

# Health & Safety Guidelines

## PLUTINO GROUP

---

At Plutino Group, we recognize the importance of adhering to the most up-to-date health & safety guidelines, to ensure the safety of our artists, and everyone on set. We have developed the following recommendations as working-guidelines, which will be constantly evolving & adapting stay current with world-health and government recommendations.

---

MAKEUP & HAIR RESPONSIBILITIES

Pages 3-8

---

CLIENT/STUDIO RESPONSIBILITIES

Pages 9-10

---

STYLING CHANGES (PROPS & WARDROBE)

Pages 11-12

---

EVERYONE'S RESPONSIBILITIES

Page 13

# Makeup & Hair Artist Responsibilities

---

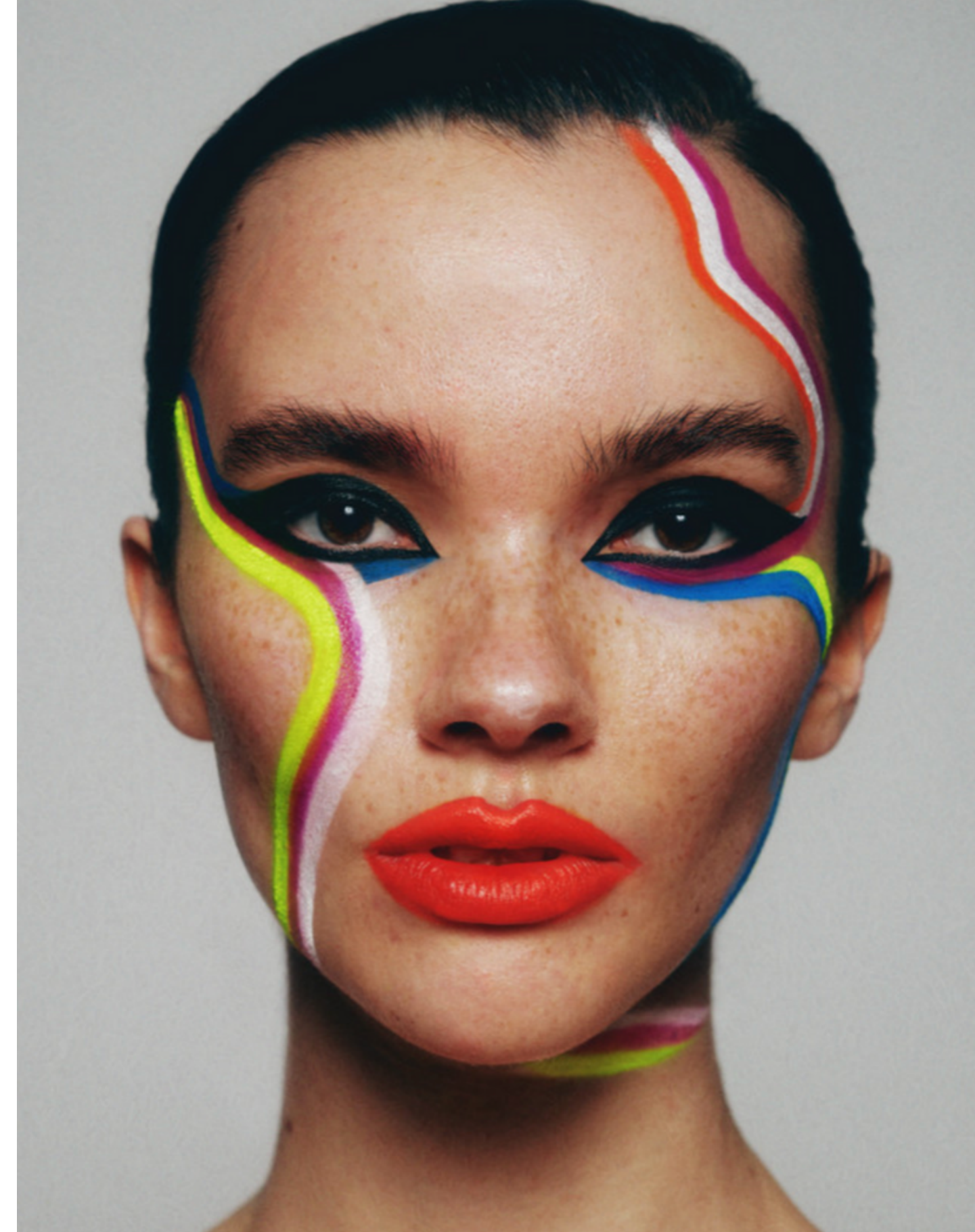
## BARBICIDE COVID-19 CERTIFICATION

All artists must become [Barbicide COVID-19 Certified](#) and complete [Milady Training](#).

