

P1M

P1M

SOS

SAFE ON SET



Photo by Carlyle Routh
Model Kylie Houston
Makeup by Sabrina Rinaldi



COVID-19

Back to Work Best Practices

P1M doesn't suggest the following will prevent the transmission of *COVID-19*, but has developed these guidelines as a set of best practices to help educate and keep it's artists, client and industry peers safe on set.

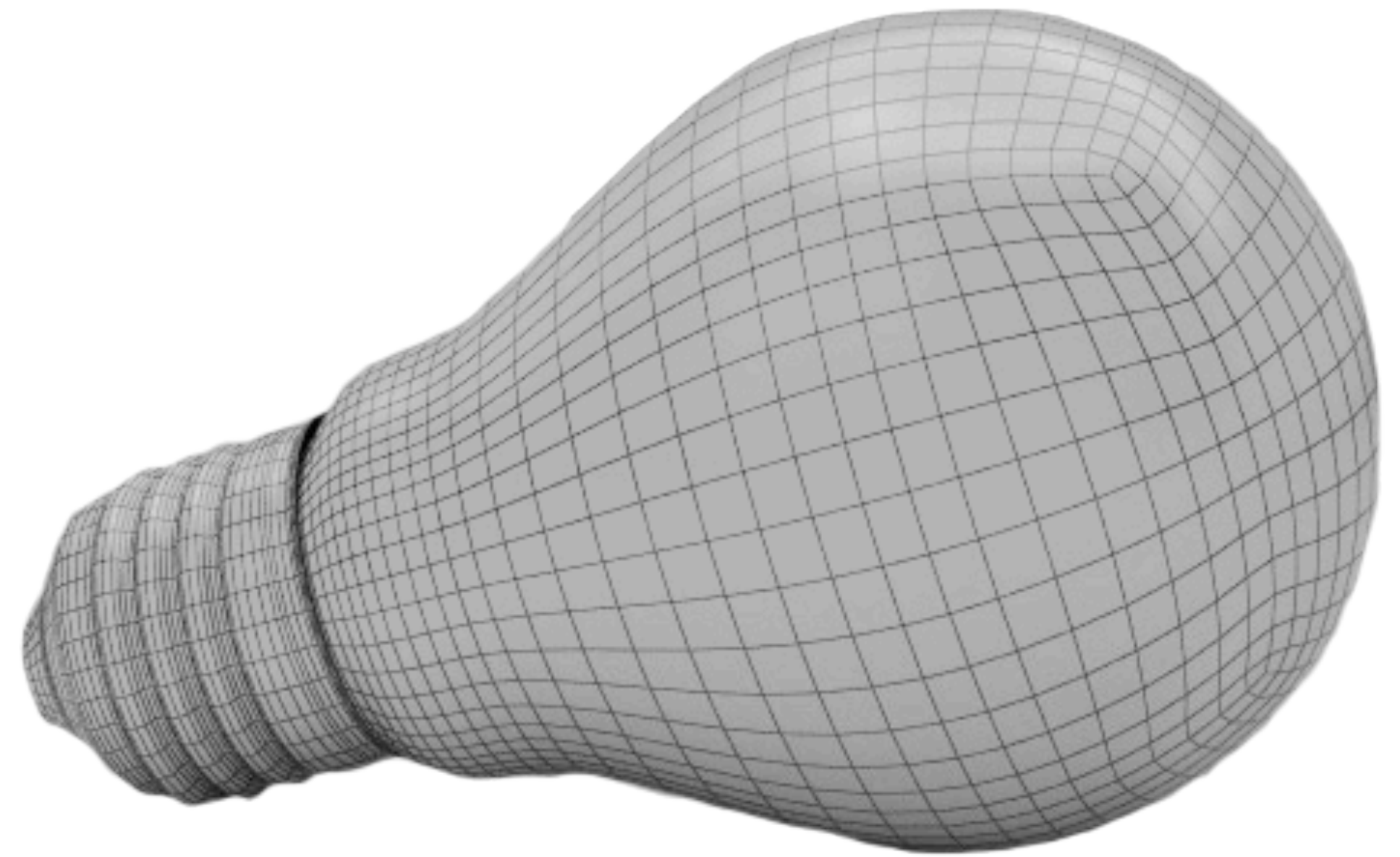
The suggestions below are based on available public information, the advice of Industry Professionals, reliable Sanitation platforms, Provincial standards, and suggestions from the *Chief Medical Officer of Canada*.

In addition to the suggestions, please exercise a higher degree of caution in all your interactions on set.

PROTOCOL

FOR ALL ART ISTS

COVID-19
Back to Work Best Practices



**GENERAL GUIDELINES
FOR ALL ARTISTS**

- If you have any of the following symptoms, please alert the P1M contact who booked you for set day:

Fever, dry cough, body aches, headaches, sore throat, shortness of breath or loss of taste/smell

- Please let us know if you've been in contact with anyone who has tested for COVID-19 in the past 14 days.

- Please always err on the side of caution with symptoms or any information you feel might be important to share with us. P1M has a plan in place to replace you on set if needed. Your health and wellbeing is first priority at this time.

