV-C portable sterilizer, and/or UV-C wands**
(Because UV-C sterilization isn't a wet solution like other disinfectants that can leave behind residue, it can be used as a more efficient solution for ensuring that equipment and instruments are effectively cleaned, such as spatulas, scissors, tweezers. Some hospitals have already begun using UV-C light to sterilize N95 respirators & other PPE)
 - **Autoclave sterilizer**
(disinfects metal tools & equipment)
 - **Electrolyzed water making unit (HOCl)**
(Electrolyzed water is an all-natural, non-toxic, and non-hazardous solution that can be used for disinfecting which would be suitable for Actors who have allergies or sensitive skin. Electrolyzed water is as effective a disinfectant as bleach.)
- All workspaces should have access to running water in the immediate vicinity. Bathrooms and Hand Washing Stations should have soap dispensers, non-touch is preferred, and disposable paper towels available for hand hygiene.
- All high-touch surfaces, interior and exterior, should be wiped down with disinfectant. This should be repeated regularly.
- Sufficient trash receptacles should be made available and should be emptied regularly.
 - At each main workspace station there should be a receptacle with a lid labeled "soiled" for used towels and other washable items.
 - Touchless garbage cans with lids are preferred.
- Proper ventilation and clean air circulation, as per OSHA, is required in all workspaces due to the use of chemicals, spray disinfectants and Airbrush applications. In cases of Airbrush application, workspaces should have air scrubber filtration.
- Production shall work with the Department Head(s) to allow sufficient time necessary to maintain the Sanitation Safety protocols for the following:
 - Each workday's Prep
 - Cleaning throughout the workday and
 - End-of-day Wrap
- Up-to-date Safety Data Sheets (SDS) should be available in all workspaces.

PRODUCTION DAYS:

The judgement of Department Head(s), in collaboration with Unit Production Managers (UPMs) and Assistant Directors (ADs) shall be respected when structural and logistical changes are made to accommodate the new working practices.

Load In -

- Prior to Load In, the workspace and floors should be cleaned, including all air-conditioning filters and components. All counters and interior surfaces and chairs should be wiped with disinfectant before further Load In proceeds.
- If a trailer or room has been left loaded when productions shut down, then prior to resuming production it should be unloaded and cleaned. All items should be disinfected and/or replaced (*examples: contaminated, expired or damaged products*), and placed in covered clean containers before reloading the workspace or storage area.
- Depending on CDC physical distancing recommendations and the size of the space to Load In, additional time may be needed due to limitations on the number of Make-up and Hair department members able to occupy the space at any given time.

- On Load In days, a clean table should be set up outside the disinfected workspace and all items to be loaded in should be placed on the one side, marked “dirty”, get wiped with disinfectant, then moved to the other side, marked “clean”. Once this procedure is complete, the disinfected tools, supplies and products may be put into covered clean containers and into the workspace. This process should be repeated with each succeeding load introduced into the workspace.

Prep/Workdays –

- Policy may be posted on exterior workspace doors regarding the entry to a disinfected Make-up and Hair workspace.
- To maintain sanitized conditions, hand sanitizer stations should be positioned outside each workspace door. All people entering should disinfect their hands, before touching the railing and/or door handle and before entering.
- The trailer should be outfitted with wall-mounted or counter-mounted non-touch containers to dispense soap, and hand sanitizer.
- One department member shall be assigned by each Department Head to assist their department with the following throughout day:
 - Sanitize tools and equipment. (This shall be for both on and off location.)
 - Limit traffic in and out of the workspace.
 - Staff the clean table for disinfection prior to entering the workspace
 - Act as a go-between to set throughout the day.
 - Assist with the moving of carts/containers between the workspace and set.
- A separate satellite equipment and storage area may be needed to comply with the new product containment guidelines as well as to store the increased volume of additional PPE, single use supplies and disinfection products.
- Multiples of tools and equipment may be needed for rotation between Actors. Additionally, Principal Actors may want their own personal items to avoid cross contamination.
- Make-up and Hair department members should have multiple smocks to wear over clothing to maintain sanitation. These smocks should be laundered daily. For those who prefer to change their covering between Actors, disposal paper gowns/aprons should be available.
- In any workspace, all workstations shall be a minimum of 6’ (six feet) apart, *or an appropriate distance as designated by the CDC*. A tape mark may show 6’ (six feet) physical distancing.
- In Background Holding, department members’ worktables can be in any of the following configurations:
 - Rolling stations
 - 1 person at a 4-foot table
 - 1 person at 6-foot table
 - 2 people working at opposite ends of an 8-foot table
 - Trash receptacles near the workstations
- No one should enter a workspace while Make-up Artists and Hair Stylists are working with an Actor. Once the Actor leaves, the department member will disinfect and prepare for the next Actor and then indicate it is ok to proceed.
- If Hair Stylists are to pin on hats or other wardrobe pieces, the items may be brought into the workspace, but should sit on the Actor’s lap or placed in a designated holding area but not on a disinfected work station. If possible, these items should (if they can) be applied on set.
- Make-up and Hair workspaces should be for the sole use of make-up and hair, not combined with Background Holding and/or Catering. Department worktables should never be used for meals.
- No food will be allowed in the workspace. Closed container drinks are acceptable.
- A washer and dryer should be available for washing capes, towels, cloth masks and other washable items. If washing facilities are not provided, all items needing to be laundered, should be cleaned by a professional laundry service daily.
- Broom and dustpan should be available for every workspace.

