

This document is intended to outline proposed guidelines for working within the Costume Department on Film and Television projects. It is intended to be a reference only, as each production will need to adjust / modify depending on their individual project. Each section is divided via Crew Position, listing possible tasks they perform and ways to achieve these tasks under COVID-19 Restrictions.

The PRODUCTION should provide a COVID-19 Specific Health and Safety Officer to oversee and consult Department Setup and procedures.

IT IS VERY IMPORTANT TO NOTE.... Dealing with COVID-19/Pandemic in the workplace means that you have an obligation to follow any direction given to you by your employer. For your own safety and the safety of others, ensure you have reviewed the workspace OHS systems and their pandemic management plan. Ensure that you understand your obligations and have the proper resources to meet those obligations. If you feel unclear about any of it, speak to your supervisor or safety officer and ask for assistance to resolve your queries. The employer's protocols will take precedence over any of the guidelines outlined here.

Personal Protection Equipment [PPE]

The wearing of PPE should be up to the individual - Unless you are in a position where the PRODUCTION deems you MUST wear it. In which case you should be provided with adequate training in the correct application, use and disposal of PPE. Used PPE needs to be handled like hazardous waste and disposed of properly.

RESOURCES / LINKS

COVID-19 INFECTION CONTROL TRAINING VIDEO

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

DEPARTMENT OF HEALTH - Aust Federal Govt.

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

SAFE WORK AUSTRALIA

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

COVID-19 INFORMATION LINKS BY STATE AND TERRITORY

<https://www.healthdirect.gov.au/coronavirus-covid-19-information-by-state-and-territory>

PPE - HOW TO USE GUIDELINES

<https://www.racgp.org.au/FSDEDEV/media/documents/Poster-How-to-don-PPE.pdf>

<https://www.racgp.org.au/FSDEDEV/media/documents/Poster-How-to-remove-PPE.pdf>

COSTUME DESIGNER		
Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Reference / Concept / Design Work</p> <ul style="list-style-type: none"> - Work from home where possible. - All meetings can be held via video Conferencing / Telephone - All Concepts can be submitted digitally - References/character boards to be sourced online - Trips to Libraries / Museums etc to be limited <p>Sourcing/Buying</p> <ul style="list-style-type: none"> - Utilise Websites as much as possible. Online Shopping. - Visits to Frock Hire / Personal Collections to be brief and collections viewed online if possible. - Buying from Shops / visiting shopping malls - maintain social distancing - use cashless transactions where possible. - Dedicated area for incoming stock - shopping/rentals etc. <p>Accounts</p> <ul style="list-style-type: none"> - Cashless transactions preferred. All crew with floats to be issued with Debit Cards. - All petty cash submitted electronically - original receipts scanned / photographed - then sealed in an envelope. Delivered to the accounts dept in batches [Weekly] to limit trips into production office - Invoices / Purchase orders to be processed electronically. - Digital signatures to prevent printing of documents and eliminate possible transfer through paper. 	<ul style="list-style-type: none"> - Kit allowance to include Home Office Incidentals - Manufacturing/hiring is more expensive generally. Cost implications to be considered - Shops & Designers may change their return policies in the light of the virus. If so, costs could escalate, as we will have to buy all choices and not be able to return them. This will impact on the last minute nature of our industry, especially with commercials. - Larger petty cash amounts to cover longer buying periods /to limit trips into production office

COSTUME DESIGNER [CONT.]

Stage of Production	Task Performed - Advice	NOTES
<p>Production / Shoot</p>	<p>Costume Meetings : Office / Costume Workroom</p> <ul style="list-style-type: none"> - Costume meetings: Maintain social distancing within office space where possible - More spacious office areas with one desk per person - 2m spaces marked out on floor - One workbench per person / minimal shared equipment ie. sewing machines / irons. More spacious workrooms required. - Crew working in costume workshop limited to size of space - depending on Govt Guidelines. <p>Fittings</p> <ul style="list-style-type: none"> - Only essential crew & cast required. - They may need to touch the actor so should be wearing PPE where possible. (Designer/Maker/Assistant or Supervisor) - Actor to dress themselves where possible - Actor supplied with containers (pillow cases) to hold any personal clothes/items removed during fitting - Container to be sanitised after. - Costume approvals to take place via photos or video conferencing - Fittings and camera tests schedule to be extended over multiple days to avoid congestion and unnecessary overcrowding. - Fittings to be done at the production office if possible vs limited space/crowded space on costume truck/trailer. <p>Rejects from fittings to be quarantined, overnight before returning.</p> <p>On-set / Costume truck @ Unit base</p> <ul style="list-style-type: none"> - Designer only to be present on set when essential - ie. to establish new costumes/characters or to establish bigger crowd scenes. Designer to maintain distance from all other crew where possible. 	<ul style="list-style-type: none"> - Ensure social distancing of at least 1.5m between persons where possible. - PPE available at all times C/O Production for whole department including FACE SHIELDS for close work/dressing - Disposal of PPE by an independent team / handled like hazardous waste and disposed of properly. - Longer pre-production period to be considered to accommodate slower processes from covid19 restrictions. (Production office/Producer to approve) If "returns" are accepted from place of purchase.

