

# MAKEUP

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## OVERVIEW

Purpose

Scope

## RESPONSIBILITIES

For the Employer

For the Worker

## RISK ASSESSMENT

Makeup Application

Makeup Touch-ups

Makeup Removal

## EQUIPMENT

Suggested

## SAFE WORK PROCEDURE

## SUPERVISION

## REPORTING

## SUGGESTIONS

## OVERVIEW

Makeup and hair application are one of the most intimate departments we will have to address during the COVID-19 event. Taking care to limit interactions and proper cleaning will be key elements in this guideline.

This document is designed to serve two purposes:

- As a resource for information and direction to create your own procedure.
- As a template that you can edit for your own use.

### Purpose

To provide instruction on how workers can protect themselves during the application of makeup in the context of COVID-19.

### Scope

Applies to anyone working or required to be applying or receiving makeup anytime whether employee or contractor.

## RESPONSIBILITIES

### For the Employer

#### Information

The Employer will:

- ensure that everyone will have access to a copy of this document.
- post warning signs outside common areas and/or in prominent locations when this procedure applies. An example of which, regarding worker health checks, is [here](#).

#### Planning

The Employer will:

- arrange training prior to commencing work.
- provide advance communication of policies, protocols, and procedures related to the prevention of spread of COVID-19 ([Reporting and Communication](#)).
- call the local public health authority when COVID-19 symptoms are present at the space.
- ensure that anyone using a protective mask or shield is trained to use, clean, and dispose of it properly.

#### Review

The Employer will keep informed regarding public health best practices and orders when a pandemic has been declared and will modify this procedure as necessary.

This procedure should be reviewed as new information becomes available or annually by the Employer with the Joint Health and Safety Committee (JHSC) or Worker Safety Representative to ensure that it continues to protect the workers.

### For the Worker

#### Reporting

The Worker, regardless of whom they work with, will stay home when sick.

The Worker will complete a '[Health Declaration](#)'.

The Worker will report any developing illness or symptoms to first aid immediately, then call 8-1-1 or complete BC's online self-assessment tool:

<https://bc.thrive.health/covid19/en>

Any suggestions or comments regarding the procedure should be directed to the COVID-19 representative, supervisor, JHSC, Worker Safety Representative, or any reporting process outlined in the employer's safety program.

## RISK ASSESSMENT

Factors to consider when applying, touching up, or removing performer makeup within the COVID-19 global pandemic environment.

Follow the guidance in Actsafe's [risk assessment](#) COVID document and apply to your COVID-19 Procedure. Once the level of risk is determined, rate your risk as high, medium or low, as per guideline.

Risk Rating Values Primer:

**High** - an infection case has been determined on site the space is small and/or not ventilated well, physical distancing is not possible, or contact is likely or very likely.

**Medium** - unknown if a case on the site exists, physical distancing is available, space is large and well-ventilated, barriers in place where 2 metres cannot be achieved.

**Low** - unknown if a case is present, physical distancing is in place (or barriers where not), no contact between people, face masks are worn, limited access to various spaces.

Risks associated with the hazard: Makeup	Probability (Rare, Unlikely, Moderate, Likely, Very Likely)	Impact (Minor, Moderate, Major, Extreme)	Risk Rating
Applying makeup	Likely	Moderate	Medium
Touch-ups of makeup	Likely	Moderate	Medium
Removing makeup	Moderate	Minor	Low

Confused? See our [risk assessment](#) document for more guidance.

## Applying Makeup

### Controls

- Elimination:
  - Eliminate use of makeup.
- Substitution:
  - Re-scheduling work, staggered cast, apply makeup off site for touch-ups only at site.
  - Performers bring their own makeup for their sole use.
- Engineering:
  - Barriers between workstations.
  - Portable/handheld shields.
- Admin:
  - Rules and protocols.
    - Performers face to be pre-washed.
    - Handwashing before and after each performer's application for artist.
    - No eating, drinking or smoking during application.
    - Cleaning and disinfection of brushes or other applicators and supplies.
      - ◆ Consider pencil sharpeners, sponges, brushes.
    - Single use applicators or supplies where possible, otherwise:
      - ◆ Keep containers sealed when not in use.
      - ◆ Dispense larger containers into smaller containers for individual use and label.
      - ◆ Never place the applicator back into a shared makeup container once used.
    - Limit application times (i.e. 15 minutes or less)
  - Signage and training in new rules or protocols.
  - Record the current cleaning, disinfection, and sanitization process for makeup application tools. Look for opportunities to increase frequency and review cleaning agents for efficiency in killing viruses.
  - Develop a policy where each container of makeup is used by a single person (no shared makeup).
- PPE:
  - Non-medical masks or shields where possible.
  - Disposable gloves.
  - Bibbed aprons or disposable gowns.

## Makeup Touch-ups

### Controls

- Elimination:
  - Touch-ups not allowed.
- Substitution:
  - Have performer do their own touch-ups.

This procedure is a recommended guideline only. Consult all applicable rules and regulations.

## Pandemic Operating Procedure

- Engineering:
  - Use barriers where possible.
- Admin:
  - Rules and Protocols (handwashing).
    - Hand washing before and after each touch-up for both performer and artist.
    - Cleaning and disinfection of applicators and supplies.
    - Single use applicators or supplies where possible.
    - Limit time on touch-ups (i.e. 15 minutes or less) and frequency.
  - Signage and training in new rules or protocols.
- PPE:
  - Non-medical masks or face shields where possible.
  - Disposable gloves.
  - Bibbed aprons.