- If a pre-fit of a **dental appliance** is required, fittings should be done in an appropriately prepared workspace as per the Safety protocols established.
- All **specialty contact lenses** should be properly fit by an optometrist and applied/disinfected by their licensed trained technicians or the Actors may apply the lenses to themselves.
- To maintain a clean workspace:
 - No Visitors, unless absolutely necessary.
 - No Pets, unless an Americans with Disabilities Act (ADA) service dog.
 - Disinfection of tools and equipment will be done by the department members.

On Set -

- To maintain Continuity while practicing physical distancing, production may have additional monitors designated for Make-up and Hair or technology options for remote viewing.
- Only designated make-up and hair department members will be allowed on set or on deck, assigned by Department Heads, to keep a minimum number of people covering the Actors.
- Make-up and Hair departments may require specialized containers, cabinets and/or carts for uncontaminated storage on set. The containers/cabinets/carts will need to accompany the departments on location. In some cases, products, equipment, make-up and hair set bags can be loaded into covered clean containers and transported to set. In addition to the standard on set make-up and hair department carts, a separate *Prosthetics* cart may be required for Prosthetics work. The carts/cabinets will be cleaned and disinfected by the department members throughout the day.
- Since on-set Touch-Ups and Last Looks may be limited, unless absolutely necessary, an area close by set, with adequate lighting, is needed. If Touch-Ups are done in the Actors' chairs, then other people should be kept at the recommended physical distance while Touch-Ups are happening.
- When feasible with CDC recommended physical distancing, there should be a space for department members to accommodate cart(s) or cabinets and set chairs.
- If gloves are worn on set, they should be disposed of before re-entering the workspace.
- A lens tech is required on set when an Actor is wearing **specialty contact lenses**.

To MAKE-UP ARTISTS and HAIR STYLISTS

1. **No one should have to waive their rights or assume liability to go back to work.**
2. **No one should be discriminated against, e.g. *ageism*, or be asked to violate their HIPAA rights and share medical information.**
3. **Read everything above, specifically SAFETY.**
4. **Make-up and Hair department crew members should report an incident of possible exposure, contamination, breach of Safety Guidelines or infection to their Department Head(s) and to a designated Production COVID-19 Monitor.**
5. **If you have questions or concerns, ask the designated COVID-19 Monitor.**

MAKE-UP ARTISTS:

- When possible, for all Principal Actors in film, tv and theatre, have individual items in closed zipper bags or containers marked with the Actor's name. *Examples:* Make-up or a multi-palette with refillable make-up containers, brushes, electric shavers or disposable razors. And other additional items for personal use so there is no cross contamination
- If required and possible, do the same practice as above for Background Actors and Live Theatrical Ensemble
- Wash hands thoroughly or use hand sanitizer between each person in your chair
- If gloves are desired, apply clean gloves for each usage
- Masks: disposal or reusable, Face Shield over mask

