

BEST PRACTICES COVID Specific Requirements for Hair & Make-Up Artists

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** Decline services for any client that exhibits signs of illness or lives in a household with others exhibiting symptoms.*

** It is my duty to inform and ask if there is anything that may put us at risk.*

Guidelines to Respect Social Distancing at 2 Meters

1. Consultations ahead of time, when possible, over Video chat to give Make-Up and Hair the time needed to prepare any and all specific Actor/ Character needs.
2. Keep social distancing rules by reorganizing, possibly removing furniture to allow more space between Artists.
3. Physical barrier between Artists and Wardrobe within The Trailer
4. Trolley/ cart to separate and move sanitized products and tool around workspace without contamination.
5. Working outside or in white tent whenever needing a second artist.
6. NOBODY is allowed into the trailer except Talent and Artist

Sanitary practices to implement

- Freshly laundered (according to hygiene protocols) towels and capes for each service client. LAUNDRY BIN in trailer
- Allow time between clients for disinfection.
- Always clean before disinfecting.
- Remove unnecessary items from Trailer, no fabric Chairs.
- Always NEED 6 foot disinfected table in work area for Kit
- Establish a trailer/motorhome disinfecting routine – To be done before and after loading into trailer, as well as after lunch through the day.

Always wear a mask/shield when working to help prevent infection

Masks are only effective when used in combination with frequent hand washing and other preventative measures

Provide masks/ shield to talent to increase level of protection

Cloth masks should fit snugly yet comfortably against the face

Do not touch the outside/contaminated area on gloves while removing

Promote Hand Hygiene

Wash your hands before and after clients -Do not touch your face or nose - Cover coughs or sneezes with the inside of elbow or upper arm -Encourage use of hand disinfectant -Use gloves in addition to washing hands

Gloves are not a substitute for hand washing -Gloves must be changed after all cleaning and disinfection -Avoid touching your mouth and eyes while wearing gloves

When removing gloves: -Grasp the outside of glove—do not touch bare skin - Peel glove away from body - Dispose of gloves safely. Do not re-use.- Clean your hands immediately after wearing gloves

Hand Hygiene:

1. Wash hands with soap/water for 30 seconds before/after eating, smoking and using the restroom
2. Wash hands immediately before and after providing a client (hand sanitizer 20 seconds where allowed)
3. Provide hand sanitizer at entrance and all stations for clients to use

Wash your hands with soap and water or use commercially purchased hand sanitizer of at least 70% alcohol:

- After blowing your nose, coughing, or sneezing -Before and after using the restroom - Before eating or preparing food -After contact with animals or pets
- Before and after providing routine care for another person who needs assistance (e.g. a child)
- Before and after you clean your work items and tools.

-Wear disposable gloves and make sure you have appropriate ventilation when using disinfectant chemical products. Read the labels on the cleaning products.

-Wash your hands following removal of disposable gloves or when cleaning occurs without gloves due to practicality or availability.

Sanitization Tools/ Guidelines for Hair & Make-Up

- No use of Blow Dryers inside Trailer!
- Store tools in closed, sanitized & labeled containers.
- Individual Actor/ Client Bags should be used, as we always do in Best Practice with all Make-Up.
- Face Masks, Face shields, Gloves, finger cot and Disposable towels are a must.
- Hand Sanitizer, cape/cover base layer for Actor. Always have extras.
- Disinfectant for combs, brushes, tools etc. 99%, 70% Isopropyl Alcohol, PreEmpt Concentrate.
- Cotton balls/pads Cotton swabs, Stipple sponge (fine/coarse). All single use lip and lash brushes. All single use.
- Latex sponges, Red rubber sponge, Individual floss sticks, individual Tissue packages, Wet wipes, Individual eye drops. All single use.
- Barbicide or PREempt should be used at the end of each day. BARBICIDE® or PREempt Concentrate Clippercide® (cleans and disinfects) for clippers, trimmers and edgers
- Clean towels, to be used once and put into LAUNDRY bag to be laundered each day
- Trash bags in trash cans

MAKEUP/HAIR DEPARTMENT Working conditions

Working in Separate Pods when possible Either ON SET or IN TRAILER PREP

- Looks will be limited to what we can do safely for talent and Artist One person will be worked on at a time in the makeup trailer unless there are multiple spaced stations

- Cast will be made ready at base camp Trailer and sent to set to Look to be supervised by on set Makeup/ Hair Artist Makeup application tools & supplies will be chosen and dispersed per cast member and used only on that individual cast member. These supplies will be kept in individual cast bags. Using single use Items always when available.
- Any other brushes and tools will be fully disinfected between uses.
- Cast will remove their own makeup to limit contact at the end of the day.