01

PRE SCREENING

Safety Products

- Multiple face masks.
- Medical grade, clear face shield that can be cleaned and disinfected.
- Multiple pairs of latex or nitrile gloves.
- Clear plastic eyewear (optional).
- Lab coat or smock (optional).
- All products not in manufacturer packaging **MUST** have a clear label with contents, these could include cosmetic products, or any liquids.
- Spray bottle with 70% Alcohol, disinfectant spray, or 70% Isopropyl Alcohol and microfibre cloth.
- Alcohol based Hand sanitizer (at least 60%) Alcohol-free hand sanitizers are known to reduce microbes but are less effective than alcohol.
- Review sources for helpful industry-specific information. Such as @sanitationconversation

Take the online courses sent out by P1M to learn more about cleanliness and proper cleaning methods/best practices.

02

BEFORE SET CHECKLIST

On Set

- Consider your travel to and from set - if car pooling with assistants or other team members, be sure to wear PPE and take extra care and precautions.
- It is important to consider what you bring to set, please try to utilize plastic bags/suitcases in lieu of cloth as these surfaces can be easily disinfected. If plastic is not available, please ensure your bags are disinfected with the appropriate cleaning products when brought inside.
- Remove outdoor coat or jacket promptly when arriving to set, and keep in an area away from communal spaces.
- Be sure to verbalize all of the safety precautions you are taking with the model, client and crew. This will help put others at ease, and show them you are prioritizing their health and safety.
- You may be asked to wear shoe covers on set, or client may ask you to bring indoor shoes.
- Your face mask must be changed if/when it becomes damp, and after lunch. Avoid moving and touching your mask throughout the day.
- Regular hand washing is encouraged over the use of gloves on set, but gloves should be available for use at any time.
- Where possible, use a mask and face shield, or clear eyewear.
- If you have long hair, consider keeping it tied back.

03

ON SET CHECKLIST

On Set (cont.)

- Please consider keeping your nails short for easier hand washing.
- Ensure hands are washed before and after coming in contact with the model, food consumption, and touching any communal items or surfaces.
- Bring own water bottle and thermos, and cutlery to set to reduce the need to use communal spaces and appliances.
- When you touch common areas (door knobs, light switches) use your elbow where possible, or sanitize area first.
- If you are a smoker or snacker, please be aware you are touching your mouth more frequently. Please consider limiting while you are on set.

After Set

- Upon return home, remove all clothing to be laundered and switch to indoor clothing and shoes.
- For clothing that cannot be washed easily (ie coats), allow 3 days in a garment bag before wearing again. Alternatively, an industrial steamer reaching 167 degrees celsius can be used to disinfect clothing.

04

ON SET/ AFTER SET CHECKLIST

Proper Use of PPE

Masks

- Before putting on a mask, hands must be cleaned with soap and water or hand sanitizer.
- Mask should cover mouth, nose and chin with no gaps between your face and the mask.
- Don't move your mask to other parts of your face, ie wear it under your chin or on your head.
- Avoid touching or adjusting the mask while wearing it. If you do, wash hands with soap and water or hand sanitizer.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- When removing the mask, take it off from the ear loops and do not touch the front of it. Discard immediately into a closed bin or sealed plastic bag. Clean hands with soap and water or hand sanitizer.

Lab Coats

- If wearing a lab coat or smock on set, be sure to have it freshly washed and bring to set in a garment bag or protective plastic covering.
- Lab coat should not be worn on your commute. It should be removed from garment bag and put on once you have arrived to set and have washed your hands and disinfected your work station and kit.

05

PROPER
USE OF
PPE

Proper Use of PPE (cont.)

Gloves

- Wearing gloves should not be used as a substitute for hand washing, and regular hand washing is preferred in most cases.
- Gloves can be used to reduce the risk of direct contact with communal or potentially contaminated surfaces, but should be changed frequently or removed following this.
- After removing gloves, be sure to wash hands with soap and water.
- Avoid touching your mouth and eyes while wearing gloves.