- Wear a smock over clothing which can be sprayed with disinfectant such as 70% alcohol after each use and then laundered daily, therefore, it's advisable to have at least two smocks
- Spray all work surfaces, with 70% alcohol, or other EPA-registered disinfectants (**see EPA link below Hair section**)
- Spray the chair and the talent cape as well with an approved disinfectant between each person
- Place a paper towel, set up towel or plastic mat on your station. If you are using a reusable mat, it should be sanitized between each use
- Have a container or a bag labeled "dirty" for used towels, capes, smocks or anything that needs daily laundering
- Actor cape – Put something such as a SANEK neck strip (use the SANEK dispenser) against the neck, and then place cape on the SANEK strip, or a tissue or a clean towel. No matter what you use, you need a new one for each Actor
- Send male talent away to self-shave whenever possible
- Extra capes on hand - spray with disinfectant, wipe down between actors and alternate for reuse. Or use disposable paper capes for dry applications, not wet, e.g. blood work
- All clean tools and brushes should be kept in covered clean containers
- Tools and brushes that become "dirty" should be placed into a container labeled "dirty" until they can be cleaned and disinfected. These items should be cleaned and disinfected before reuse
- Tools and brushes can be cleaned by using the following process; (clean then disinfect)
 1. Clean excess debris off brushes by using 99% Alcohol or preferred brush cleaner
 2. Use disposable paper towel to whisk away debris
 3. Place tools and brushes into well of 70% Alcohol, or other safe EPA-registered disinfectant, and allow disinfection time as directed by product details
 4. Once clean of all hair, if sterilization of metal tools, such as electric shavers, are required then sterilize with a manufacturer recommended product such as Clippicide or use a UV-C sterilization unit or UC-V sterilization wand. Items should be dry before sterilization
 5. Brushes and tools that can be cleaned with soap and water should also be cleaned at least once a week in addition to cleaning/disinfecting between each usage
- Disinfectants should be changed once the solution becomes cloudy or on a daily basis
- Use disposable makeup applicators, sponges, puffs, and cotton swabs to prevent cross-contamination. These items are single use only and cannot be cleaned or disinfected
- Trash receptacle for expendables
- Washable sponges and puffs can be used on the same actors only. These items should be cleaned and disinfected each day
<https://www.cdc.gov/infectioncontrol/guidelines/disinfection/disinfection-methods/chemical.html>
- No one should eat or bring food into the make-up/hair trailer or any workspaces - drinks are ok if they have a lid

Prosthetics:

- All prosthetics should be stored in disinfected and sealed containers until use
- All packing and shipping material should be cleaned before packing and any non-essential packaging disposed of once removed
- All appliances, (Silicone, Foam Latex, 3D ProsAide Transfers, Rubber, Acrylic or Plastic) must be disinfected before application to an Actor with 70% alcohol, electrolyzed water (HOCl) or an appropriate disinfectant that is safe for the prosthetic material and the Actor's skin
- Removal of appliances from the Actor should be done with disinfected removal brushes or disposable single use puffs and brushes

Prosthetic Make-up and Adhesives:

- Prosthetic application must follow all workspace Safety Protocol as established in this document

- Adhesives and thinners must be decanted into individual, clearly labeled CC cups on the workstation for the Actor. Remaining products may not be poured back into the original container. Cups and contaminated product must be disposed of once the application is completed
- Adhesives used for on set maintenance must be decanted into individual containers labeled with the contents and the Actor's name on whom they will be used and stored in the Actor's bag
- Loose powder must be poured out for each Actor, used with a newly opened powder puff or brush, and disposed of at the end of the application

Mustaches/Beards/Sideburns:

- All lace facial hair pieces should be stored in a disinfected and sealed container until needed
- All lace facial hair pieces should be washed before initial use
- Once blocked and styled, facial hair pieces can be misted with 70% alcohol, then covered before stored
- For application, adhesives should be decanted into a CC cup for individual use
- Each actor should have a dedicated touch-up kit, containing decanted adhesive and remover, to maintain facial hair pieces throughout the day
- After removal, facial hair pieces should be allowed to dry and then be sprayed - but not saturated - with 70% alcohol, restyled, blocked, and covered until needed

Airbrushing:

- Airbrushing should be restricted to well ventilated workspaces with air scrubber filtration in place
- Actors should wear a mask and/or Nasal Filter where applicable and possible.
- Airbrush hose must be wiped or sprayed with disinfectant between Actors
- Compressor moisture trap should be cleared and disinfected between Actors

Dental Appliances and Stains:

- If a pre-fit of a dental appliance is required, then fittings must be done in an appropriately prepared Workspace as per the Safety protocols established and comparable to the main Workspace
- Extra protection is required to be worn by the Make-up Artist when handling dental veneers to avoid contact with saliva or wet particulates. These precautions include a disposable covering or smock, gloves, face shield, and a mask
- All acrylic veneers, dentures and the cases/forms they are housed on must be disinfected before and after the appliance is placed into or removed from the Actor's mouth. Products such as CaviCide, Opti-Cide, UV-C sterilizers or Electrolyzed Water are recommended
- Temporary tooth stains should be decanted into single use containers and applied to non-capped/bonded teeth using a single use disposable brush.
- All tooth stain palettes should be used for one actor only, disinfected after each use, and disposed of once the actor is "work finished."

