INTRODUCTION

Scope
This Standard Operating Procedure (SOP) applies to Rehearsal Guidelines in Studios and Venues across The Faculty of Fine Arts and Music, Southbank Campus.

Purpose
This Standard Operating Procedure (SOP) outlines measures put in place to address the risk of exposure to coronavirus relating to rehearsals and practice.

GENERAL PRACTICE and SOCIAL DISTANCING

Supporting Documents
- Resumption of Campus Based Activity Plan
- Refer to the Faculty-based - COVID-19 SOP's
- COVID-19 SOP No.001 Social Distancing
- COVID-19 SOP No.003 Common Areas
- COVID-19 SOP No.006 General Cleaning

PRE-REHEARSAL
- Academics and Production Coordinators are to determine what expectations are to be communicated to rehearsal participants taking into account discussions with the Director and the overall University’s policy relating to Covid-19.
- Directors/creatives to consider creative and script adjustments.
- Consult with and give workers the chance to express their views, raise WHS issues and contribute to decision-making.
- Communicate the agreed list of expectations to rehearsal participants prior to rehearsal commencement.
- Risk assess and plan based upon the play and other rehearsal or class activities.
- Cleaning/sanitising protocols are to be discussed please refer to Faculty-based - COVID-19 SOP's
- Handling of set/prop/costume items please refer to Faculty-based - COVID-19 SOP's
- Outline no go zones - Tape exclusion areas 1.5m/4sqm around technical operation positions as much as is practicable – Sound, stage management, lighting and creative team/s.
- Personal items are not to be shared – water bottles, pens, pencils, notebooks and other stationary are the responsibility of the individual to provide.
- Mobile phones or other items are not to be placed upon shared surfaces (i.e. Tables, chairs, set elements, etc.)
- Performers/creatives who are not required in rehearsal room should be asked to leave and those whose rehearsals are complete for the day are to leave the building as soon as possible.

REHEARSALS
- At the commencement of Day 1 of the rehearsal period schedule time for Induction and a round table discussion regarding Safety and Wellbeing utilising the University’s relevant SOP’s. Different people will have different tolerances depending on personal circumstances. Informed and considered actions to be agreed to by all parties.
- Consider that this may need to be staggered induction over days to reduce numbers.
- Communicate all risk mitigation plans and processes.
- Restriction of the number of personnel in the rehearsal room to essential personnel only as per Government Guidelines for room size to ensure social distancing is maintained.
- Minimise the number of people present in the workplace by restricting all non-essential visitors.
- Maintenance of social/physical distancing requirements at all times when off the set in the rehearsal room.
- Regular breaks every 2 hours should be considered to allow air circulation of the rehearsal room.
- Optmise ventilation wherever possible.
- Stagger breaks wherever possible.
- Limit the handling of objects/set elements etc.
Blocking

- Maintain physical distancing as much as possible when rehearsing on set.
- Blocking requiring physical distancing of less than 1.5 metres to be discussed in detail by all parties, to define agreement of activity and limitations.
- As far as practicable minimise time spent within the 1.5m (15min). Once blocking defined and agreed, reduce number of times this blocking is undertaken until technical rehearsals or restrictions change.
- Both in rehearsals and in blocking, there should be no kissing or close mouth-to-mouth proximity. Consider use of PPE as option if action is essential.

Props

- Smoking in a theatrical context is prohibited.
- Personal props to be the responsibility of individual actors (as much as is reasonably practicable)
- High touch props to be wiped daily (minimum), other props weekly or as defined by risk assessment and group agreement.
- Props taken from Stock Shop for trial to be quarantined for 72 hours and wiped down prior to returning to Stock Shop.
- Refer to COVID-19 SOP No.023 Building 874 Stock Shop
- Props purchased externally to be wiped down prior to use.
- Props to be reviewed and a cleaning/wipe down process developed
- Props taken out of rehearsal room for repair or changes to be wiped down on return to rehearsal room.
- This action is responsibility of all staff – Actors, stage management, designers, makers, Workshop staff.
- Create a separate props table for shared props used props, cleaning process prior to being returned to active props table.

Sets

- High touch surfaces to be wiped regularly
- Any set works must finish with Workshop staff to wipe/clean surfaces after completed – communicate works complete and cleaning confirmation to Stage Management.
- Consider PPE where working in close proximity is required.