Face Shields

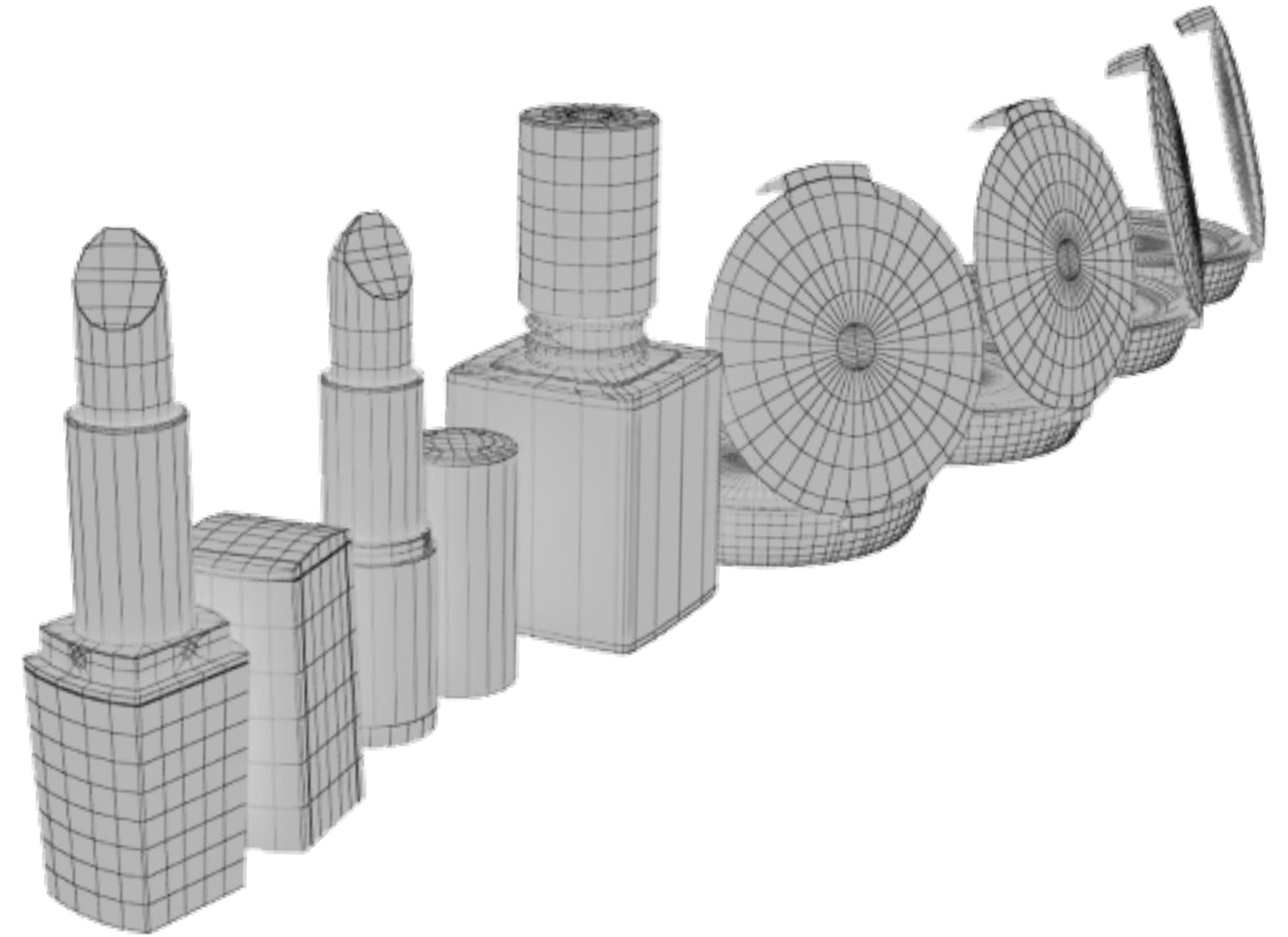
- Face shields are generally not used alone, but in conjunction with other protective equipment
- Ensure hands are cleaned with soap and water or sanitizer before putting on the face shield on, whenever you touch or adjust it, and after removing it.
- Before putting on face shield and immediately after removal, be sure to sanitize both sides of the shield.

06

PROPER USE OF PPE

MAKE UP ART ISTS

COVID-19
Back to Work Best Practices



**CATEGORY SPECIFIC
GUIDELINES**

Safety Products

- Single-use sponges, mascara wands, handshields
- Please have a full set of disposable brushes should this be requested by model
- Consider avoiding the use of reusable tools like Beauty Blenders. Alternatively look at ways of disinfecting them, like microwaving.
- Plastic container/tray for on set products (no soft/canvas bags)
- Metal pallet and spatulas
- One full set of sanitized brushes per model.

To Do

- Prior to going back to work, as well as before each shoot day, do a deep clean of entire kit including pouches, containers, brushes and products.
- Prepare a sealable container or bag for used products and brushes.
- Brushes and used makeup/products to be disinfected after each use.
- Clean brushes must be disinfected, consider putting them into a self-sealing clear bag to keep sanitized prior to set day.