Simulated Blood Effects:

- Simulated blood products, including Mouth Blood, must be decanted and put into single use containers that are clearly labeled with the contents and the Actor's name on which they will be used
- Bulk blood must be kept in a disinfected and sealed container in the main Workspace or auxiliary storage area
- In addition to standard PPE face covering, face shields or goggles and gloves may be worn for simulated blood work
- Precautions must be in place to protect Actors, department members and crew from saliva contaminated simulated blood that has splattered from the mouth onto skin, garments, and/or the set

Specialty Contact Lenses:

- Should be properly fit by an optometrist and applied/disinfected by their licensed trained technicians or the Actors may apply the lenses to themselves. A lens tech is required on set when an Actor is wearing specialty contact lenses

HAIR STYLISTS:

- When possible, for all Principal Actors in film, tv and theatre, have individual items in closed zipper bags or containers marked with the Actor's name. *Examples:* Personal hair styling comb/brush, electric clipper blades (if Oster Clippers), clipper guards, individual containers of product. And other additional items for personal use so there is no cross contamination
- If required and possible, do the same practice as above for Background Actors and Live Theatrical Ensemble
- All clean tools, combs/brushes should be kept in covered clean containers
- Wash hands thoroughly or use hand sanitizer between each person in your chair
- If gloves are desired, apply clean gloves for each usage
- Masks: disposal or reusable, Face Shield if desired
- Wear a smock over clothing which can be sprayed with disinfectant such as 70% alcohol after each use and then laundered daily, therefore, it's advisable to have at least two smocks
- Have a container or a bag labeled "dirty" for used towels, capes, smocks or anything that needs daily laundering
- Spray all work surfaces, with 70% alcohol, or other EPA-registered disinfectants (**see EPA link below**)
- Spray the chair and the talent cape as well with a disinfectant between each person
- Place a paper towel, set up towel or plastic mat on your station. If you are using a reusable mat, it should be sanitized between each use
- Actor cape – Put something such as SANEK neck strip (use the SANEK dispenser) against the neck, and then place cape on SANEK strip, tissue or clean towel. No matter what you use, you need a new one for each Actor
- Extra capes on hand - spray with disinfectant, wipe down, between actors and alternate for reuse. Or use disposable paper capes for dry styling, not wet cutting
- If you have multiples of combs/brushes, you can put them in a container labeled "dirty" until they can be cleaned and disinfected. If you don't have multiples, clean and disinfect everything before reusing
 1. Clean hair out and then remove product by washing combs/brushes with soap and water or clean with disinfectant that is recommended by the manufacturer such as Barbicide
 2. Use disposable paper towels to remove hair from your station and chair
 3. When your irons are completely cool (and unplugged), take a disposable paper towel and rub alcohol gently to clean them especially the handle
 4. Once that is done, put everything back into a covered clean container. Equipment can go back into clean drawers or into covered clean containers on shelves
 5. Clippers, blades, scissors etc. are first cleaned of all hair then disinfected with a manufacturer recommended product such as Clippicide or use a UV-C sterilizer unit
- No one should eat or bring food into the make-up/hair trailer or any workspaces - drinks are ok if they have a lid

Wig Disinfection:

- After removing the wig from the Actor's head, place the wig on the table, cap up
- If reusing wig caps or beauty bands, these items should be washed with soap and water daily and used on the same actors only
- Remove adhesive residue from the lace with 99% alcohol or another recommended adhesive remover with gauze pads or a clean boars toothbrush/wooden brush
- Spray the inside of the cap and the lace front with 70% alcohol and let the interior cap dry

- Once the wig is dry, place on the plastic covered block and secure to the block
- If reusing hair pins, pop clips, toupee clips etc., clean and sanitize
- Place a plastic bag or tissue paper over the wig to protect from dust and any other air born particles
NOTE: If the material of the wig, front, hair or any process used on the wig (coloring/perming) prohibits the use of wet disinfectants because of loss of color, texture or foundation or front lace integrity, a UV-C sterilization wand or cabinet may be used

Wig and Chin Blocks:

- Blocks made of canvas should have no large holes or tears on the surface
- Wood, foam or canvas blocks should be covered with clear wrap or tight-fitting plastic bags and then taped with scotch tape
- Blocks should be regularly checked for damage and repaired (when possible). Badly damaged or torn blocks should be discarded
- Blocks can be sprayed with 70% alcohol to disinfect.
- When blocks are reassigned to different Actors, the plastic needs to be removed and changed

EPA- registered Disinfectants:

- Examples: Barbicide; Lucas-Cide; Hydrogen Peroxide; 70% Alcohol; Cavicide; Opti-Cide
- Clean down your stations and chairs using EPA-registered disinfectants such as: Lysol or Clorox spray or wipes
- Follow manufactures directions for proper timing
- **List of EPA-registered disinfectants by main ingredient NOT brand name:**
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
 (pages 12-17 show Human Coronavirus disinfectants)
- To disinfect personal devices such as cell phones, *Apple* recently updated its phone-cleaning instructions, recommending "a 70 percent isopropyl alcohol wipe or Clorox Disinfecting Wipes" to wipe down the phone's exterior, avoiding getting moisture in the openings.

Extras Casting:

- Remember to give notice that Background Actors should come with a clean face and clean dry hair when not required to come make-up and hair ready.
- Men should come appropriately styled/groomed or clean shaven as directed by the Make-up department.