1. **INTRODUCTION**

1.1 Scope
This Standard Operating Procedure (SOP) applies to:
- BLD873 G20 & G40 Honours Studios
- BLD873 G20 GCVA Studios
- BLD873 G60 & 160 MCA Studios
- BLD873 120 & 140 Research Studios
- BLD874 160 Sculpture Home Studios
- BLD874 211A Painting Studios
- BLD874 211 DPM Studios
- BLD874 207 & 214 Photography Studios
- BLD875 181A, 181B & 181C DPM Studios
- BLD876 176 Sculpture Shed Studios

1.2 Purpose
This Standard Operating Procedure (SOP) outlines measures put in place to address the risk of exposure to coronavirus relating to independent art studio practice.

2. **GENERAL**

2.1 Supporting Documents
- Resumption of Campus Based Activity Plan – staff
- Refer to the Faculty-based COVID-19 SOP’s

2.2 Bookings and Access
Studio activity can only occur on campus as scheduled, booked and approved in advance by an academic supervisor. Bookings will be scheduled in ASIMUT.

REFER TO YOUR ACADEMIC SUPERVISOR FOR AVAILABILITY

2.3 Training/Induction
The COVIDSafe Campus online training module is available on TrainME, accessible via the Health & Safe site by both Staff and Students using the UOM username and password.

The Health Declaration links for staff and other campus users (e.g. students) is accessible via Coronavirus Update site.

In addition to the above requirements:
- Academic staff should complete the Return to Campus Induction Checklist for Staff, available via COVID-19 Resumption of Campus-Based Activity site.
- Students should complete the Return to Campus Art Induction Checklist

Specific local inductions and training may be required prior to accessing other areas/equipment.

All staff, students, contractors, and other persons must complete required inductions prior to accessing campus.

2.4 Risk Assessment
- Standard on-campus project/installation risk assessment processes must be followed prior to commencement of activity.

2.5 Assistance
- Technical assistance requirements for approved on-campus activity must be requested and booked in advance through youcanbook.me with the relevant staff member.
- Any prior planning or consultation that can be done virtually should occur off-campus via Zoom.

3. **PPE and SPECIAL REQUIREMENTS**

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

3.1 Respirators/Masks
- To maintain supply of P2 respirators to minimise exposure to material hazards, it is recommended that students source their own respirators if they are wearing them to avoid infection.
- Shared respirators are not to be used.
- Disposable respirators or masks must be kept on your person if you wish to reuse them. Dispose of in a lined rubbish bin when you have finished use.

3.2 Gloves
- Disposable gloves may be worn where appropriate for specified processes. Be aware that gloves can carry the virus from place to place.
- Special care should be taken when removing gloves.
- Dispose of used gloves in a lined rubbish bin.
- Follow proper hand washing procedures (below)
Some processes require specific reusable gloves. These can be shared when worn with disposable gloves underneath.

4. SOCIAL DISTANCING

- Refer to Social Distancing Maps
- Social distancing of 1.5m must be observed.

5. TASK SPECIFIC CLEANING

5.1 Personal Cleaning
- Follow proper hand washing procedures: wet your hands, put soap on your hands, rub the soap over all parts of your hands for at least 20 seconds, rinse your hands under running water, dry your hands thoroughly with disposable paper towel or hand dryer.
- Use the provided hand sanitiser on entry/exit of building.
- Take your rubbish and personal belongings with you when leaving a space.
- Only touch surfaces where necessary.
- Do not touch other people’s items without permission, unless necessary in an emergency.

5.2 Equipment Cleaning Measures
- All equipment must be sanitised wearing appropriate respirator or mask and gloves.
- Equipment must be wiped down using an appropriate disinfectant cleaner, paying special attention to areas of the equipment that would be handled by an operator.
- Equipment that is related to your scheduled class or activity may only be controlled by the academic/lecturer or one nominated person.
- It is recommended to wipe down equipment/machines after use. This is because the moisture on the equipment/machines needs to air dry for proper sanitisation to take place before it is able to be handled.
- Ensure electrical equipment/machines are turned off before cleaning. Cleaning is to remove surface contaminants and should not enter the equipment/machines.

6. DAMAGE / FAULTS / ISSUES

6.1 General Damage, faults or Issues
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.

6.2 COVID-19 Reporting
Use the Snap Send Solve app to assist in reporting any non-urgent concerns or problems on campus. Just choose ‘COVIDSafe Campus’ in the app menu. This could include things like, empty hand sanitiser container, safety signage missing or damaged, people on campus not complying with COVIDSafe requirements, etc.

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 website

If any student or staff member suspects 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 (DHHS), call the dedicated hotline on 1800 675 398 and seek medical advice from University Health Services 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.

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. An automated External Defibrillator is accessible from BLD874 G Margaret Lawrence Gallery breezeway (next to lift at fire panel). Report any incident, illness, injury or near miss to staff asap and submit an incident/hazard report within 24 hours.

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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 B863 HUB
West (Sturt Street) side of campus: Linear Park (adjacent Building 879)

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)
   o Face masks: whole of Victoria
   o Lawful excuses or exceptions for not wearing a face mask

University Procedures/Guidance
   UOM COVID-19 Updates
   UOM COVID-19 Resumption of Campus-Based Activity
   Return to Southbank campus (staff)
   Return to Southbank campus (students)
   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
   UOM Roadmap to a COVIDSafe Return to Campus
   BLD873 Social Distancing Map
   BLD874 Social Distancing Map
   BLD875 Social Distancing Map
   BLD876 Social Distancing Map
   COVID SOP No.001 Social Distancing
   COVID SOP No.002 Staff Areas
   COVID SOP No.003 Common Areas
   COVID SOP No.004 Signage
   COVID SOP No.005 PPE Purchasing
   COVID SOP No.006 General Cleaning
   COVID SOP No.007 Loan Equipment Cleaning and Disinfection
   COVID-19 SOP No.014 Photography Workshop
   COVID-19 SOP No.016 Workshops
   COVID19 SOP No.025 - Student Art Materials Collection
   COVID19 SOP No.026 - Art Studios
   COVID19 SOP No.027 - Installation & Exhibition

Forms
   Return to Campus Induction Checklist for Staff
   Return to Campus Art Induction Checklist
   ART Proposed Project Risk Checklist
   ART Project Risk Assessment Template