01

MAKE-UP ARTISTS

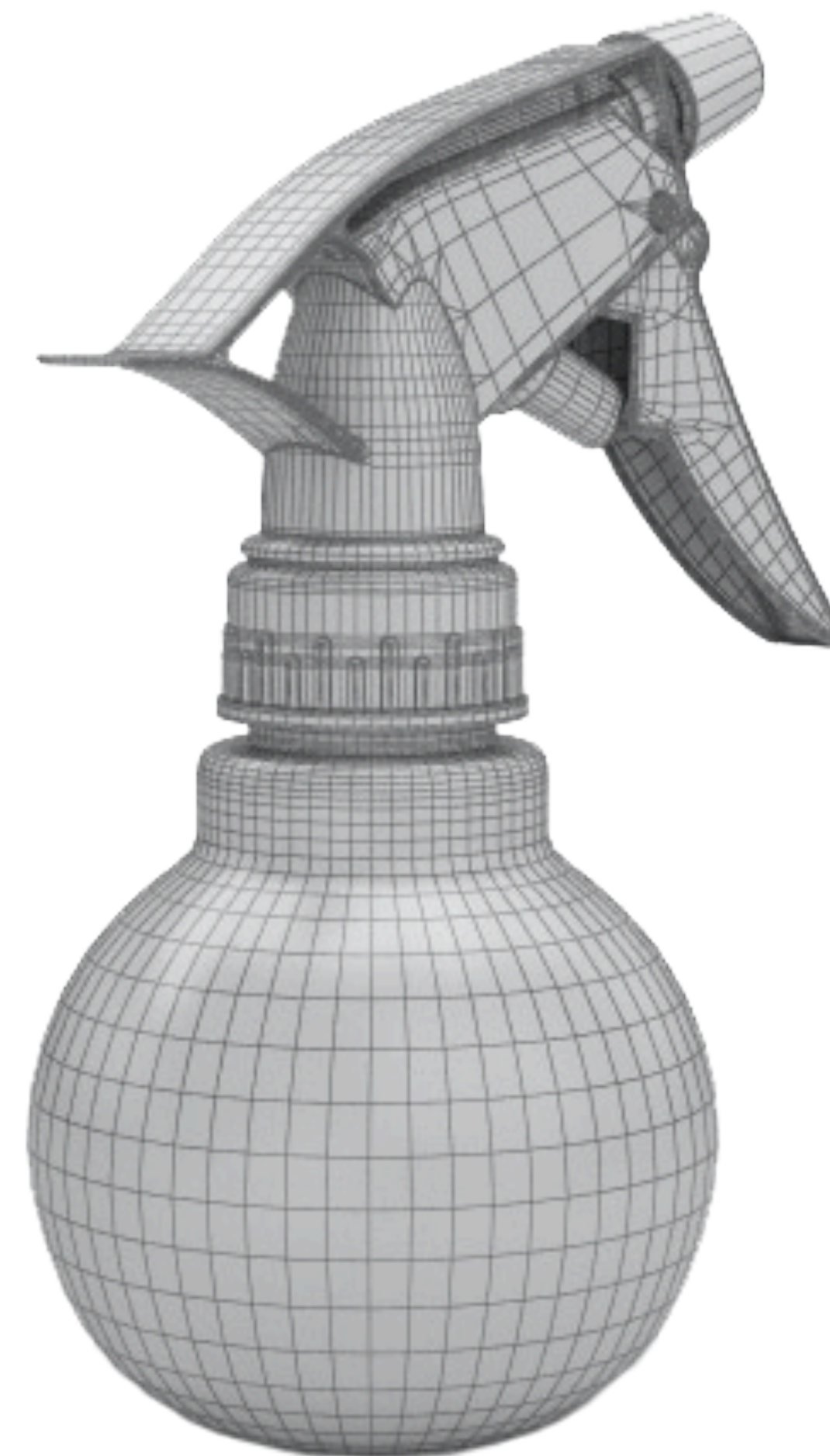
On Set Check-list

- Hair, makeup, and nails should no longer happen at the same time.
- Hair and nails should be completed before makeup so the model can wear a mask during these services.
- Wear a mask while on set, and a face shield while applying makeup to model(s).
- Disinfect the entire station including the countertop, chair, makeup product storage case, and any other surfaces you may touch. This should be done at the start of the day, and again for any additional model that comes to set. Make sure to allow 10 minutes to air dry before beginning to start work at your station.
- Use plastic pouches or containers that are labeled “sanitized” and “used” to create separation between items on set. Any product bottles or containers that are touched must go into “used” and sanitized before returning to kit so as not to contaminate the rest.
- With the exception of doing makeup on the model, maintain a distance of 6 feet with others on set. If this proximity cannot be maintained with someone for any reason, ask permission before entering their personal space.
- After set wash and disinfect all tools, brushes and product. Brushes should be allowed 3 days to remove any fomites before placing in sealable bag. Ensure you have multiple brush sets so you are able to rotate them where needed to allow adequate time between uses.

02

MAKE-UP ARTISTS

HAIR STY LISTS



**CATEGORY SPECIFIC
GUIDELINES**

Safety Products

- One set of sanitized brushes, combs, tools, and hair accessories per model.
- Avoid use of blow dryers as it can spread droplets.

To Do

- Prior to going back to work, as well as before each shoot day, deep clean entire kit including pouches, containers, brushes and products.
- Prepare a sealable container or bag for used products and brushes.
- Brushes, combs, tools and hair accessories must be sanitized after each use.
- Consider putting clean brushes, accessories and tools into a self-sealing clear bag to keep sanitized prior to your set day.
- Take the online **COVID - 19 Barbicide** course.

01

HAIR ARTISTS

On Set Check-list

- Hair, makeup, and nails should no longer happen at the same time.
- Hair and nails should be completed before makeup so the model can wear a mask during these services.
- Wear a mask and face shield or clear plastic eyewear.
- Disinfect the entire station including the countertop, chair, hair product storage case, and any other surfaces you may touch. This should be done at the start of the day, and again for any additional model that comes to set. Make sure to allow 10 minutes to air dry before beginning to start work at your station.
- Use plastic pouches or containers that are labeled “sanitized” and “used” to create separation between items on set. Any product bottles or containers that are touched must go into “used” and sanitized before returning to kit so as not to contaminate the rest.
- Any product bottles that are used or touched must also be disinfected with a wipe before/after use to not contaminate the rest.
- With the exception of doing hair on the model, maintain a distance of 6 feet with others on set. If this proximity cannot be maintained with someone for any reason, ask permission before entering their personal space.

02

HAIR ARTISTS

FASHION ION STY LISTS

COVID-19
Back to Work Best Practices



**CATEGORY SPECIFIC
GUIDELINES**

Safety Products

- Access to an industrial steamer, either brought by you or arranged to be at studio.
- Disinfectant Fabric Spray - ie OdoBan, Lysol Fabric Disinfectant, Tide Antibacterial.

To Do

- Prior to going back to work, as well as before each shoot day, deep clean entire kit including pouches, clips, tools.
- Prepare a sealable container, or plastic garment bag for used/worn clothing items, jewelry, accessories, shoes and clips.
- Disinfect Jewelry, Accessories, and Shoes before arriving to set.
- Please attempt to disinfect any clothing brought to set for models (this can include leaving clothing in packages for 3 days, or using a light disinfectant spray on each garment prior to packing up for set).
- Pull garments and shoes for **one model only** in mind, garments should not be interchanged on set.
- Create a separation between areas for unworn and worn garments. It is recommended that all used garments be placed in sealed garment bags.