COSTUME SUPERVISOR / COSTUME CO-ORDINATOR		
Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Reference / Budget / Scheduling</p> <ul style="list-style-type: none"> - Work from home where possible. - All meetings can be held via video Conferencing / Telephone - All Budgets / schedule can be submitted digitally - As many meetings / discussion will be performed online - Supervisor /Coordinator to track and log meetings. - Liaising with other depts - Stunts / Wardrobe / SFX should be virtual where possible. <p>Dept Set-up</p> <ul style="list-style-type: none"> - Work from home as much as possible - If Office space is required, sufficient area needed for social distancing 4 sqm per person - One person per desk. - Office to be well ventilated. - Limit number of people to access office. - Dedicated Areas for holding Stock - incoming Stock - Stock to be cleaned - cleaned stock etc. - Limit number of people to access office. - NO KITCHEN. All food to be brought from home. No sharing of food or eating utensils. - Water Coolers / Tea/Coffee Area if required to be sanitised after each use. Office areas to be cleaned at the end of day - Communal surfaces, light switches, door handles etc. - Provide enough keys for everyone to have their own copy - Costume Storage / workroom / Office etc. - Face to Face meetings - Establish a designated zone away from anyone's personal desk space - This space to be cleaned regularly. - Sharing USB / External Storage Devices to be discouraged - Remote Server established for sharing of all data. Hand washing / Sanitation facilities to be made available for all people entering the office space. <p>Crew Interviews</p> <ul style="list-style-type: none"> - Can be conducted virtually 	<ul style="list-style-type: none"> - Kit allowance to include Home Office Incidentals - Investigate software that makes this manageable as it could become quite involved. Maybe kitchen allowance can be dispersed to crew as food allowance Consider if these are needed with reduced office workers. Outsourced to external cleaners - COVID-19 trained. Large monitors may assist people maintain distance and still see information.

COSTUME SUPERVISOR /COORDINATOR [CONT.]

Stage of Production	Task Performed - Advice	NOTES
	<p>Accounts</p> <ul style="list-style-type: none"> - Cashless transactions preferred. All crew with floats to be issued with Debit Cards. - All petty cash submitted electronically - original receipts scanned / photographed - then sealed in an envelope. Delivered to the accounts dept in batches [Weekly] to limit trips into production office - Invoices / Purchase orders to be done electronically. - Digital signatures to prevent printing of documents and eliminate possible transfer through paper <p>Costume Meetings : Office / Costume Workroom</p> <ul style="list-style-type: none"> - Costume meetings: Maintain social distancing within office space where possible. - More spacious office areas with one desk per person - 2m spaces marked out on floor - One workbench per person / minimal shared equipment ie. sewing machines / irons. More spacious workrooms required. - Crew working in costume workshop limited to size of space - depending on Govt Guidelines. <p>Fittings</p> <ul style="list-style-type: none"> - Only essential crew & cast required. - They may need to touch the actor so should be wearing PPE where possible. (Designer/Maker/Assistant or Supervisor) - Actor to dress themselves where possible - Costume approvals to take place via photos or video conferencing - Fittings and camera tests schedule to be extended over multiple days to avoid congestion and unnecessary overcrowding. - Fittings to be done at the production office if possible vs limited space/crowded space on costume truck/trailer. 	<ul style="list-style-type: none"> - Larger petty cash amounts to cover longer buying periods /to limit trips into production office - PPE available at all times C/O Production for whole department including FACE SHIELDS for close work/dressing - PPE handled like hazardous waste and disposed of properly. - Longer pre-production period to be considered to accommodate slower processes from covid19 restrictions. (Production office/Producer to approve)

CONSTRUCTION SUPERVISOR / COORDINATOR [CONT.]

