

COSTUME DEPARTMENT COVID-19 EMERGENCY PROTOCOLS

MOTION PICTURE COSTUMERS IATSE LOCAL 705 AND COSTUME DESIGNERS GUILD IATSE LOCAL 892

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GUIDING PRINCIPLES

- All Costume Department personnel¹ should be allowed time and space to follow all relevant local, state, federal laws, and current CDC-recommended guidelines at all times. No one should be disciplined or penalized for doing so, or for advocating for the safety of others.
- Frequent handwashing and mask wearing can be highly effective means of controlling spread of the virus, and are recommended by the CDC and the Industry-Wide Labor-Management Safety Committee Task Force. Personnel shall be given sufficient time to regularly practice hand hygiene.
- Additional time and personnel may be necessary to allow a safe return to work. Production should follow the recommendations of the Costume Designer and Costume Supervisor for safe and efficient work.
- Personnel should avoid sharing equipment, and physical distancing should be maintained.
- Any production demand that conflicts with or impacts adherence to safety protocols shall be reported to the immediate supervisor, the designated COVID-19 Compliance Officer, and any relevant production staff as required by employer policy.
- It is the employer's responsibility to provide PPE, paid training, and a schedule conducive to following safety protocols.

GENERAL GUIDELINES

- Working remotely is encouraged when possible but should not impede the creative process.
- Employees who request to work remotely due to high risk shall not be discriminated against in hiring/retention.
- Employer shall provide training for technology that may be required to facilitate working remotely.
- For safety protocols, budgets should include cost of additional tools and supplies to allow unshared equipment.
- Adequate time and preparation will be needed to schedule costumers for daily hire.
- Appropriate PPE should be worn at all times as recommended by current CDC guidelines.

¹ "Costume Department Personnel" includes, but is not limited to: Costume Designer, Costume Supervisor, Assistant Costume Designers, Costume Illustrators, Key Costumers, Custom Made Costumers, Dyers, Specialty Costumers, Set Costumers, Costume Buyers/Sourcers, and all other work covered by IATSE Local 705 and Local 892.

- Any safety protocols will be considered part of the official working hours.
- Tools and equipment should not be shared if at all possible. This may require additional tools and equipment provided by production, or compensation for use of personal tools and equipment.

OFF-PRODUCTION COSTUME DEPARTMENT

OFFICE SPACE

- Offices and other work areas should have sufficient space for all personnel to maintain physical distancing. As additional personnel may be needed for efficiency of protocols, this may require more space.
- Offices should have sufficient restrooms and/or hand hygiene stations to accommodate all personnel present in the work area.
- Hand sanitizer and disinfecting wipes shall be readily available.

PAPERWORK AND DOCUMENTS

- Employees should practice hand hygiene between handling paperwork (scripts, breakdowns, receipts, one-liners, continuity sheets, call sheets, etc.).
- Digital paperwork should be used when possible to reduce the use of shared paper.
- Departments will require access to consistent wi-fi in order to make use of technology to follow safety guidelines.

SCRIPTS AND CASTING

- Scripts should be in digital format with enough time provided to breakdown, procure, and approve costumes.
- Last-minute casting will present safety protocol challenges which will result in increased expenditures and production delays.
- Sufficient time is needed to acquire body measurements, communicate with actor, and procure/fit/alter costumes due to safety protocols. Advance planning will be required to avoid delays and maintain safety.

RECEIPTS AND PAYMENTS

- The task force recommends avoiding paper money unless absolutely necessary.
- Purchase Cards, preferably with RFID or touchless transactions should be used whenever possible.
- If paper money must be used, minimal changing of hands will be essential for safety.
- Receipts, packing slips, paper purchase orders and other paperwork should be limited or digital when possible.

MEETINGS AND DESIGN PROCESS

- Zoom/Facetime/remote meetings should be used whenever possible. Extra time shall be allotted to have these meetings.
- Employees who can or must work remotely due to high risk shall not be penalized.