01

FASHION STYLISTS

On Set Check-list

- Use plastic pouches or containers that are labeled “sanitized” and “used” to create separation between items on set.
- Disinfect your workstation and any other surfaces you may touch. This should be done at the start of the day, and again for any additional model that comes to set. Make sure to allow 10 minutes to air dry before beginning to start work at your workstation.
- Clothes can only be tried on by one model before they are considered “used” and must be put into a sealable bag.
- All clothing on set must be steamed carefully with industrial steamer at 167 degrees Celsius. This step should be repeated for all any garments worn by model and additional option before packing up.
- Decide with the client what to do with worn garments - if items are being returned, client is keeping, or if the artist is keeping.
- If worn garments must go back with you home, they should be disinfected, steamed at over 167 degrees Celsius, or left for 3 days to remove any fomites present.
- With the exception of dressing the model, maintain a distance of 6 feet with others on set. If this proximity cannot be maintained with someone for any reason, ask permission before entering their personal space.

02

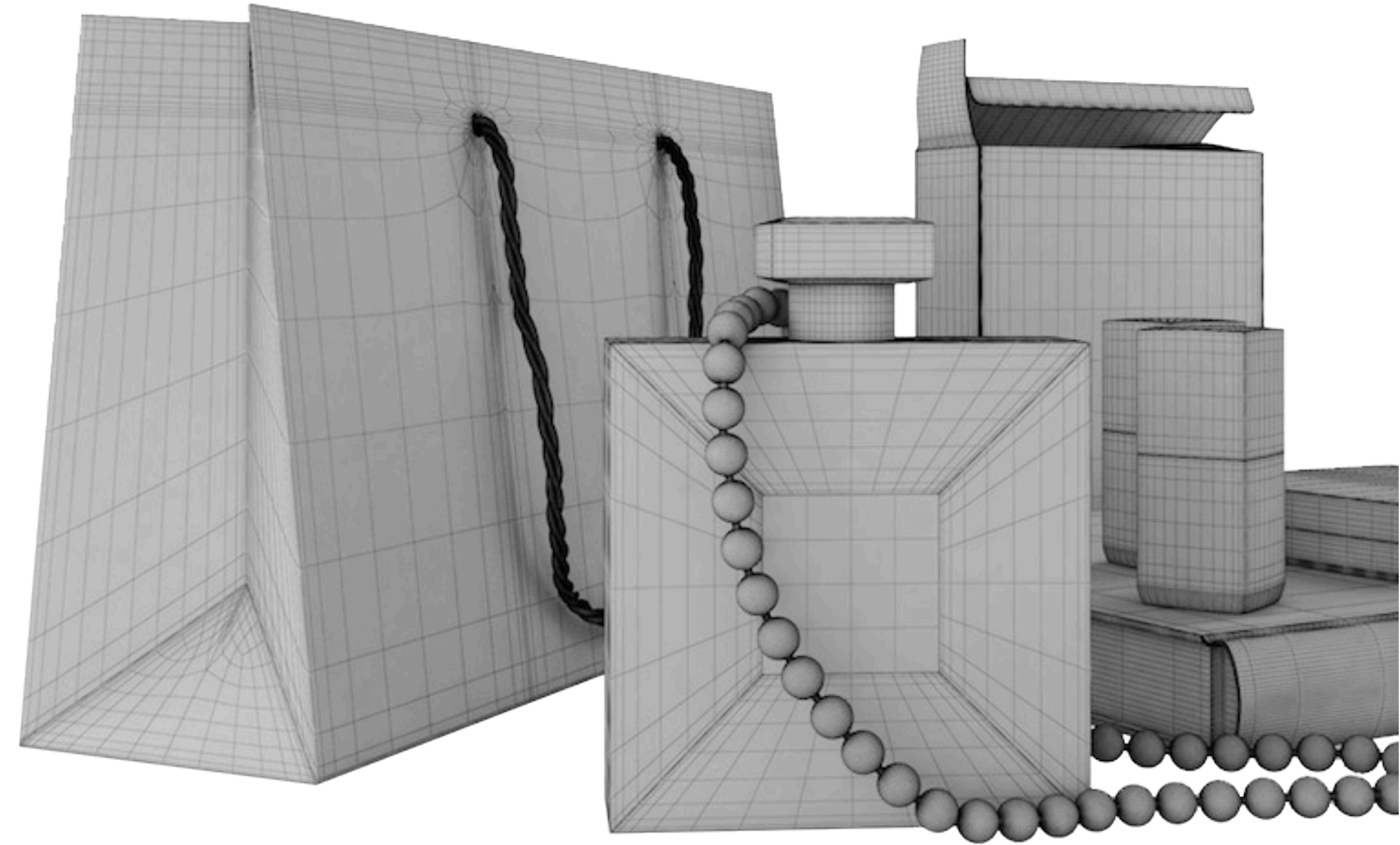
FASHION STYLISTS

PROPS

&

OFF

FIGURE



COVID-19
Back to Work Best Practices



**CATEGORY SPECIFIC
GUIDELINES**

Safety Products

- Access to an industrial steamer, either brought by you or arranged to be at studio
- Disinfectant Fabric Spray - ie OdoBan, Lyson Fabric Disinfectant, Tide Antibacterial
- Extra bags or bins needed to sort props that have been used/touched and unused.

To Do

- Prior to going back to work, as well as before each shoot day, deep clean entire kit including all tools.
- Prepare a sealable container or plastic bags for used items.
- Please disinfect all items/props you are bringing to set, as well as any items provided for you to work with.
- All fabric items must be steamed carefully with industrial steamer at 167 degrees Celsius, or sprayed with Disinfectant Fabric Spray.
- All non-fabric surfaces should be wiped down with Disinfectant Spray or 70% Isopropyl Alcohol.
- For items that cannot be sprayed or steamed, leave items in plastic bags for up 3 days to remove fomites depending on type of surface.

