

This document is intended to outline proposed guidelines for working within the Make-up, Hair and Prosthetics Departments 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>

MAKE-UP & HAIR 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 to be held via video Conferencing / Telephone - All Concepts/Reference to be submitted digitally <p>Actor Consultation</p> <ul style="list-style-type: none"> - Initial contact via Phone / Video Conferencing. - It is essential for viewing and seeing first hand - Consult to take place in well ventilated room. 	<ul style="list-style-type: none"> - Kit allowance to include Home Office Incidentals
Production / Shoot	<p>Work Stations</p> <ul style="list-style-type: none"> - Dedicated HMU area to be established - ONLY HMU Personnel allowed in this area. AD's and other crew to observe Social distance and communicate via radio preferred. - Areas to be well ventilated and enough space for actor /HMU artist, as per current Social Distancing guidelines. - Tent Spaces, all stations 2m apart, one trestle table per HMU artist - All areas to be equipped with Hand Wash/Sanitisation stations. - ALL incoming equipment to be FULLY sanitised - DEEP CLEANING - HMU artist to wear gloves (or wash hands prior) when cutting hair. - HMU artist to wash hands prior to applying prosthetics. - Masks to be worn at all times whilst Actors are in the makeup area - these need to be renewed every 2 hours - HMU areas to be sterilised every 20 min at peak periods. - HMU Artist to sterilise own glasses between every appointment. - Used equipment to be stored in containers with lids until they can be sterilised. -Each cast member gets their own brushes, makeup products, bags, hair accessories, makeup/hair wraps and HMU artist 	<p>5 Station Truck - 3 Cast + 3 HMU Artist 4 Station Truck - 2 Cast + 2 HMU Artist 2 Station Truck - 1 Cast + 1 HMU Artist</p> <p>Additional trucks / tent space/ workrooms to be planned as per numbers of cast/extras before shoot day.</p> <p>- ALL PPE to be provided by Production - Enough for each HMU Artist each day.</p> <p>Hazardous Waste disposal Bins and signs to be provided by Production.</p>

MAKEUP & HAIR DESIGNER [CONT.]

Stage of Production	Task Performed - Advice	NOTES
	<ul style="list-style-type: none"> - HMU artist to clean equipment/tools between each person. - Disposable equipment to be used where possible - Full DEEP CLEAN performed on All workstations at end of Day Cast / Actor Responsibility - Actors to Wash hair, shave and brush teeth before coming to work or in their own green rooms. They should also remove their own makeup where possible - prosthetics and wigs excluded. Explanation given to Cast/Actors about procedures and protocols before arriving to set. Anyone not feeling well should not enter the work environment. On-Set - Dedicated HMU Transport from unit base to set - More Monitors on set - Use utilise the Q-Take / VUER system of Split watching on personal devices. - Sync on Set (Software) or similar used to share continuity information - eliminating need to share folders. - Final Checks - To be conducted with mask and gloves. One HMU per Cast Member. - Disposable items preferable to be used for Checks - Bins made available to dispose of quickly. Hand washing stations to be easily accessible and monitored regularly 	<p>SUGGESTION - Maybe Trainee HMU artists can be trained to perform the inbetween intricate cleans. This might be better than an outside Cleaning crew coming into the space often?? Will give them direct experience and they will have knowledge of the equipment they are cleaning.</p> <ul style="list-style-type: none"> - External COVID19 Cleaning Crew. - Provided by Unit Department

MAKEUP & HAIR DESIGNER [CONT.]

Stage of Production	Task Performed - Advice	NOTES
	<p>Contact Lens</p> <ul style="list-style-type: none"> - Contact lens insertion should involve the actor and one other authorized technician. - Normal hand hygiene should be complied with before and after handling of lenses. - Gloves should NOT be used. - Masks / Glasses or other appropriate PPE to be used by the technician at their discretion. - All Touchable surfaces to be sanitised. - Sterile disposable dressing packs should be used to create a sterile work area. - All wearers should have contact lens clearance forms completed by authorised optometrist and be able to insert and remove their own contact lenses. - Authorised technician / optometrist on hand to assist with difficult insertions and instructions. - Authorised technicians should have had direct optometry instruction relating to contact lens, and receive regular update instruction particularly in regard to hygiene, disinfection and dangers in using unauthorised single use party lenses. 	



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