---

## THERMOMETERS

All artists should add a thermometer to their kits and be regularly monitoring their own temperature to get a sense of what their normal is. We recognize that temperatures can fluctuate, but when there is any indication of a fever, the artists must disclose this information to their agents as soon as a temperature higher than 38 degrees is registered.



## PPE

- Everyone is to arrive in clean clothes that are immediately removed when they get home.
- A face mask and face shield must be worn for the entire duration of the artists' time on set.
- We recommend that masks be changed several times through out the day, if possible.
- Disinfect your car at the end of the day.
- Put clothes straight into the washing machine after being on set.
- As per CDC guidelines, a cloth mask that fits tightly to the face (no gaping) and covers both mouth and chin, or a medical mask or N95 respirator, in addition to the plastic shield that extends below the chin, is more than adequate protection. While the CDC began advocating the use of cloth masks to help stop COVID-19 transmission in April, laboratory testing "suggests that cloth masks provide [only] some filtration of virus-sized aerosol particles" which is why, with the addition of the shield is touted to be even more protective, in various studies. With the combination of both, we can ensure a very safe experience for makeup application.
- In addition to the artists wearing PPE, models are encouraged to as well. Models can absolutely wear a mask during the entire makeup application. The artist would (after completing all services) simply leave the model to apply their own lip colour to themselves, if preferred.

---

## ARTISTS' KITS

- Artists must wipe down their work-station and chair before starting. Bring paper towels, disinfectant, hand soap. Avoid towels and switch to disposable towelettes.
- Kit must arrive sanitized and ready to go.
- Wash hands before you start, after you finish and regularly throughout the day
- All elements of your kit must be sanitized, the interior and exterior of products, the interior and exterior of carrying bags, the handles and chords of hot tools, the exterior of hair products
- Once a product is touched, it cannot go back in your kit without being sanitized.
- Your kit should not stay open on set, take out what products you intend to use and do not put them back into the bag until they have been sanitized.
- Clean brush rolls, canisters and belts cannot stay open on your set up, especially between models. Only take out the brushes you need for one model. Every brush exposed to air for prolonged periods while you work is now considered dirty and will need to be cleaned, regardless of whether it was used on a model or not.
- Powders cannot be shared between people without being sanitized. Loose powders and a palette are therefore preferred. Even better, a separate palette for each model/person you're working on.
- Do not dip your fingers, clean, gloved or otherwise into any jars (moisturizer, pomade etc). Always use a sanitized metal spatula and a sanitized metal palette.

---

## ARTISTS' KITS (CONTINUED)

- Anything that houses used makeup, brushes or products cannot be transported home to be cleaned in something that houses clean products. Consider a separate 'dirty' bag that takes all your products used on set to be brought home for cleaning before putting back in your kit.
- Creams, liquids and gels should all be removed from their containers with a metal spatula and used from a metal palette.
- Disposable mascara wands, Q-tips, powder puffs and sponges are a given. Do not use beauty blenders which cannot be guaranteed sterile because of the way they hold moisture in the centre.
- While brushes can be sanitized between clients, consider disposable brushes where possible. If model prefers to have their own products/brushes used, this is encouraged as well, with the same sanitization measures applied.
- Between each model, completely reset your station, removing every product you used on the first model.
- Wash hands, change gloves and masks between models.
- Any products that need to be used between models need to be sanitized on the outside between models.
- Keep separate set bags for each model so that each models touch up products and brushes are kept completely separate.
- Hair dryers must be used in a separate room from others. A tented area or well-ventilated/outdoor area is ideal.
- A \$30/day kit fee will be billed to clients for artists to purchase additional PPE and sanitization tools for each booking.