Stage of Production	Task Performed - Advice	NOTES
Production / Shoot	<p>Set / Unit base Delivery</p> <ul style="list-style-type: none"> - Handover of new costumes to truck/ onset costume team <p>On-set/Costume Truck @ Unit base</p> <ul style="list-style-type: none"> - Supervisor only to be present on set / unit when essential - ie. to assist dressing/establishing bigger crowd scenes. Meeting with on set costume crew. Maintaining social distancing from all other crew where possible. 	

COSTUME BUYER

Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Reference / Concept / Prep</p> <ul style="list-style-type: none"> - Work from home where possible. - All meetings to be held via video Conferencing / Telephone - All Mood Boards to be collated digitally - Reference kept online. <p>Sourcing/Buying</p> <ul style="list-style-type: none"> - Utilise Websites as much as possible. Online Shopping. - Visits to Frock Hire / Personal Collections to be brief and collections viewed online if possible. - Buying from Shops / visiting shopping malls - maintain social distancing - use cashless transactions where possible. - Dedicated area for arrivals from exterior - shopping/rentals etc. Dedicated persons to process new costumes. <p>SPLIT CREW OPTION: BUYERS - out on the road, sourcing / buying and delivering to one drop off point/ dedicated 'drop zone'. ASSISTANT COSTUME - Working from office to process new stock/drop offs</p>	<ul style="list-style-type: none"> - Kit allowance to include Home Office Incidentals - Manufacturing/hiring is more expensive generally. Cost implications to be considered - Shops & Designers may change their return policies in the light of the virus. If so, costs could escalate, as we will have to buy all choices and not be able to return them. This will impact on the last minute nature of our industry, especially with commercials. Consider separating crew to ensure continued work if someone does get sick.

COSTUME STANDBY / ASSISTANT		
Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Costume/Script Breakdown</p> <ul style="list-style-type: none"> - Work from home where possible. - All meetings can be held via video Conferencing / Telephone - All Costume Breakdowns can be submitted digitally - Liaising with other depts - Stunts / Wardrobe / SFX should be virtual where possible. <p>Costume Meetings : Office / Costume Workroom</p> <ul style="list-style-type: none"> - Costume meetings: Maintain social distancing within office space where possible. - More spacious office areas with one desk per person - 2m spaces marked out on floor - One workbench per person / minimal shared equipment ie. sewing machines / irons. More spacious workrooms required. - Crew working in costume workshop limited to size of space - depending on Govt Guidelines. <p>Camera Tests</p> <ul style="list-style-type: none"> - Only essential crew & cast required. - They may need to touch the actor so should be wearing PPE where possible. (Designer/Maker/Assistant or Supervisor) - Actor to dress themselves where possible - Costume approvals to take place via photos or video conferencing - Fittings and camera tests schedule to be extended over multiple days to avoid congestion and unnecessary overcrowding. 	<ul style="list-style-type: none"> - Kit allowance to include Home Office Incidentals - PPE available at all times C/O Production for whole department including visors for close work/dressing - PPE handled like hazardous waste and disposed of properly. - Longer pre-production period to be considered to accommodate slower processes due to covid19 restrictions. (Production office/Producer to approve)

COSTUME STANDBY / ASSISTANT [CONT.]