HYGIENE/Personal protection Equipment PPE

1. Hand Sanitizer, Gloves and Masks to be made available at all times
2. Masks to be worn at all times.
3. All persons on set to practice good hygiene practices at all times based on current government guidelines.
4. **Hand washing facilities** should be provided outside the trailer wherever possible with soap and paper hand towels. Where handwashing facilities are not immediately available, antiseptic gel dispensers should be provided. (Suggestion: at all Stations/entrances/exits)
5. Employees should wash or sanitize their hands regularly, especially after handling equipment or objects that may carry the virus

WORK STATION

1. Three work areas DISINFECTED AREA, WORK AREA, SOILED AREA
2. Clean and disinfect all non-porous implements used in your services, as required by CDC (immersion, spray or wipe)
3. Store properly **DISINFECTED BIN** implements in closed, containers that have also been disinfected (wipe or spray)
4. Clean and disinfect all electrical implements used in your services as required by all states
5. Clean and disinfect chairs and headrests
6. Remember that porous materials cannot be disinfected and ongoing use of disinfectants on materials covering chairs, can damage the material

7. Disinfect your chairs between talent OR – Use barrier methods on chairs such as disposable paper drapes or towels that can be laundered after each talent
8. Clean and disinfect station, rolling carts, drawers and any containers used for storage
9. Ensure that single use (porous items) are new
10. All items on a nail station must either be new, never used **or** cleaned and disinfected (stored in a closed container until ready to use) _____

Cleaning and Disinfection: SOILED BIN

1. All implements (non-porous) being used on more than 1 client, must be cleaned and disinfected for the full contact time on the disinfectant label in **SOILED BIN**
2. Stations, chairs, rolling carts and any other storage containers disinfected daily or between Talent

Laundry

1. Client gowns and capes to be washed after each use and sealed in a plastic bag. Laundered after each use in water not less than 65C
2. Used towels must be removed from the styling area immediately and stored in plastic bags to be laundered.
3. All towels/capes laundered (porous) or disinfected (non-porous) after a single use
4. All towels/linens dried until “hot to the touch”
5. All towels/linens stored in a closed, covered container

Cleaning and Disinfection of Implements and Surfaces:

1. Clean item or surface: Cleaning is intended to prepare the item or surface so that disinfectant can make full contact with the material and be effective against all pathogens listed on the label
2. Cleaning may be done with soap/water, chemical cleaner or wipe
3. Rinse and dry implement or surface

4. Disinfect using a properly concentrated disinfectant made for immersion, a spray or wipe
5. All disinfectants must be EPA-registered as bactericidal, virucidal and fungicidal
6. Observe full contact time on manufacturers label -This means that implement or surface must stay visibly wet for full contact time listed
7. Immersed items should be removed at the end of contact time, rinsed and dried with a paper towel or clean, freshly laundered towel

Cleaning and Disinfection of Electrical Implements:

1. Clean implement with wipe or spray and remove any debris, such as hair
2. Use an EPA-registered bactericidal, virucidal and fungicidal spray, foam or wipe to disinfect implement for full contact time listed on the manufacturers label
3. When contact time is complete, dry with paper towel or clean, freshly laundered towel
4. Need for Health and Safety training is needed with specific attention to microbe transmission.
5. Kit sterilization to be looked at with health and safety. Hourly checks and increased cleaning
6. Hand washing facilities in all work Areas
7. Increased sanitizer's use and monitoring.
8. Sanitize equipment, Barbicide jars, bacteria hand pumps, and UV boxes for each station
9. Everything will need to be regimented and organized – especially crowd. Timings adhered to.
10. No extra people hanging around – i.e. ADs checking makeup time, USE WALKIES *

UV and STERILIZATION PROCESS FOR INSTRUMENTS/EQUIPMENT

The following steps should be taken during the sterilization process to ensure consistent results:

- Choose a sterilizer suitable for your needs. All sterilizers must meet Canadian Standards Association (CSA) specifications for use in healthcare or allied health facilities. Keep instruction manuals on site and readily accessible.
- Test and service sterilizers regularly, according to the manufacturer’s instructions for installation, operation, testing and maintenance, to ensure sterilizers are functioning according to specification.

INSTRUMENT/EQUIPMENT EXAMPLES

PSE Service Type	Single-Use Disposable Items*	Instruments/ Equipment: Critical Item(s)	Instruments/ Equipment: Semi-critical Item(s)	Instruments/ Equipment: Noncritical Item(s)
	Discard after Use	Sterilization	High-Level Disinfection	Low-Level Disinfection
Hair and Make-Up Services	<ul style="list-style-type: none"> • disposable razors • blades used for shaving (e.g., straight razor) • neck strips • Lip & Lash Brush • Sponges 	<ul style="list-style-type: none"> • straight razors (single-use disposable Only) 	<ul style="list-style-type: none"> • hair clipper blades • spatulas 	<ul style="list-style-type: none"> • combs • brushes • scissors • hair razors • clipper blades • rollers, clips and caps • service trays • Wigs /Extensions

PRE-EPMT CONCENTRATE 250ML : 1 L OF COOL H2O 5MIN CONTACT

BARBICIDE ¼ CUP INTO 4 CUPS H2O 10 MIN CONTACT

PRE-EMPT WIPES 3 MINS CONTACT

CAVI-WIPES 1 MIN CONTACT

TOWELS HOT WASH AND HOT 30 MIN DRYER