## UV LIGHTS

UV lights are welcome on set, to be used on surfaces whenever possible. Until the data on whether UV lights can kill virus' becomes more clear, we do not require them. But they could be helpful as part of a regular sanitization process.



# Artist Resources

---

FIONA STILES:  
HOW WE CAN  
GO BACK TO  
WORK AS  
MAKEUP  
ARTISTS

Click [here](#) to watch

AMY STROZZI:  
THE  
PREPAREDNESS  
PROJECT

Click [here](#) to watch

JAMA NETWORK  
(MEDICAL  
JOURNAL): N95  
RESPIRATORS VS  
MEDICAL MASKS

Click [here](#) to read

THE MINDFUL  
EXECUTIVE:  
TEMPERATURE  
SCREENING &  
COVID-19

Click [here](#) to watch



# Client/Studio Responsibilities —



- Decontaminating/sanitizing before people enter and during the shoots. Cleaned, separate space must be laid out for hair and makeup with a minimum of 6ft distance from others
- Making it clear that no one is to enter the hair and makeup area at any time during the day that is not the hair stylist, makeup artist or model (after being invited to enter) and only one model at a time
- Absolutely no touching of products from other people on set. No peering into kits. Artists are normally so happy to discuss products and showcase what's new but for the time being, they should be working in a closed off area.
- Final hair and makeup looks should be approved through a test shot on a monitor, not through a visual inspection at the makeup station, keeping people away from the artists' stations, to ensure the station is still set up and clean for adjustments if needed.
- Time must be allocated for proper set up and tear down at the beginning of the day, between models and at the end of the day.
- A garbage can must be available so that they can get rid of disposables as they work that does not need to be touched to throw things out.

# Prop Styling Changes

- More prep time to be allotted wherever possible, as prop houses will be by appointment only with limited people in at once. (Prop stylists will get short time windows to source)
- On jobs where two people are needed for prop pickups, only one person will drive the cube truck, and the second person will follow by car.
- UV lightbulbs in kits: as noted in makeup & hair notes above, they may have the ability to disinfect a space up to 400sq ft in 45 minutes (but it is still TBC on whether they can kill virus'). If client would like this done, no one can be on set during that time (unless you've got special glasses), so time must be allotted for this. Props would require an earlier start, if this measure is taken. Additionally hair/makeup would have to be moved farther away (separate room) while the process is taking place.



# Wardrobe Styling Changes

- More prep time allotted for stylists, as wardrobe houses will be by appointment only, with limited people allowed in at once.
- More lead time, as wardrobe houses require at least 48 hours for an appointment. As well, with limited customers allowed in stores, stylists will be doing a larger percentage of ecomm pulls, and waiting on shipments.
- Client/producer must provide an industrial-grade steamer on set, in order for the stylist to effectively sanitize wardrobe.
- Budgets will need to be increased to cover new increased/rental cleaning fees (see attached document from Liberty Wardrobe, for example)
- To avoid having multiple models trying on the same garment, budgets will also need to be increased to cover multiples of each garment rented/purchased, so that wardrobe sharing doesn't happen. Each look must be bagged per model, to avoid any cross-contamination.



# Everyone's Responsibilities

- Every agency, production company and client should commit to full disclosure. If anyone on set is found to have been exposed, share that information with EVERYONE. Full agreement that if you are exposed you will STAY HOME is required. And with that comes no judgement if someone reveals their exposure or has to call in sick. If anyone feels unwell, whether you suspect COVID or not, STAY HOME. Any illness contributes to a weakened immune system and could hurt someone else more than you. This includes models and all crew... everyone!
- Phones: Clean them constantly and stay off them as much as you can.
- Back-ups: The need for potential back ups for everyone on set (artists and models) if they develop symptoms days before or day of.
- Oximeter and a forehead thermometer: we recommend that everyone take regular readings of themselves so that they can get a sense of what their normal is. An oximeter is also supposed to reveal one of the more dangerous symptoms of COVID before you feel it. Everyone on set should be taking a reading the night before being on set, as well as the morning of.

PLUTINO GROUP

Contact [leila@plutinogroup.com](mailto:leila@plutinogroup.com) with questions/concerns.