

An aerial night view of Asheville, North Carolina, showing a dense urban skyline with various buildings and streetlights. The text 'PROJECT 13' is overlaid in the center in a white, spaced-out, sans-serif font. The background is dark, with city lights providing a bokeh effect in the foreground.

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ASHEVILLE, NC

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COVID-19 PRODUCTION GUIDE FOR SAFE PHOTO SHOOTS

## THE FOLLOWING GUIDE HAS BEEN ASSEMBLED TO OUTLINE SUGGESTED MEASURES TO HELP PROTECT THE HEALTH OF TALENT, CREW AND CLIENTS.

COVID-19  
PRODUCTION  
GUIDE FOR SAFE  
PHOTO SHOOTS

As we take steps to safely resume work, the goal, both individually and collectively, is to create a framework of production protocols that everyone can use. This document was inspired by the amazing production company Smuggler, who issued well-thought-out guidance in getting back to production planning. Quoting Smuggler's opening paragraph:

*"The ideas are advisory in nature, informational in content, and are the result of consultation with several people representing various departments. Not every department is addressed herein. Personnel should use this planning guidance to help identify risk levels in workplace settings and to determine which control measures to implement. Additional guidance may be needed as COVID-19 conditions change. These ideas are not meant to be a perfect fit for every scenario, as we all know that no two are identical. Every person involved in production will need to collaborate and contribute in order for us all to be able to get back into production safely, cautiously and confidently. Each of us must continue to bring a sense of personal responsibility to the workplace, and speak up when we have concerns or ideas."*

RESOURCES:

[CDC: RESOURCES FOR BUSINESSES AND EMPLOYERS](#)

[OSHA: COVID-19](#)

[THE ART OF FREELANCE BLOG](#)

## TIMELINES BEFORE FIRST DAY OF SHOOT/PREP DAY ON-SET

### Two Weeks Prior:

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Styling and prop suggestions submitted to client with feedback expected within 1-2 days of submission.

### Six Days Prior:

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Guideline and waiver is emailed to all crew for review and signatures within 24 hours. Catering options emailed to all crew/clients and selections are due within 24 hours.

### One Day Prior:

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Production will call each crew member to confirm health status the afternoon **before first shoot/on-set prep day.**

Fever, cough, loss of taste and/or smell, sore throat, chills, flu/cold/allergy-like symptoms **will not be allowed on set.**

Should a crew member or talent exhibit any of the above symptoms, production and **client will have to discuss replacing that individual.**

## MORNING OF THE SHOOT

- Stagger call times
- Temperature taken and recorded upon arrival (fever is 100.4 F), waiver to be signed
- Daily safety and status meeting with each group after temperatures are taken
- Jackets/coats/travel clothing to be bagged in individual garment bag and tagged
- Production to supply PPE:
  - masks
  - latex gloves
  - finger cots
- Production to designate separate areas for each station (*glam, digital, catering, props, wardrobe, clients*) marked with tape (*if possible*)
- Face shields
  - any crew member in close contact with talent should bring their own face shield (*hair, makeup, manicurist, stylist, prop stylist*)

## COMMON SENSE PRACTICES ON-SET

- Production will be knowledgeable with up-to-date CDC guidelines and display situational awareness related to COVID-19
- Safety monitor/officer/medic on-set when budget is available & with larger crews
- Alcohol-based hand sanitizer (**60% minimum**) available throughout the studio/location space
- All crew, clients and talent maintains 6 feet social distancing whenever possible
- Each work station to be given proper space for social distancing
- Frequent hand-washing for at least 20 seconds with soap and water
- Doors and windows left open if possible to maintain proper ventilation, use of fans to help circulate air
- Masks to be worn on-set other than when talent is in hair/makeup or while being photographed
- Designated one-way pathways whenever possible
- Live-stream or virtual attendance to minimize headcount on-set
- Utilize remote viewing of image capture to avoid clustering around digital station
- Catering and craft service to be individually boxed meals and/or prepackaged food
- Common areas to be disinfected hourly. Restrooms will have disinfecting wipes available so each person may wipe down high-touch surfaces prior to use and/or after use