## Makeup Removal

### Controls

- Elimination:
  - Physical distancing.
  - Performer removes own makeup.
- Substitution:
  - Remove makeup off-site, at home.
- Engineering:
  - Barriers may not be possible.
- Admin:
  - Rules and protocols (handwashing),
    - Handwashing before and after each touch-up for both performer and artist.
    - Cleaning and disinfection of applicators and supplies.
    - Prompt disposal of used items in a lidded container.
  - Signage, and training in new rules or protocols.
- PPE:
  - Non-medical masks or face shields where possible.
  - Disposable gloves.
  - Bibbed aprons.

## EQUIPMENT

This section is intended to list a few of the more commonly used items and equipment related to the guideline. The list is not exhaustive, and as such supervisors (on behalf of employers) and workers should discuss unique needs of your circumstance.

### Suggested

- New makeup and containers.
- Brushes, tools, palettes, pencil sharpeners, clean tap or distilled water.

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Pandemic Operating Procedure

- Combs, hairbrushes, curlers, or other hair related styling tools.
- Creams, powders, palette knives, applicators, sponges, pencils.
- Large and individual sized containers that are resealable, labels.
- Handwashing facilities, face washing facilities, towels.
- Wipes, washcloths
- Makeup remover (non-solvent), latex or spirit gum remover, cleaning supplies for faces including moisturizer, hands and tools, disinfecting or sanitizing supplies.

## SAFE WORK PROCEDURE

Follow instructions from your supervisor.

Hazard Identified:	Risk Rating (from Risk Assessment)	Controls (summary from Risk Assessment)	Risk Rating (Revised)
Makeup application	Medium	<p><b>Elimination:</b> Apply no makeup, limit people on site, occupancy limits, physical distancing.</p> <p><b>Substitution:</b> Re-scheduling work, staggered cast, apply makeup off site for touch-ups only at site.</p> <p><b>Engineering:</b> Barriers of plexiglass to separate people.</p> <p><b>Administrative:</b> Rules, protocols (hand &amp; face washing), signage, single use applicators and supplies, keep containers sealed when not in use, cleaning and disinfection practices, no eating, drinking or smoking during application.</p> <p><b>Personal Protective Equipment:</b> Non-medical masks or shields, glove, bibbed aprons.</p>	Low
Makeup touch-ups	Medium	<p><b>Elimination:</b> Designated area with limited access.</p> <p><b>Substitution:</b> Have performer do their own touch-ups, one performer per makeup artist.</p> <p><b>Engineering:</b> Barriers of plexiglass to separate people where possible.</p> <p><b>Administrative:</b> Rules, protocols (handwashing), signage, single use applicators and supplies, cleaning</p>	Low

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		and disinfection practices, limit touch-up time and frequency. <b>Personal Protective Equipment:</b> Non-medical masks, gloves, bibbed aprons.	
Makeup removal	Low	<b>Elimination:</b> Physical distancing, performer removes own makeup. <b>Substitution:</b> Remove makeup off site (at home). <b>Engineering:</b> Barriers may not be possible. <b>Administrative:</b> Rules, protocols (handwashing), signage, cleaning and disinfection practices, prompt disposal in lidded container for used items. <b>Personal Protective Equipment:</b> Non-medical masks, disposable gloves, bibbed aprons.	Low

While at the performance or rehearsal facility, all persons present are expected to:

- Respect occupancy limits (only show up when you are healthy, and leave when finished cleaning and disinfecting, as needed).
- Maintain a physical distance whenever possible. It is recommended to stay two metres (6 feet) apart where possible.
- Clean and disinfect commonly touched tools and surfaces, with which they interact.
- Follow general hygiene practices such as frequent handwashing and coughing/sneezing into your elbow, cleaning and disposing of PPE you use properly.
- Pack out everything that you brought into the space, except properly recycled or disposed of products.
- Only allow authorized persons to apply, touch-up or remove makeup as well as adjust lights, mirrors, temperature control, windows, doors, audio/video equipment, etc. *If you don't know then you are not authorized.*
- Understand where Safety Data Sheets for products on-site or in use are located.
- Consider changes to artistic vision as needed to comply with the health and safety protocols of various agencies and facility requirements.

This procedure is a recommended guideline only. Consult all applicable rules and regulations.

## SUPERVISION

What level of compliance and enforcement (including authority levels for supervisors) is going to be needed to promote and enforce (if needed) venue protocols? Remember to consider areas where an expectation of privacy is present such as dressing rooms.

## REPORTING

Any protocol or procedural questions or issues related to COVID-19 should be reported to the designated COVID-19 representative or pushed through the employer's reporting procedure that exists as part of their safety program. *Don't wait; ask questions early.*

Your COVID-19 representative may be from a number of different roles within the organization (consider their knowledge, experience, and interest), such as:

- First Aid
- Crew Chief
- Department Head
- Stage Manager
- Technical Director

## SUGGESTIONS

Other departments or effects like squibs for blood effects, may also need to be considered in your COVID-19 plans.

Make sure you have some controls around visitors or other cast or crew stopping by during makeup application.