01

PROPS & OFF FIGURE

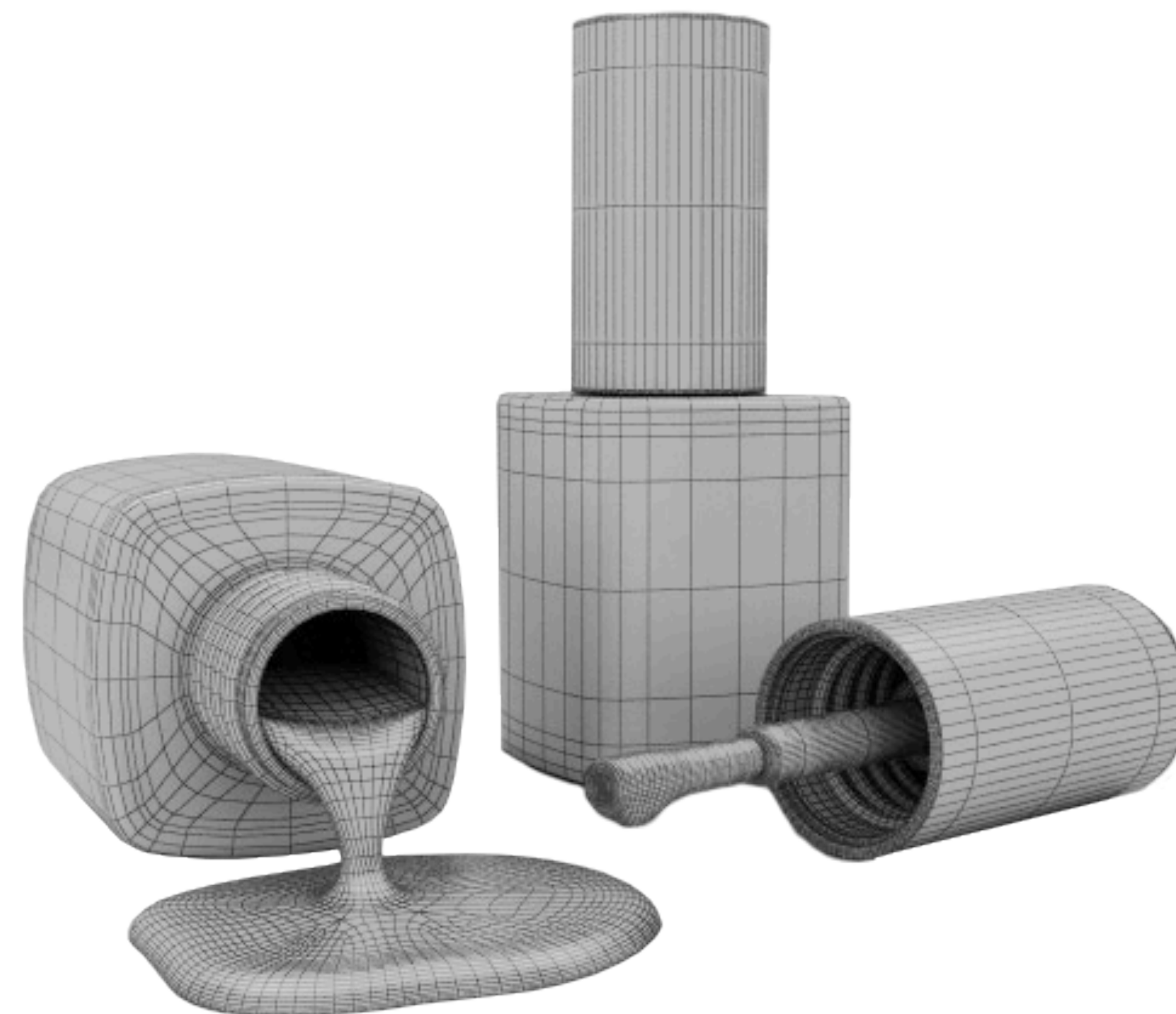
On Set Check-list

- Disinfect your workstation and any other surfaces you may touch. This should be done at the start of the day, and again if any other crew members touch items at your workstation, or additional items are put out. Make sure to allow 10 minutes after disinfection to air dry before beginning to start work at your station.
- Use plastic pouches or containers that are labeled “sanitized” and “used” to create separation between items on set.
- Maintain a distance of 6 feet with others on set. If this proximity cannot be maintained with someone for any reason, ask permission before entering their personal space.
- Decide with the client what to do with used items from set - if they're being returned, client is keeping, or if the artist is keeping.
- All items going home with you should be disinfected using the same method used prior to bringing to set - steamed, wiped down with disinfectant or 70% spray, or left in sealed plastic bags for up to 3 days to remove fomites depending on type of surface.