Stage of Production	Task Performed - Advice	NOTES
Production / Shoot	<p>On-Set</p> <ul style="list-style-type: none"> - Dedicated work area for costumes, kit, on-set dressing. No other dept to use this area or move equipment in this area. - Remote Monitoring Preferred - Via Personal Devices - own iPad. - Liaising with other depts - Stunts / Sound / SFX / Makeup / Props - rigging/micing. PPE required for both departments involved. What would be the procedure for costumes given to stunts/SFX/Sounds for rigging? - Minimise items to be shared with different depts - handover permanently bags/handbags to Props - Comfort gear provided (ie. keep warm jackets for actors) to be allocated for each person - limit cross contamination. PROPOSAL - Stand-by works from truck, prepping looks, overseeing changes. One On-set junior takes on the role of guiding the actors through checks - Minimal/ NO touching. <p>Laundry / Hygiene</p> <ul style="list-style-type: none"> - If required gloves to be worn when handling washing - Where laundering cannot be facilitated (ie. speciality costumes, vintage items, shoes) Alcohol spray, sunshine (UV) or steam to be used. - Alcohol swabs be used on all jewellery, then bagged between uses - Where actors are required to dress on the costume bus, cleaning of dressing area / surfaces required after each fitting/actor. <p>Laundry bags / Costume storage to be cloth where possible.</p> <ul style="list-style-type: none"> - Cleaning/Maintaining Costumes : need for scientific guidance on the time virus stays contagious on fabric. 	<ul style="list-style-type: none"> - Actor should dress themselves where possible. - Minimise crowding around a monitor. Q-Take Monitor, VUER or equivalent, dedicated wifi for this? - PPE available at all times C/O Production for whole department including visors for close work/dressing - Disposal of PPE by an independent team / handled like hazardous waste and disposed of properly. - Standby kit to be comprehensive enough for this, otherwise production to purchase. Cast members assist with self checks. - PPE handled like hazardous waste and disposed of properly. - Increased end of day washing/maintenance. Potentially more crew required to handle extra processes. - More time required between actors to facilitate cleaning. Potentially more crew required to handle extra processes. The virus lives longer on plastic than cloth. - Specialty cleaning products to be purchased by production as required. More time / Staff required to facilitate additional cleaning

COSTUME STANDBY / ASSISTANT [CONT.]

Stage of Production	Task Performed - Advice	NOTES
	<p>Unit Base / Costume Trucks</p> <ul style="list-style-type: none"> - Additional costume trucks for storage / prepping/laundry etc. dependent on number of crew and artists/costumes. - Full PPE when clearing actors room/trailers. - All costume/accessories and kit to be cleaned/disinfected etc after use. - Cleaning/Maintaining Costumes : need for scientific guidance on the time virus stays contagious on fabric - Stored costumes to have ample space between each character's wardrobe (perspex shield between?). Well ventilated. - Adequate and appropriate Sanitation supplies on costume trucks <p>Crowd Fittings / On-Set</p> <ul style="list-style-type: none"> - Space and time required for checks/dressing and re-dressing last minute. Holding areas close to set need to be spacious. Dedicated locked off costume area. Full protection for crew. - All costume/accessories and kit to be cleaned/disinfected etc. after use - Separate spacious changing areas with 2m spaces marked out / Plastic dress bag over own clothing - Any clothing worn by a person is washed/steamed cleaned after every use. No item should go on any 2nd person unless cleaned - Reduced number of fitters for fittings at any one time (unless a huge space available). - Extras Agencies need to provide more up to date and realistic information on their actors, so we can cut down our fitting times. This means up to date proper measurements and up to date headshots. - Reduce number of extras dressing at any given time - this will impact on the time taken - already UNDER PRESSURE here! 	<ul style="list-style-type: none"> - Increased end of day washing / maintenance. Potentially more crew required to handle extra processes - Additional costs C/O Production - Increased end of day washing / maintenance. Potentially more crew required to handle extra processes - Longer fitting periods

CUTTERS & SEWERS		
Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<ul style="list-style-type: none"> - Work from home where possible / home workroom - All meetings to be held via video Conferencing / Telephone <p>Costume Office / Costume Workroom</p> <ul style="list-style-type: none"> - Costume meetings: Maintain social distancing within office space where possible. - 2m spaces marked out on floor - One workbench per person / minimal shared equipment ie. sewing machines / irons. More spacious workrooms required. - Crew working in costume workshop limited to size of space - depending on Govt Guidelines. - Designated workroom area adhering to number of people allowed in space as per Govt Guidelines. <p>Fittings</p> <ul style="list-style-type: none"> - Only essential crew & cast required. - They may need to touch the actor so should be wearing PPE where possible. (Designer/Maker/Assistant or Supervisor) - Actor to dress themselves where possible - Fittings and camera tests schedule to be extended over multiple days to avoid congestion and unnecessary overcrowding. - Fittings to be done at the production office if possible vs limited space/crowded space on costume truck/trailer. 	<ul style="list-style-type: none"> - Kit allowance to include Home Office Incidentals - More spacious office areas with one desk per person - PPE available at all times C/O Production for whole department including visors for close work/dressing - Disposal of PPE by an independent team / handled like hazardous waste and disposed of properly. - Longer pre-production period to be considered to accommodate slower processes from covid19 restrictions. (Production office/Producer to approve) <p>Smaller areas mean fewer people and longer making periods. To be reflected in pre production schedules.</p>



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