With limited office space available, Costume Illustrators could work remotely, if appropriate.

SHOPPING AND RETURNS

- Costume Designers, Assistant Costume Designers, and Costumers who shop and procure costume items are an integral part of the process and should not be discouraged from coming to the office or the set as a blanket policy.
 - Many departments, specifically with commercials and live broadcast, have costumers who both shop and work on set or in the office.
 - Assistant Designers and Key Costumers (and anyone whose position requires shopping, pulling, or buying) need personal interaction with Costume Designer in order to perform their duties.
- All Costume Department personnel should follow store policies, local laws, and current CDC-recommended guidelines for safe interaction. Additional time may be required to adhere to these guidelines.
 - Stores may not allow returns of merchandise. Production should be aware of the impact on budget and time. If unable to shop at stores that will not allow returns, it will take more time.
- Costume buyers should wear current CDC-recommended PPE while interacting with the general public even if not required by store policy.
- Additional personnel may be required to meet production demands for shopping and returns. Due to the increased workload and safety considerations, the task force recommends a dedicated costumer for processing returns to stores, costume houses and online vendors in most productions.
- In addition to normal shipping times, receiving online purchases may require additional space and time to be quarantined according to current CDC guidelines.

PULLING AND RENTING FROM COSTUME HOUSES

- All Costume Department personnel while pulling at costume houses should follow costume house policies, local laws, and CDC-recommended guidelines for safe interaction. Additional time may be required to adhere to these guidelines.
- Extra time should be allowed for costume house's newly-implemented appointment policies and disinfecting protocols as per current CDC-recommended guidelines.
- For studio costume house guidelines, refer to the "Studio Costume Houses" section of this document.

TRANSPORTING COSTUMES

- To avoid contamination, safety-trained union personnel should be used for transporting costumes.
- Schedules should allow for personnel to regularly disinfect their vehicles per current CDC guidelines.
- Cleaning supplies must be provided by the employer.
- Employer must provide tarps and coverings to protect costumes and vehicles from cross-contamination.
- Keep costume items separate from personal belongings.

CUSTOM MADE GUIDELINES

CUSTOM MADE WORKROOM AND SHARED EQUIPMENT

- Disinfect racks and incoming/outgoing costume items when appropriate per current CDC guidelines.
- All Costume department personnel must carry and use individually designated tools like safety pins, scissors, tape measures, writing utensils and rulers.
- Disinfect shared equipment before and after each use like cutting tables, sergers, button-holders and irons.
- Custom Made Costumers must have their own work area with physical distancing implemented.
- Masks and appropriate PPE should be supplied and used per current CDC guidelines.
- Hand washing stations should be close and convenient to the workroom.
- Proper ventilation is necessary for all work areas including for specialty, aging & distressing, and dyeing work.

FITTINGS AND FITTING ROOMS

- Space is needed to ensure social distancing. The fitting room should be large enough to accommodate the amount of people appropriate for the fitting.
- Appropriate PPE will be worn at all times during fitting.
- Invest time to acquire accurate cast measurements, and create specially padded dress forms or 3D body scan forms for principal actors whenever possible.
- All costume items and tools used during fittings should be disinfected, cleaned, or quarantined before and after as per current recommended CDC guidelines.
- All Costume department personnel must carry and use individually designated tools like safety pins, scissors, tape measures, writing utensils and rulers.

BASECAMP AND TRAILERS – CUSTOM MADE WORKSPACE

- If custom made or specialty costume work areas are necessary, a properly ventilated, separate, and appropriate space shall be utilized distinct from the main costume trailer.
- For fittings at base camp, the rules listed in the Fitting and Fitting Rooms section regarding disinfection, space, and using individually designated tools apply.
- Operational hand washing stations should be close and convenient to the workspaces.
- Proper ventilation is necessary for all work areas especially for specialty, aging & distressing, and dyeing work.

