

WARDROBE/WIGS

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OVERVIEW

Wardrobe and wigs will be a challenge for any production to grapple with to prevent the spread of COVID-19. In this document you will find many options to help reduce the risks that accompany these tasks, but you will not find a magic wand that will solve all the issues. Please follow-up with Actsafe for more information and guidance.

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 at a wardrobe and/or wig fitting during a viral outbreak or pandemic.

Scope

Applies to anyone required to be at a wardrobe and/or wig fitting 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 or in prominent locations when this procedure applies. An example of which, regarding health checks, is [here](#).

Planning

The Employer/venue owner will:

- arrange training prior to commencing work.
- provide advance communication of policies and procedures related to the prevention of spread of COVID-19 to attendees. Check out our 'Reporting and Communication' guideline for ideas.
- measure spaces to determine maximum occupancy, which will be posted, in accordance with the most current public health information.
- confirm with artistic groups or individuals that they have considered and are actively taking steps to meet safety protocols, whether or not they have assigned prime contractor status in writing to those groups.
- ensure that anyone using a protective mask or shield is trained to use and dispose of the PPE properly.

Review

This procedure should be reviewed annually, or as necessary due to updates provided by public health or other interested parties, by the Employer with the workers to ensure that it continues to protect the workers.

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.

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 illness or symptoms to their supervisor immediately.

Any suggestions or comments regarding the procedure should be directed to the COVID-19 representatives who have been identified, or through your usual reporting channels.

RISK ASSESSMENT

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

Factors to consider when doing a costume fitting during an outbreak or pandemic.

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

Risks associated with the hazard: Wardrobe/costume or wig fitting	Probability (Rare, Unlikely, Moderate, Likely, Very Likely)	Impact (Minor, Moderate, Major, Extreme)	Risk Rating (Before controls)
Equipment sharing (applicators, brushes, and supplies)	Moderate	Major	High
Close contact with others	Likely	Moderate	Medium
Costumes and quick changes	Moderate	Minor	Medium
Laundry	Moderate	Minor	Medium

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

Close contact with others

Controls

- Elimination:
 - Not possible during this activity.
- Substitution:
 - Not possible during this activity.
- Engineering:
 - Physical distancing in place where possible.
 - Limits on occupancy of the fitting and makeup areas.
- Admin:
 - Staggered use of makeup spaces to create physical distancing opportunities.
 - Disinfecting and sanitizing spaces between cast use.
 - Handwashing hygiene as recommended by public health between fittings and makeup.
 - Post signage regarding occupancy limits, physical distancing, hand and respiratory hygiene and cleaning/sanitization of shared and personal equipment in prominent places.
 - Training.
- PPE:
 - Wearing procedural or surgical masks by wardrobe workers and cast.

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

Pandemic Operating Procedure

- Use of gloves (non-allergenic where possible).

Equipment sharing (applicators, brushes, and supplies)

Controls

- Elimination:
 - Eliminating crossover usage of brushes and products that come into contact with individual cast members.
- Substitution:
 - Not possible during this activity.
- Engineering:
 - Single-use applicators and makeup where possible.
- Admin:
 - Staggered use of makeup spaces to create physical distancing opportunities.
 - Disinfecting and sanitizing spaces between cast use.
 - Handwashing hygiene as recommended by public health between fittings and makeup.
 - Reduce touching your face with hands and equipment as part of hygiene practice.
 - Post signage regarding occupancy limits, physical distancing, hand and respiratory hygiene, and cleaning/sanitization of shared and personal equipment in prominent places.
 - Training.
- PPE:
 - Procedural or surgical masks to be worn by wardrobe workers and cast.
 - Use of gloves (non-allergenic where possible).

Costumes and quick changes

Controls

- Elimination:
 - Not possible.
- Substitution:
 - Not possible.
- Engineering:
 - Where possible, reduce the number of people involved in quick changes.
 - Physical distancing in place where possible.
 - Barriers between workstations.
 - Quick change booths to limit exposure to other crew members.
 - Limits on occupancy of the wings and dressing rooms.
- Admin:
 - Staggered use of spaces to create physical distancing opportunities.
 - Disinfecting and sanitizing spaces between cast use.
 - Handwashing hygiene as recommended by public health authorities between quick changes and cast wearing costumes.
 - Reduce touching your face with hands and equipment as part of hygiene practice.

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

- Several measures introduced by retail groups to ensure clothing is sanitary including:
 - Steam cleaning
 - Quarantine clothing after cleaning (minimum three days) to ensure any virus is inactive.
- Post signage regarding limits of people in the wings, physical distancing, hand and respiratory hygiene, and cleaning/sanitization of shared, and personal costumes in prominent places.
- Training.
- PPE:
 - Wearing procedural or surgical masks by wardrobe workers and cast.
 - Gowns or smocks for really messy activities.
 - Use of gloves (non-allergenic where possible).