02

PROPS & OFF FIGURE

MANI CUR ISTS



**CATEGORY SPECIFIC
GUIDELINES**

Safety Products

- Plastic container/tray for files, clippers etc
- Disposable Paper Lap Towel or Paper Towels
- Disposable Pedicure Slippers - not to be reused
- Nitrile (latex free) gloves

To Do

- Stainless Steel implements such as cuticle nippers, pushers nail clippers clippers, tweezers and must washed and scrubbed with soap and warm water and then submerged in or wiped with a hospital grade disinfectant.
- Prior to going back to work, as well as before each shoot day, do a deep clean entire kit including pouches, containers, brushes and products.
- Prepare a sealable container or bag for used items.
- Nail polish that is used or touched must also be disinfected with a wipe before/after use to not contaminate the rest.
- Prepare a kit for EACH model on set in a Sterile Sealed Package:
 - Nail File and Buffer (new and unused)
 - Pusher and Nipper (stainless steel)
 - Foot file (stainless steel with a built in metal file or replaceable sand paper)

01

MANI- CURISTS

On Set Check-list

- Hair, makeup, and nails should no longer happen at the same time. Nails should be completed before makeup so model can wear a mask.
- Wear a mask and face shield, or clear eyewear.
- Use plastic pouches or containers that are labeled “sanitized” and “used” to create separation between items on set. Any product bottles or containers that are touched must go into “used” and sanitized before returning to kit so as not to contaminate the rest.
- Disinfect the entire station including the countertop, chair, product storage case, and any other surfaces you may touch. Make sure to allow 10 minutes to air dry before beginning to work at your station.
- Hands should be washed often and regularly where there is a sink available. Before and after contact. If wearing gloves they gloves must be replaced once they have come in contact with a person or surface.
- With the exception of during services, maintain a distance of 6 feet with others on set. If this proximity cannot be maintained with someone for any reason, ask permission before entering their personal space.

02

MANI- CURISTS

On Set Check-list (cont.)

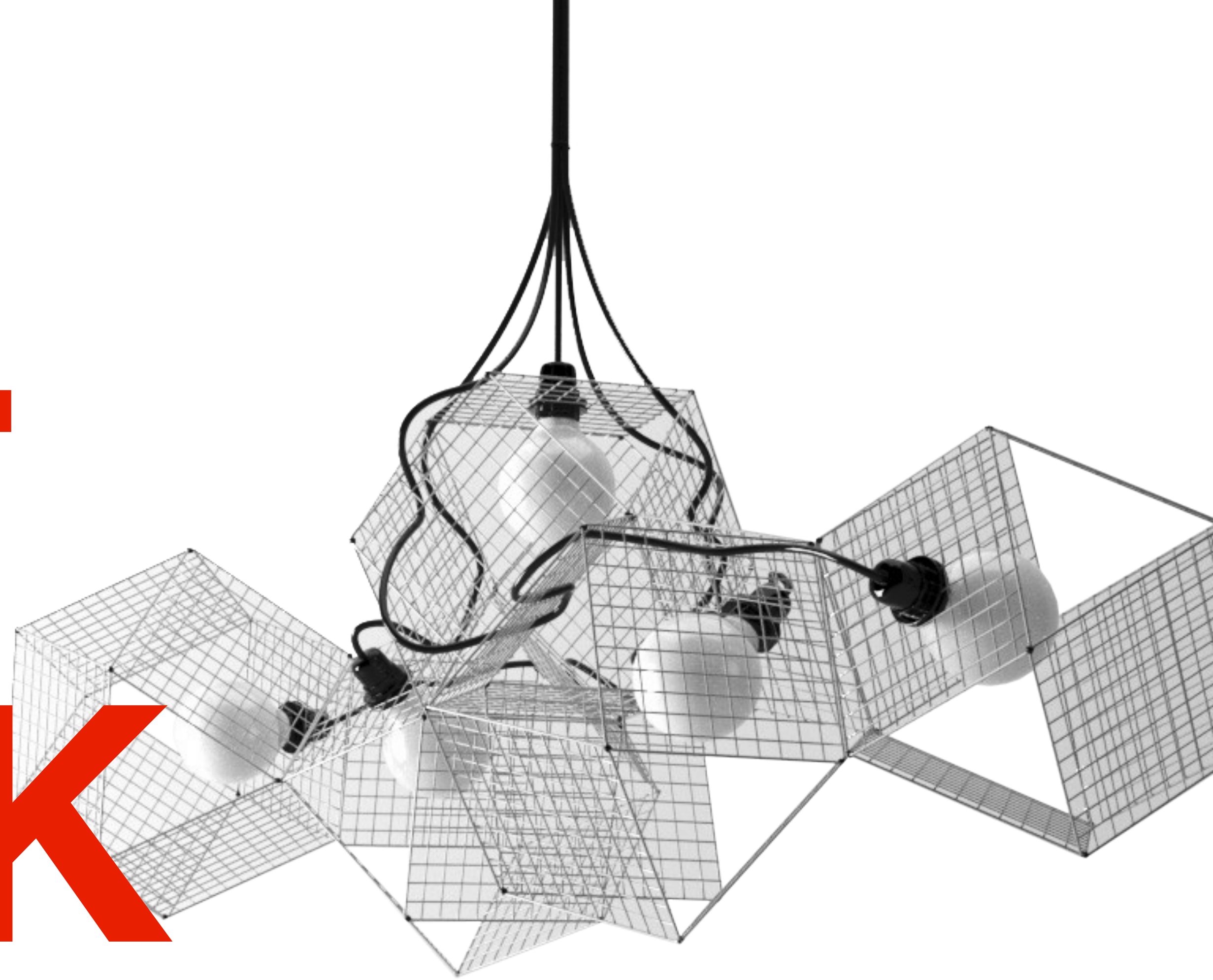
- Once manicure is complete and you are packing up, place the tools back into the used sterile packet to refrain from contaminating the rest of your kit and then follow proper disinfection protocol.
- Acetone pumps, moisturizers, cuticle treatments, base coat and top coat should be on a separate washable tray or unit during use and must be wiped down with a Disinfecting wipe before and after use.
- Be sure to verbalize all of the safe precautions you are taking with the model, client and crew. This will help put others at ease, and show them you are prioritizing their health and safety.

