INTRODUCTION
This SOP aims to provide guidance on Social Distancing Signage to Faculty of Fine Arts & Music staff, students, contractors and other persons for the resumption of campus-based activities.

RECOMMENDED TYPES OF SIGNAGE
- Lift Signage (managed by Central University)
- Toilet Signage (managed by Central University)
- Tutorial Room/Meeting Room Signage (Appendix B)
- Floor decals for 1.5 metre social distancing for use in equipment stores, stock shop, paint sinks & photocopier rooms etc (Appendix C)
- Closed signage for student kitchens/common areas (Appendix D)
- Wash your hands before entering signage (Appendix E)
- Outside areas signage
- See Appendix F spreadsheet for more detailed information

Please note that the following signage for outside buildings is being developed centrally and will be the responsibility of University/Campus Services:
- building entrance points
- common areas
- kitchenettes
- lift
- service points (e.g. STOP 1 and Library service counters)

Appendix B
Wall Sign for Tutorial Rooms/Meeting Rooms etc

Appendix C
Floor decals for 1.5 metre social distancing for use in equipment stores, stock shop, paint sinks & photocopier rooms etc

Appendix D
Student kitchen/common area closed until further notice signage – Appendix D
Appendix E
Wash your hands before entering signage – Appendix E
NB: document can be amended with type of room (i.e. Tutorial Room)

Have you washed your hands?
Please ensure that you wash your hands before using this practice room.

EMERGENCY
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

COVID-19 Reporting
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)
  - Face masks: whole of Victoria
  - Lawful excuses or exceptions for not wearing a face mask

University Procedures/Guidance
- UOM COVID-19 Response
- 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
- 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