Wardrobe

- Refer to COVID-19 SOP No.015 Costume Workshop
- Plan and structure wardrobe fittings – consider PPE requirements and schedule suitable gaps between fittings for people to leave and wipe down of surfaces
- Personal items – shoes, hats, bags to be responsibility of actor. Wiped down regularly
- Limit Non-essential handling of costumes/wigs etc.
- Sanitise/wash hands prior to and after handling others costumes
- Cleaning and sanitising protocols to be discussed and planned.
- Where possible provide 2 options of each rehearsal garment to allow for regular cleaning of items.
- If possible, provide individual space for storage of actors’ items – such as cloths rack or locker
  As much as possible make fabric covers removable for regular washing (pillows, cushions)

Technical Equipment

- Provide space between operating positions in Rehearsal room
- Consider PPE where working in close proximity is required.
- As far as practicable allocate equipment to individuals (mics, mic belts, headsets)
- All controls-desks, computers, keyboard and automation controls are to be wiped down before commencing work at the beginning of every rehearsal and/or staff change.
- Minimise staff handling or using equipment, limit to electronics. Non-essential staff not to touch items.
- Refer to COVID-19 SOP No.24 Building 874 Stock Tech
- Consider colour-coding to identify when equipment is cleaned and ready for next use

Technical Rehearsals

- As much as possible manage social distancing back of house, provide indicators of distance (1.5m) spaced out chairs, spread out props’ tables, outline no go zones around operators (1.5m/4sqm)
- Limit handling of any items/equipment to responsible department.
- Limit non-essential personnel in onset and backstage area.
- As much as possible provide one-way traffic flow
- Undertake costume changes in personal space (dressing room) as much as is reasonably practicable
- Allocate technical equipment to individuals (headsets, etc.) as much as is reasonably practicable.
- Adequate sanitising products and time to be provided.
- Identify ways to reduce close interaction between cast and crew – consider PPE for essential close work
- Review schedule to minimise numbers on site.
- Consider teams / creatives, understudies, potential to close down one team if ill.
- Plan for regular cleaning and sanitising.
- Don’t touch other people’s items – unless plotted to do so.
- Manage movements between areas - i.e. onstage / off stage, breaks
• Staff / personnel not required for rehearsal or performing to minimise time onsite.

MONITORING
• Monitor and maintain contact information for all rehearsal participants, ensuring recording of all personnel and amount of time spent within the rehearsal space.
• Sign in / out sheets at entrance / exit provided by Stage management
• Rehearsal schedule i.e. list of people in ASIMUT room bookings
• Schedule rehearsals to minimise numbers of participants, allow time for change-over of actors, allow time for cleaning

CLEANING
General
Refer to Faculty-based - COVID-19 SOP’s COVID-19 SOP No.006 General Cleaning

Equipment
Please refer to the Faculty-based - COVID-19 SOP’s COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection

DAMAGE / FAULTS / ISSUES
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.

TROUBLE SHOOTING
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
Bookings: fineartsmusic-bookings@unimelb.edu.au
Learning Space Support (AV/IT): 8344 0777

EMERGENCY
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 (SOUTHANK): 9035 9311
(Internal phone: 59311 or 0 9035 9311)
SECURITY 24HRS (PARKVILLE): 8344 6666
(Internal phone: 46666 or 0 83446666)

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.

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 within 24 hours.

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.

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)
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 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 (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

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
Health and Safety Policy (MPF1205)
Appropriate Workplace Behaviour Policy (MPF1328)
Student Conduct Policy (MPF1328)
Health and Safety Responsibilities
Health & Safety Management System

FAM Resumption of Campus Based Activity Plan
Routine Cleaning Disinfection Checklist Guidance

ASIMUT Guide
UOM COVID-19 Response
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
COVID-19 SOP No.002 Staff Areas
COVID-19 SOP No.003 Common Areas
COVID-19 SOP No.004 Signage
COVID-19 SOP No.005 PPE Purchasing
COVID-19 SOP No.006 General Cleaning
COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection
COVID-19 SOP No.008 Computer Labs
COVID-19 SOP No.009 FTV Student Spaces
COVID-19 SOP No.011 Music
COVID-19 SOP No.012 Building 862
COVID-19 SOP No.013 Recording Studios
COVID-19 SOP No.017 Building 879 Studios
COVID-19 SOP No.018 Building 879 Space 28
COVID-19 SOP No.020 Building 873 MMA
COVID-19 SOP No.021 Building 871 Red Shed
COVID-19 SOP No.022 Building 872 GST