

Costume & Wardrobe Covid 19 Method Statement for High Risk Activities

This section has been written to show examples of how Covid Safe practices could be applied to tasks that take place in Costume & Wardrobe.

They are by no means the only options and are suggestions.

Always refer back to the guidance and apply it to your own working space.

If you have any questions or want advice you can email CITA at cita.covid.queries@gmail.com

We have identified costume fittings, quick changes and laundry as the most complex, high risk tasks.

It is very useful to create checklists that help you follow the steps. An example of this can be found in our supporting documents file.

Costume Fittings: Example: Frozen Costume Studio

Prior to the fitting:

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.

We will ask you to provide us with a contact telephone number, and address where you will be for the following 14 days to comply with the Government Track & Trace system. These records will be destroyed after 14 days.

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 has received a Zoomo fogging treatment.

Quarantining of Costumes:

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

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

and pre-wrapped to allow for a 48 hour quarantine before the fitting.

Arrival at the studio:

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.

Performers are asked to bring clean clothes to change into if travelling by public transport. Showers are available if they prefer. The time to do this will be included in the fitting time. The showers will be cleaned thoroughly before use, using antiviral spray with particular attention to high contact areas.

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 sanitiser is available across the studio

During the fitting:

Performers and costume makers will be given disposable face covering (non surgical mask) and a plastic visor to wear. The visor will have been cleaned and sealed in a bag with their name on it. The performer does not have to wear any face covering if the costume staff are wearing a visor although they may choose to.

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 if possible only by the costume maker.

If possible only the costume maker and performer will touch the costumes being fitted.

The costume maker will fit using a sterilised kit, treated with antiviral spray and UV light. This equipment will be sealed in a bag with the costume maker's name on it. 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.

After the fitting:

The performer is welcome to take another shower if they want.

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 Tasha 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.

Costume Quick Change: Example: West End long running show

SINGLE QUICK CHANGE WITH ACTOR WEARING TROUSERS SHIRT AND BRACES
<p>Talk with the performer before the change is necessary and remind them to put all discards in the basket to the side. Choreograph the change to ensure you are not working face to face. Where possible ask them to do as much as they can on their own, time permitting, and try to limit your interaction. Work from behind them or to one side. Discourage conversation during the change. Encourage use of hand sanitiser before and after quick changes.</p>
<p>Wear the appropriate PPE – mask and or visor, apron if you want to protect your blacks. Wash your hands.</p>
<p>Ensure the quick-change area is clean remembering to clean high touch areas such as chairs, surfaces, any tools such as shoehorns, baskets etc. Have cleaning equipment in the quick-change area with appropriate waste disposal. Check you have a container for used laundry.</p>
<p>Check you have all items for the change and set them ready on and by a chair. Have a basket to one side for discards. Stand away from the entrance to the QC to allow direct access for the performer to the chair. Go behind performer and remove jacket, waistcoat and put in discard basket. Pull down braces whilst they undo trousers. Performer or you (from behind) removes shoes. Pull down trousers (from behind) and put in discard basket. Performer removes tie and shirt and put them in discard basket. Help them into a fresh shirt (from behind). They pull on fresh trousers from the chair and do up. You lift braces onto shoulders from behind. They put on tie. Help into w/coat and jacket (from behind). Help into shoes using a shoe horn and fasten from behind or to the side whilst they do up w/coat and jacket.</p>
<p>Standing to one side, check the front fastenings are done correctly (always allow for performer error) and that all is good. Allow the performer to exit the QC as quickly as possible.</p>
<p>Check all discards are in the basket. Clean high touch areas such as the chair and surfaces and take the discarded basket back to the dressing room. Hang costumes and spray with vodka spray and return to a hanging position. Laundry to laundry room. Clean basket.</p>
<p>If you need to hang the costume in the QC area – do not shake the costume but hang and spray and put it to one side. Make sure you have a container for any dirty laundry items. Clean the high touch areas and then the discard basket.</p>
<p>Wash your hands or sanitise before handling anyone else's costumes.</p>

Costume Quick Change: Example: West End long running show

LAUNDRY CLEANING DURING AND AT THE END OF THE SHOW
Nominate your laundry person or small team. Wear appropriate PPE – Mask and/or visor, apron to protect your clothes and rubber gloves (wash hands before and after using gloves).
Prepare the room/area so clean and dirty items will not get mixed. Have baskets/trugs labelled for different types/colours of used clothing. Make sure the sink area is clean and clear of any non-laundry related items. Work out the route the laundry will take through the space.
If there is minimal laundry it could go straight into the machine(s) but larger quantities will need sorting first. Remember not to shake any dirty laundry. Arrange a drop off point for used laundry so multiple people are not walking through the laundry space.
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Prepare areas for work such as hand washing, spot cleaning, bagging of delicates. Fill twin-tub, load machines with cleaning products, have hot boxes on. Make sure you have separate hot-boxes for clean and used clothing. If you are spinning wet used clothing this should be done before the spinner is cleaned and used for clean washing.
Once dirty laundry arrives at drop off point, sort it into relevant baskets/trugs. Load twin-tub. Put hand washing into soak. Spot clean collars and special stains. Load automatics. Set automatics off or put on a delay timer. Clean dirty baskets and trugs and put to one side. Clean all areas dirty laundry has touched.
Finish hand washing. Finish twin-tubbing. Put cleaned clothes into clean baskets. Hang, tumble, and hot box as required.
Clean all areas thoroughly
If automatics have finished, clean all buttons and handles before emptying clean washing into clean baskets. Hang, tumble, and hot box as required.
Repeat as necessary until all washing has been done
Clean all areas thoroughly