DAY CHECKING OR ADDITIONALS – CUSTOM MADE

- Day Checking and Additional Custom Made Costumers who can work from home studios, should do so.
- If home studio is not possible, a separate workspace should be designated.
- All Costume department personnel must carry and use individually designated tools like safety pins, scissors, tape measures, writing utensils and rulers.
- Additional and separate “shared equipment” like steamers, irons and cutting tables should be provided and disinfected before and after use.
- Costume items should be received and sent in a clean/disinfected state according to CDC guidelines.
- The Custom Made Costumer should be given enough time to allow the garment to be disinfected before and after handling again.

SPECIAL CONSIDERATIONS FOR COMMERCIALS AND LIVE BROADCAST

COMMERCIALS

- Workspaces (offices, trailers, makeshift spaces) should allow space for fittings, dressing, unloading, and processing of costume items for safety and disinfection/quarantine.
 - Actors in all types and scale of production should have designated areas to dress and keep their personal belongings/clothing.
 - Costume prep and workspace must have space to allow for physical distancing while multiple Costume Designers and Costumers are working, or schedules should be adjusted to allow the safe flow of costume department personnel sharing spaces.
- Due to additional protocols, extra time may be needed to arrange for client approval process of cast and costumes.
- Costume department personnel must have proper safety training, therefore common use of Production Assistants in the costume department is discouraged.
- Additional costumers may be needed to avoid cross-contamination caused by multiple duties.
- Custom Made considerations should follow guidelines as set forth in other areas of this document.

LIVE BROADCAST

- As with Commercial costuming, Live Broadcast often uses costumers in multiple roles – buying/pulling, monitoring set, etc. Personnel may need to be expanded to account for additional time needed between work roles for safety protocols.
- Some Live Broadcast spaces may need to be expanded to facilitate safety protocols.
- Additional costumers may be needed to avoid cross-contamination caused by multiple duties.

ON-PRODUCTION COSTUME DEPARTMENT

TRAILER

- PPE/masks/gloves and wash station/wipes/sanitizer per current CDC-recommended guidelines should be provided.
- PPE should be disinfected or replaced per current recommended CDC guidelines
- Walkies, charging base and extra batteries, should be disinfected at the beginning and end of each shooting day.
 - Full time regular staff should have assigned walkies.
 - Walkies for daily additional costumers should be disinfected before and after use as needed.
- Producer should ensure proper HEPA filtering/ventilation/circulation of air inside the trailer.
- Washer/dryer/laundry area, if present, should be functioning and available for necessary Costume Department related use only during the shooting day.
- Prep line area should be a separate designated area with enough room to prevent contamination. This area should be disinfected before and after use as needed.
- Steamer/Iron/Ironing board is to be disinfected before and after use.
- Any tools/equipment/ "office" pieces should be disinfected before and after each costumer uses them. Sharing of tools/equipment is discouraged, and only when properly disinfected between users.
- There should be a separate area for each costumer's tools/personal belongings.
- In order to limit the amount of people on the trailer, additional space is required for the Costume Design team to work from.
- Appropriate additional PPE, such as gloves, should be used to write up cleaning and to disinfect jewelry and accessories worn.
- Separate and secure designated area for the dry cleaner should be arranged to pick up and drop off any dry cleaning. Area is to be disinfected as needed according to current CDC-recommended guidelines.
- Hands should be washed/disinfected before and after using any printed material (scripts/call sheets, continuity books, etc.).
- Non-costume department personnel are encouraged to meet outside the trailer to avoid contamination.

SETTING AND WRAPPING ACTOR DRESSING ROOMS

- Extended pre-calls should be given for the trailer costumer to set the dressing rooms before the actors' arrival to avoid unnecessary contact.

- Each actor should have one costume in one garment bag to prevent cross contamination.
- Costumes to be transported to set should be inside a designated actor's garment bag.
- Actors must be responsible for their own comfort clothes. Comfort clothes and shoes should be placed in actor's room at start of the day. Actors to take those pieces with them to set. They can keep them on their set chairs, and then take them to their dressing room at the end of their day to facilitate distancing.
- Comfort clothes can NOT be shared between actors without proper cleaning. We recommend comfort clothes, specifically warming coats, be cleaned or disinfected at end of each day after use.
- Appropriate PPE should be used when wrapping rooms and writing up laundry tickets, and current recommended CDC guidelines should be followed.
- Jewelry/accessories should be disinfected before and after use.

