

COSTUME STUDIO

FITTINGS PROCEDURE: Preliminary Stage 4 Exceptional Circumstances: Covid 19

LAST REVIEW: 02/10/2020 by

Declaration of Health:

We ask that anyone coming to the Frozen Costume Studio fills in the emailed declaration of health form 24 hours beforehand. If you display any symptoms of Covid 19 please do not attend the fitting. Everyone's health and safety is more important and we can reschedule.

Studio Cleaning:

Studio will receive a full clean with additional attention to high contact areas: door knobs, and surfaces.

The costume studio is cleaned regularly by professional cleaners and the staff working are constantly wiping down surfaces and high contact points.

In addition the studio receives regular Zoono fogging treatments

Quarantining of Costumes:

The costumes will be collected having been sprayed with anti viral spray (Zoflora)

<https://www.zoflora.co.uk>

and pre-wrapped 48 hour quarantine before the fitting.

If you are allergic to this kindly let us know asap.

Travel to the studio:

- If you are travelling by car there is parking This is sadly not free.
- If you are travelling by public transport please wear a face covering. The nearest hub point is
- There is cycle storage. Please bring your own lock.
- Please do not arrive too early for the fitting or we may not be able to let you in due to social distancing measures that have been put in place.

Arrival at the studio: Please wear a face covering

**** IF YOU HAVE THE NHS APP ON YOUR PHONE PLEASE CHECK IN USING THE QR CODE DISPLAYED ON THE DOORS OF THE STUDIO****

- We kindly ask that you arrive at your fittings freshly showered in clean clothes. However, we understand that sometimes you may need to come straight from work or a class, so showers are available before the fittings. Clean towels and soap can be provided. Please allow time to do this before your fitting starts.
- The showers will be cleaned thoroughly before use, using antiviral spray with particular attention to high contact areas.

- We will be unable to serve anyone with water or hot drinks. If you bring your own water bottle/ hot cup you can help yourself. We ask that you clean this on arrival at the studio. We will provide antiviral wipes.
- We will ask you to place all outside coats/ clothes and bags in a sanitised area. Please only bring the essentials with you to the fitting and be prepared to wipe/spray them down.
- Wash your hands thoroughly for at least 20 seconds before picking up PPE ready for the fittings. Hand washing facilities and soap is provided.
- Hand sanitiser is available across the studio.
- The studio is well ventilated and windows will be open to allow fresh air to circulate.

During the fitting:

- Performers and costume makers will be given a disposable face covering (non surgical mask) and a plastic visor to wear. This will have been cleaned and sealed in a bag.
- Only when it is essential to come within 1 metre of the performer will that happen and for no longer than 15 mins at a time, and when possible only by the costume maker.
- Where possible only the costume maker and performer will touch the costumes being fitted.
- In some fittings there will be a textile artist who will also need to be in close contact. They will follow the same protocol as the costume maker.
- The costume maker will fit using a sterilised kit, treated with antiviral spray and UV light. This equipment will be sealed in a bag. Only the costume maker will touch this kit, and they will be asked to wipe it down after use, before it then gets UV treated for the next person.
- Notes and photographs will be taken by the supervisor from a 2 metre distance.
- Only essential studio personnel will be present at the fitting, and will work to the 2 metre social distancing rules.
- At all other times at the studio the 2 metre social distancing measures will be in place along with the wearing of face coverings for all studio staff when away from their desks.

After the fitting:

- The performer is welcome to take a shower if they want. Towels will be provided. They should change back into the clothes that they wore in, that can be spray with antiviral spray if they choose.
- The fitted costume will be sprayed with antiviral spray and sealed. It will be held in quarantine for 48 hours before being returned to the costume maker.

Post Fitting:

- Track & Trace: if you were to receive an alert that you have been in contact with someone who has tested positive for Covid 19 please inform us asap.
- If we learn that any of our team has received an alert that they have been in contact with someone who has tested positive for Covid 19 we will let you know asap.

