1. INTRODUCTION

1.1 Scope
This SOP aims to provide guidance to Faculty of Fine Arts & Music staff, students, contractors and other persons for the resumption of campus-based activities.

1.2 Purpose
Specifications, procedures and requirements in this document outline details for the safe and appropriate use of Building 879 Tech Lab – Multi Functional Teaching Space used for Production Students.

2. DENSITY

Please refer to individual studio/venue building room capacity (with social distancing) with current applicable density and maximum capacities.

3. GENERAL PRACTICE and SOCIAL DISTANCING

- Refer to COVID-19 SOP No.001 Social Distancing
- Refer to COVID-19 SOP No.006 General Cleaning
- Refer to COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection

- Use appropriate PPE, as required; face covering is now a mandatory requirement

- Where possible, leave door chocked open to minimize touch points.

- Academic / Professional Staff member running classes / activity to keep clear records of participation/attendance for contact tracing proposes.

- Academic / Professional Staff member running classes / activity to conduct toolbox meeting to all participants outlining the health and hygiene requirements

4. CLEANING

4.1 General
- Please refer to matters / articles detailed and discussed in initial toolbox meeting.
- Refer to COVID-19 SOP No.006 General Cleaning

4.2 Equipment
- Do not touch any of the theatre’s technical equipment unless authorized to do so. i.e. once an Equipment Handover has been completed.
- Please refer to matters / articles detailed and discussed in initial toolbox meeting.
- Refer to COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection

5. DAMAGE / FAULTS / ISSUES

5.1 Technical Equipment
Please continue to utilize the Tech Lab “Fix It” trolley. Contact the Stock Shop Technical Officer for emergency / fast fix requests.

5.2 General Space / Building
Report cleaning, furniture, grounds and amenities, lighting and power, general maintenance, plumbing, or technology matters using the Snap Send Solve app: https://www.unimelb.edu.au/your-campus

Staff are also able to log facility and IT service requests via the Staff Services Portal: https://unimelb.service-now.com/facilities

In addition to reporting the issue academic and technical coordinators related to the venue should be informed.

Contact Southbank Security for urgent response to faults requiring immediate attention.

6. TROUBLE SHOOTING

6.1 Contacts
Security: southbank-security@unimelb.edu.au
Campus Services: southbank-maintenance@unimelb.edu.au
Fine Arts & Music Facilities: fineartsmusic-io@unimelb.edu.au
Access Requests: fineartsmusic-ioaccess@unimelb.edu.au
Technical Coordinator: fineartsmusic-io@unimelb.edu.au
7. **EMERGENCY**

7.1 **Security**
In the case of emergency please contact Campus Services/Security. Security personnel have training in responding to first aid and emergency situations.

CAMPUS SERVICES/SECURITY (SOUTHBANK): **9035 9311**
(Internal phone: 59311 or 0 9035 9311)
SECURITY 24HRS (PARKVILLE): **8344 6666**
(Internal phone: 46666 or 0 83446666)

7.2 **External Assistance**
Always call security alongside external assistance to provide immediate support along with access and direction for emergency services to reach the required location.

EMERGENCY SERVICES (Police/fire/ambulance): **000**
NURSE ON CALL: **1300 606 024**
LIFELINE: **131 114**
POISONS INFORMATION CENTRE: **131 126**

To use an internal phone dial 0 before the listed number.

7.3 **First Aid**
First aid kits with contact lists of first aid trained staff are located in each building. Use first aid supplies and call for assistance as required. Report low supplies to staff. Report any incident, illness, injury or near miss to staff asap and submit an [incident/hazard report](mailto:incident/hazard_report) within 24 hours.

7.4 **Evacuation Instructions**
Upon hearing the **Alert Tone** *(beep, beep, beep, beep)* prepare to evacuate and await emergency instructions. Upon hearing the **Evacuation Tone** *(whoop, whoop, whoop)*, or being instructed to evacuate:

1. Move to the assembly area as directed
2. Remain in the assembly area until advised by Emergency Personnel, Wardens, or Security that it is safe to leave or return to the building

Emergency maps are located at main exits.

7.5 **Evacuation Assembly Points**
East (St Kilda Road) side of campus: Lawn area outside 8863 HUB
West (Sturt Street) side of campus: Linear Park (adjacent Building 879)

7.6 **COVID-19 Reporting**
Where there are issues associated with COVID-19 requirements:
- Immediately report to your supervisor/manager
- Follow local specific procedures
- Refer to the [UOM COVID-19 Response](https://security.unimelb.edu.au) website

If any student or staff member suspects that they may have COVID-19 and are experiencing symptoms such as fever, cough, sore throat, runny nose, loss of sense of smell/taste or generally unwell, they must not come to campus or go home if they are already on campus.

They should follow advice from the [Victorian Department of Health and Human Services](https://www.dhhs.vic.gov.au) (DHHS), call the dedicated hotline on 1800 675 398 and seek medical advice from [University Health Services](https://www.community.unimelb.edu.au) or their GP to arrange a COVID-19 Test.

Once the student or staff member have sought medical advice and have had a COVID-19 Test, they should notify the University by contacting Campus Community: [campus-community@unimelb.edu.au](mailto:campus-community@unimelb.edu.au)

8. **REFERENCES**

**Legislation**
- Occupational Health & Safety Act 2004
- Occupational Health & Safety Regulations 2017

**Standards**
- Safe Work Australia
- Safe Work Australia - social distancing

**Codes and Guidance**
- Department of Health and Human Services (VIC)

**University Procedures/Guidance**
- [UOM COVID-19 Response](https://www.community.unimelb.edu.au)
- Framework for the Resumption of Campus-Based Activity at the University of Melbourne
- Faculty of Fine Arts and Music – Framework for the Resumption of Campus-Based Activity
- Faculty-based COVID-19 SOPs (staff accessible)
- [COVID-19 SOP No.001 Social Distancing](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.002 Staff Areas](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.003 Common Areas](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.004 Signage](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.005 PPE Purchasing](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.006 General Cleaning](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.008 Computer Labs](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.009 FTV Student Spaces](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.011 Music (Rehearsals-Performances-Examinations)](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.012 Music Ensemble & Practice Rooms](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.013 Recording Studios](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.017 Studios & Scene Study](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.018 Building 879 Space 28](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.019 Building 879 Tech Lab](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.020 Building 873 MMA](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.021 Building 871 Red Shed](https://www.community.unimelb.edu.au)
- [COVID-19 SOP No.022 Building 872 GST](https://www.community.unimelb.edu.au)

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