INTRODUCTION

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 and applies to safety measures related to teaching, supervising and technical assistance across multiple workshop spaces where social distancing protocols may be breached by teaching staff at Southbank Campus.

GENERAL

Supporting Documents
- Resumption of Campus Based Activity Plan
- Refer to the following SOP’s – Social Distancing, General Cleaning, Signage,

Access
Workshop classes can only be accessed by students enrolled and teaching/support staff of the particular class.
- Enrollment and attendance procedures will be confirmed through program organizer/supervisor.
- Refer to class procedures and signage for relevant entry/exit points.

Students are NOT permitted to work across multiple spaces within one class period.

Training
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.

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

PPE and SPECIAL REQUIREMENTS

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

PPE
- Teaching or support staff who are unable to deliver their program without breaking social distancing measures will be required to wear a P2 or surgical mask wear during classes.
- Disposable gloves will be required within university spaces.
- If a staff member is required to teach across multiple work spaces the following sequence should be followed between exiting/entering each work room –
  1. Disposable gloves/mask to be removed and disposed of in lined rubbish bin.
  2. Hands to be washed and sterilized
  3. Face mask put on
  4. Gloves put on
- Whilst wearing PPE staff member should avoid contacting any areas of the skin and face.
- Where it is identified in a Risk Assessment and/or SOP that gloves should not be worn when operating a piece of plant or equipment, the following protocol should be followed:
  • Follow proper hand washing procedures (below)
  • Check with a technician to ensure equipment/machine has been properly sanitized or follow their instructions
  • Dispose of used gloves in a lined rubbish bin
  • Some processes require specific reusable gloves. These can be shared when worn with disposable gloves underneath

SOCIAL DISTANCING
- Refer to MAPOUT
- Social distancing of 1.5m must be observed
**WORKSHOP SPECIFIC CLEANING**

**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.

**Equipment Cleaning Measures**
- All equipment must be sanitized wearing appropriate respirator and gloves
- Equipment must be wiped down using an appropriate disinfectant cleaner, paying special attention to all 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 sanitization 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

**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.**

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**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 (SOUTHBANK): 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:
- Move to the assembly area as directed
- 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**
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 common symptoms including fever, breathing difficulties such as breathlessness, cough, sore throat and fatigue, 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 and testing.

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Once students and staff have sought medical advice they should then let the University know by contacting Campus Community in the first instance: 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
- 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.014 Photography Workshop
- COVID-19 SOP No.016 Workshops