Laundry

Controls

- Elimination:
 - Have performers manage their own laundry where possible. Special consideration for garments that may contain biofluids such as sweat or saliva.
- Substitution:
 - Self-cleaning costumes.
- Engineering:
 - Individualized loads.
 - Containers that hold laundry that are able to be sanitized (baskets vs closing lid containers).
 - Cordoned off laundry area restricted to authorized personnel.
 - Barriers between clean and dirty laundry stations, ironing vs others, reduce hang dry.
 - Limits on occupancy of the laundry rooms.
- Admin:
 - Staggered use of spaces to create physical distancing opportunities.
 - Disinfecting and sanitizing laundry between use
 - spray with 70% alcohol where possible. Dry in well-ventilated areas.
 - Ensure you have methods to sanitize dry-clean only items (see alcohol spray above).
 - Handwashing hygiene as recommended by public health authorities between quick changes and cast wearing costumes.
 - Several measures introduced by retail groups to ensure clothing is sanitary including:
 - Steam cleaning.
 - Quarantine clothing after cleaning (minimum three days) to ensure any virus is inactive.
 - Double or triple up on wardrobe pieces so you can rotate their use.
 - Training.
- PPE:
 - Wearing procedural or surgical masks by wardrobe workers and cast.
 - Consider gowns or smocks if there is a high volume of heavily soiled pieces.
 - Use of gloves (non-allergenic where possible).

EQUIPMENT

This section does not include a list of tools that a worker may require to perform their tasks during the workday. The Supervisor and Worker shall determine what tools are required.

Suggested

- Hair brushes
- Wigs
- Costume racks
- Laundry containers
- Road cases

SAFE WORK PROCEDURE

Follow instructions from your supervisor

Implement the following controls, on the next page, to reduce or eliminate the risk:

Hazard Identified:	Risks Associated (from Risk Assessment)	Risk Rating (with controls in place)	Controls (summary from Risk Assessment)
Wardrobe/costume or wig fitting	Equipment sharing (applicators, brushes, and supplies)	Medium	<p>Elimination: Eliminating crossover of applicators and supplies</p> <p>Substitution: Not possible</p> <p>Engineering: Using single-use products</p> <p>Administrative: Safe Work Procedure & signage, Training</p> <p>Personal Protective Equipment: Face masks, gloves</p>
Wardrobe/costume or wig fitting	Close contact with others	Medium	<p>Elimination: Not possible</p> <p>Substitution: Not possible</p> <p>Engineering: Physical distancing, occupancy limits</p> <p>Administrative: Safe Work Procedure and signage, Training</p> <p>Personal Protective Equipment: Face masks, gloves</p>

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

Wardrobe/costume or wig fitting	Costumes and quick changes	Low	<p>Elimination: Not possible</p> <p>Substitution: Not possible</p> <p>Engineering: Limit those involved in quick changes, provide one costume per cast member</p> <p>Administrative: Safe Work Procedure & signage, Training, reduce touching face with hands or</p>
Wardrobe/costume or wig fitting	Laundry	Low	<p>Elimination: Launder your own</p> <p>Substitution: Not possible</p> <p>Engineering: Limit those involved in laundry processes, provide barriers between laundry activities and persons</p> <p>Administrative: Safe Work Procedure & signage, Training</p> <p>Personal Protective Equipment: Face masks, gloves, smocks</p>

Due to the complexities of each production, and activity we are not able to provide examples of Safe Work Procedures for applicable activities. Procedures should be developed using the guideline presented here and local knowledge, experience, and personnel.

Laundry will have to be managed on a show-by-show basis. Reducing exposure to biofluids should be the priority. Achieving that is possible in many ways, only some of which we covered here.

Costumes and quick changes are a specialized activity with varied requirements based on the show and the venue. Please consult with each other to determine best opportunities for each performance or rehearsal.

Makeup supplies and equipment are also widely used and have much variation. Although we have addressed the topic here, more detail should be developed.

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.

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

REPORTING

Any COVID-19 issues should be reported to the designated COVID-19 representative or pushed through the employer's reporting procedure that is part of their safety program. Review Actsafe's 'Reporting and Communication' guidelines.

- A COVID-19 representative role can be performed by multiple supervisors in an organization, such as:
 - First Aid
 - Crew Chief
 - Department Head
 - Stage Manager
 - Technical Director

SUGGESTIONS

Productions and venues are both involved in these activities and should work together to develop and share what steps are being taken, what procedures are in place, and how to improve prevention efforts through collaboration.

Refer to other industries for other ideas on how to improve your procedures. Hospitals, hotels and catering, and motion picture resources can be useful.