## STANDARD PROTOCOL FOR PHOTO CREW

- **KIT ESSENTIALS** to include disinfecting wipes, isopropyl alcohol in spray bottle and/or pads and hand sanitizer
- **PPE** to be worn during person-to-person contact (*mask, face shields, gloves*) and/or when in close proximity setting up equipment
- Wash hands for 20 seconds with soap and water before setting up area
- Wipe down tables before unpacking equipment
- Wipe down each piece of equipment as it's unpacked and/or after it's moved
- Spray outside of equipment cases before opening and unpacking
- Use hand sanitizer and wash hands frequently

## STANDARD PROTOCOL FOR GLAM SQUAD

- **KIT ESSENTIALS** to include disinfecting wipes, isopropyl alcohol in spray bottle and/or pads and hand sanitizer
- **PPE** to be worn during person-to-person contact (*mask, face shields, gloves*) and/or when in close proximity setting up equipment
- Wash hands for 20 seconds with soap and water before setting up area
- Wipe down tables before unpacking kit
- Spray outside of equipment cases before opening and unpacking
- Wipe each product as removed from kit and allow to air-dry
- Use hand sanitizer and wash hands frequently
- No touch-ups on-set, glam team to remain in their designated area



## SUGGESTED PROTOCOLS FOR MAKEUP

- Designated brushes/sponges for each model/talent
- Spray all products before using with isopropyl alcohol or **Beauty So Clean**
- Use mixing palettes-place creams an any appropriate makeup onto mixing palettes before use
- Use spatula for depotting products
- NO DOUBLE-DIPPING into container of products
- Use disposable mascara wands and lip brush wants (*models/talent should consider bringing their own mascara and personal lash curler*)
- Sharpen all pencils before using on models

## SUGGESTED PROTOCOLS FOR HAIR

- Designated brushes and combs each model/talent
- Spray all products before using with isopropyl alcohol or Beauty So Clean
- Use Barbicide to sanitize brushes and combs

## SUGGESTED PROTOCOLS FOR WARDROBE STYLING

- In-depth planning discussed and executed ahead of time to allow shopping or pulling from rental houses or stores
- PPE to be worn by stylist during wardrobe pull/shop/prepping and handling with talent
- Sanitize upon receiving wardrobe and hold for 24 hour period in a contained environment
- Remote wardrobe preview and/or fittings-looks assembled for virtual style-out for minimal handling on-set
- Utmost safety and precautions when acquiring, holding, handling and transporting of wardrobe
- Wardrobe should always be handled with latex gloves and mask
- Wardrobe purchases should be considered final
- Models dress themselves in designated area
- Any jewelry, hard accessories, glasses to be disinfected before use
- Consider having talent bring own wardrobe and supplementing with minimal purchases. Stylist and talent can connect via Zoom or photos to select wardrobe to bring, if clarification is needed.
- No touch-ups or alterations on-set

## SUGGESTED PROTOCOLS FOR PROP STYLING

- In-depth planning discussed and executed ahead of time to allow shopping, pulling from rental houses or stores and fabrication/building
- PPE to be worn by stylist and assistants during pull/shop/prepping and returns
- Consider that additional prep time will likely be needed for logistics, confirming prop orders/shipping and any fabrication
- Consider there may be delays at rental houses and showrooms, most are appointment only and need to be scheduled as most are allowing one person at a time only
- Props should be sanitized/washed prior to packing for transportation to set
- Any tables in designated prop prep area on the set should be sprayed and disinfected before unpacking props
- Any packing boxes/materials should be kept in a contained environment to be reused
- Props should be sprayed/wiped before repacking after use

## GREEN INITIATIVES ON-SET

- **PPE:** Wear-please bring and wear your own make to minimize the use of disposable masks
- **Cutlery:** please bring your own cutlery if possible to help minimize plastic waste
- **Water bottle:** please bring a full bottle of water to set if possible. Unfortunately refilling stations are still not safe so single-serve plastic water bottles will be available
- **Craft services:** will unfortunately need to be individually wrapped items for safety



THANK YOU.

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