BACKGROUND ACTORS

- Costume pre-fits are recommended, whenever possible.
- Face masks should be worn by background actors when close to the trailer or any costume department work area.
- Background actors should not be allowed on the trailer.
- Background actors should physically distance during costume approval/costume selection.
- Costumers should avoid touching background actor's personal garments. If this must be done, proper hand hygiene protocols should be followed.
- Stock pieces rejected after being tried on may require additional protocols before reuse.
- Staggered release times for background actors are recommended, if possible, for better physical distancing at trailer.
- Time should be given to wrap background artists, as well as the writing up of laundry/dry cleaning, according to safety protocols using appropriate PPE.
- Digital vouchers should be developed, to encourage prevention of cross contamination by reducing paper use.

SET COSTUMER PREP

- Covered tent and/or weather-proof space should be provided for outdoor work to minimize contact between trailer costumers and set costumers while preparing for the shooting day. Prep space should have power (electricity) and sufficient space for work and physical distancing.
- Disinfect all equipment and tools before and after use.

- Inventory and confirm all needed continuity items without touching when possible.

SET RACK

- Follow recommended CDC guidelines for transport of equipment in taking rack to set or preparing for stakebed travel.
- Place set rack and set chairs only in Production-approved or assigned locations. If no direction is given, ask COVID-19 Compliance Officer for recommendation or maintain physical distancing.
- Set rack should be placed in low traffic areas when possible, preferably with enough distance to minimize any possible airborne droplets.

WIRING ACTORS

- Maintain physical distancing when possible. Coordinate with Sound Utility for what assistance is needed.
- Wear masks, gloves, face shield or other PPE as required.
- Change gloves using proper donning and doffing technique or wash hands in between wiring different actors.

LAST LOOKS

- First AD and COVID-19 Compliance Officer should discuss a plan for the order and procedure of Last Looks with relevant departments. Sufficient time should be given for Last Looks without compromising safety protocols.
- When possible, Set Costumers should maintain physical distancing with actor.
- If costume adjustments or resets are needed between takes, First AD and Set Costumer should coordinate for safety and efficiency.
- Change gloves or wash hands between touching different actors.

VIDEO VILLAGE/CONTINUITY MONITORING

- Devices should be provided to allow physical distancing while monitoring continuity. If personal devices are used, compensation according to Labor Code 2802 is required.
- If unable to monitor costume continuity from staging area, consult the COVID-19 Compliance Officer or inform costume supervisor that additional monitoring arrangements may need to be made.

WRAPPING THE SHOOT DAY

- Disinfect and stow all costume items and equipment to their assigned place.
- Do not shortcut safety measures at the end of the day. Additional personnel or time may be needed to wrap safely. Following safety procedures is work time.
- Leave equipment and personal items with rack, if at all possible. Minimize items transported between home and work.
- Thoroughly wash hands before returning to your car.

STUDIO COSTUME HOUSES

ARRIVAL – CLOCK IN

- If not already implemented, Studio should transition to paperless electronic clock-in and clock-out using the employee's personal device when possible.
- If using shared device, any touched surfaces should be disinfected between each employee inputting their times. Maintain physical distancing. Wipes or sanitizing station should be placed next to any clock-in station.
- If old style punch clock is used, maintain physical distancing. Employers will need to acknowledge slight inconsistencies with in/out times due to lengthier check in, or the arrival times should be spaced to allow for orderly check-in.
- Do not touch/handle others' timecards.
- If using written timecards, do not share pens. Pens should have separate labeled holders where they do not touch, or employees should bring their own pens.