03

MANI- CURISTS

CLIENT CHECK LIST

**RECOMMENDATIONS
FOR OUR CLIENTS**



COVID-19
Back to Work Best Practices



Pre-Screening for Crew

- Please ask crew if they've experienced any of these symptoms in the past 14 days:

Fever, dry cough, body aches, headaches, sore throat, shortness of breath or loss of taste/smell
- Please let us know if any crew members have been in contact with anyone who has tested positive for COVID-19 in the past 14 days.
- Please always err on the side of caution with symptoms or any information you feel might be important to share with us. P1M will work with you to help find solutions that will work for your project while keeping everyone's health and wellbeing as first priority.

01

PRE
SCREENING

Before Set Check-list

- The studio is disinfected and cleaned each day prior to the shoot.
- Ensure studio is large enough to accommodate the number of people, and allows 6 feet of social distancing
- Please ensure the work stations have ample table space. New protocols will require separation of clean and unclean items, as well as increased sanitation products.

Model considerations:

- Please ask model to wash hair the morning of the shoot, and keep hair tied back for the commute to set.
- Please ensure the model brings own mascara to set.
- Please let P1M team know if model prefers to use her own makeup or makeup brushes, our makeup artist will be happy to accommodate.

02

BEFORE SET CHECKLIST

Safety Products

- Alcohol-based Hand Sanitizer, minimum 60% alcohol.
- All products not in manufacturer packaging must have a clear label with contents, these could include cleaning products, or any liquids.
- Please have at least one of the following for communal use - Spray bottle with 70% Alcohol, disinfectant spray, 70% Isopropyl Alcohol and microfiber cloth, or disinfectant wipes.
- Barbicide container and product for hair workstation for tool sanitization.
- Garbage cans with lids around set, ideally at each workstation.
- Please consider the storage of coats or jackets on set - we would recommend having disposable clear plastic garment bags to cover each coat so they are not touching each other in any closets on set.
- Please consider storage of personal items such as purses, cell phones etc., as they should not be left in communal areas around set. Consider individual plastic bins that can be disinfected after each shoot day.
- **Industrial steamers must be present on set for use by Fashion, Props and Off figure Stylists. Temperature must reach above 167 celsius in order to disinfect garments and most handheld steamers do not reach this level.**

03

BEFORE SET CHECKLIST

Best Practices

- Individually packed lunches and disposable cutlery, cups, plates.
- Artists will be instructed to bring their own water bottles, but in an emergency situation please have a few bottles of water on hand.
- Allow 15 minutes prior to the model arriving at the start of the day for the each artist to properly disinfect the stations, as well as 15 minutes before any additional models come to set. After disinfecting, the workspace must air dry for 10 minutes.
- Please ensure that workstations have larger table top surfaces than usual. Artists will need to create separation between clean/unused and used items, as well as need more space for sanitization.
- Please factor hourly group breaks into schedule to wash hands while on set.
- Create clear protocols around the use of studio bathrooms. Sanitizing products should be accessible, as well as disposable hand towels.
- The crew should be given clear instructions on who should be in front of the monitor, and when. Consider multiple monitors around the studio if the job requires many eyes on the photos.

04

ON SET CHECKLIST

Best Practices (cont.)

- Please be mindful of having only necessary team members on set, and discouraging visitors.
- Due to COVID-19 and the additional hard costs required for sanitization and disinfection, a \$30 kit fee per day will be added to each artist's billing.
- Provide disposable shoe covers to crew, or ask them to bring indoor shoes to set.
- Please encourage crew to be aware of what they bring to set. Plastic bags or suitcases are preferred over cloth, as these surfaces can be easily disinfected
- For any props or wardrobe items used on set, discuss a plan with the artist to determine if items will be returned, if client is keeping them, or if artist is keeping them.

05

ON SET CHECKLIST

Hair Make-up & Manicure Considerations

- Hair, makeup, and nails should no longer happen at the same time. Hair and nails should be scheduled before makeup so the model can wear a mask during these services.
- Model's mask will have to be removed for makeup application, but makeup artist will be wearing a mask and medical grade face shield for extra protection.

Off Figure, Props and Styling Considerations

- Additional time will be needed at the start and end of day, as well as between shots to sanitize items.
- All hard goods will be wiped down or sprayed where possible
- All clothing will need to be thoroughly steamed to sanitized before use.
- Limited access to/longer wait times to get into stores and possible health risks in visiting malls means online prep may be preferred method of prep. Please allow longer lead time for this.
- Concrete direction will be requested so less options are brought to set. Consider utilizing a digital approval process to help limit items and reduce risk of outside contamination.
- Clothing and props will be pulled for one model in mind, as wardrobe cannot be shared between models.

06

ON SET CHECKLIST

P1M COMMIT MENT

WHAT ARE
WE DOING



At this time, our top priority is the health and safety of our artists, clients and industry partners.

Here is our commitment to you:

- Clear lines of communication and transparency with all parties
- On-call program for agents to be available for any after hours and before hour calls
- Guarantee that all artists booked through P1M have taken online courses on sanitation, and been briefed on best practices outlined in this document

01

**OUR
COMMIT-
MENT
TO YOU**

THANK
YOU

P1M

**This protocol was created to spark conversation and build trust
between all parties as we plan to go back to work.**

Your questions and comments are welcome.

We are looking forward to collaborating with you!

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