BREAK ROOMS AND COMMON AREAS

- Wash hands before touching anything in Break Room and before leaving.
- Wipe down/disinfect personal food containers before putting in refrigerators or cabinets, if allowed. Keep items in personal coolers if possible, for increased safety.
- Use wipes or disposable paper towels, etc. to open refrigerator or cabinet drawers.
- Use individually wrapped, disposable or single-use utensils and supplies when possible.
- Breaks should be carefully scheduled to allow physical distancing.

CHECK-OUT AREA

- Each employee should have their own equipment whenever possible that will not be shared.
- Checkers should wear masks at all times, changing as needed.
- Each space should have a system in place so that containers of safety pins, office supplies, size tags, scanning wands or other equipment are not shared.
- Used or incoming safety pins should be placed in a separate container from new ones and disinfected before reuse.
- Use tag guns instead of safety pins whenever possible.
- Hangers and other items that must be touched should be handled according to current CDC recommended guidelines for hard surfaces.
- Hand sanitizer, disinfecting wipes, and disposable gloves should be kept at each station.
- Equipment and areas should be wiped down and disinfected regularly.
- Procedures should be put in place to minimize touching the costume stock or hangers whenever possible.

CHECK-IN AREA

- Incoming costume items should be held in quarantine area before processing, for a period as recommended by current CDC guidelines.
- Equipment and disinfecting procedures similar to Check-Out Area.
- Any costume item (including accessories and shoes) should be disinfected before returning to stock.

VISITORS/CUSTOMERS/PATRONS

- No visitor should be allowed into the department without conforming to costume house policy and current CDC guidelines, such as wearing a mask, etc.
- Proper physical distancing should be marked out at any desk or area where visitors interact with staff.
- Where possible, Studio should erect plexiglass or similar barriers to protect interactions between visitors and staff.
- Visitors should wear PPE as required by the costume house or studio, or according to current recommended CDC guidelines, while pulling costume items.
- Employees moving racks or other items that visitors have handled should wipe down all surfaces before and after handling.

SIZING AREA

- Sizing areas should be spaced so that recommended physical distancing can be maintained.
- Each sizer should have individual equipment including measuring tapes, tag boxes, Sharpies and other writing utensils, tag guns, and new boxes of safety pins.
- Used safety pins should be placed in separate containers for disinfecting before reuse or recycling.
- Equipment and counter tops should be wiped down at regular intervals.
- While stocking, time should be allowed to work at a safe pace while wearing recommended PPE.
- Gloves are not an effective method of controlling spread of virus. Gloves may be worn if part of standard PPE. Follow current CDC-recommended guidelines.

SHIPPING AND RECEIVING AREA

- PPE and equipment should be used similar to other areas.
- Only one customer should pack each shipment.
- Incoming shipping should be quarantined for a time as recommended by current CDC guidelines before unpacking and processing.

OFFICE AREAS

Office areas should follow general guidelines for Production Offices as well as any current CDC-recommended guidelines.

LUNCH

- Lunch and break rooms should follow recommended CDC guidelines.
- Employer should stagger lunch breaks as much as possible in order to maintain distancing.
- Eat lunches in assigned areas and comply with all safety guidelines.
- Repeat arrival disinfecting of surfaces after returning from lunch.

FITTINGS AND FITTING ROOMS

- Space is needed to ensure social distancing. The fitting room should be large enough to accommodate the amount of people appropriate for the fitting.
- Appropriate PPE will be worn at all times during fitting.

- All costume items and tools used during fittings should be disinfected, cleaned, or quarantined before and after as per current recommended CDC guidelines.
- All Costume department personnel must carry and use individually designated tools like safety pins, scissors, tape measures, writing utensils and rulers.

CUSTOM MADE AREAS

Custom Made workrooms in studio costume departments should follow relevant protocols listed in the “Custom Made Guidelines.”

END OF WORK SHIFT

- Employer should allow time for employees to carefully wipe down or disinfect areas and equipment.
- Follow same procedures for clocking out as for clocking in.
- Employees should not linger and socialize after work without maintaining proper physical distancing.