INTRODUCTION
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 during Phases 2, 3 and 4 in relation to the operation of the FTV Equipment Storeroom.

RISK MITIGATION STRATEGIES
Please comply with all floor markings and signage relating to current social distancing laws.

PHYSICAL ENVIRONMENT
FTV Equipment Storeroom/Workshop (Room 1.57)
FTV Studio Runway (Room 1.46)

Density

<table>
<thead>
<tr>
<th>VENUE</th>
<th>MAXIMUM CAPACITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTV Equipment Storeroom (Room 1.57)</td>
<td>3</td>
</tr>
<tr>
<td>FTV Studio Runway (Room 1.46)</td>
<td>10</td>
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</tbody>
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Touch points
- Use the provided hand sanitiser on entry/exit of building.
- **UOM Stage Gate System (Steps 1 & 2)** - All common areas are closed with exception to essential staff. Whilst the FTV Equipment Store will be operational, in a reduced capacity, there will be no student access to the building. During collection and return times students will muster at the table barricade along the roller door to the Studio Runway.
- **UOM Stage Gate System (Steps 3 – COVID-Normal)** – Common areas will be open with social restrictions in place. The student equipment bench is to be used strictly for equipment checks. No more than 1 person should be using it at any one time.
- Please take your rubbish and personal belongings with you when leaving the area.
- Where possible please refrain from touching handrails and door handles.

Cleaning process
During Phase 2 and Phase 3 the following protocol will be followed in order to properly clean loan equipment from the FTV Equipment Store:
- All returned items must be quarantined for a duration of 72 hours in an isolated cage.
- Once out of isolation all items must be thoroughly cleaned.
- Metals and hard plastics may be cleaned with isopropyl wipes.
- Any delicate components and rubbers will be cleaned with hospital grade (neutral pH) disinfectant as outlined in the FTV Wipe Down SOP.
- During cleaning appropriate PPE to be used.

MANAGING ATTENDANCE ON CAMPUS
- Keep a distance of at least 1.5m between you and other during breaks.
- Only enter the building / venue for when the class or activity has been scheduled. Not before.
- Once the scheduled class or activity has ceased – leave the building as soon as possible.
- Staggered start/ leave/ break times for different groups within the building.
- **UOM Stage Gate System (Steps 1 & 2)** – students must use and adhere to the established booking protocol in which attendance for collection/returns will be staggered in 10-minute intervals to aid in minimizing the number of people congregated at one time.
- **UOM Stage Gate System (Steps 3 – COVID-Normal)** – students will be expected to adhere to social distancing guidelines whilst queuing for equipment at the FTV Storeroom service window.
- Opening hours of the FTV Storeroom will be reduced in accordance to assist with quarantine and cleaning process.
Equipment Storage Cages

- **UOM Stage Gate System (Steps 1 & 2)** – no equipment storage cages will be issued to individuals.
- **UOM Stage Gate System (Steps 3 – COVID-Normal)** – equipment cages will be issued on an as needed basis based on quantity of gear and duration of loan.
- All shared equipment and resources must be placed in the quarantine zone for 72-hours in order to ensure the transmission cycle of surface particulates of COVID-19 on borrowed/loan equipment and items is broken.*

*Note: To assist with contact tracing (if required), and to minimise potential exposure between staff and students during the returns process, returned items are to be placed in a quarantine zone under the instruction of staff.

Preventative measure – equipment handling

- All furniture must remain in the Studio. i.e. chairs / tables and is not to be moved to another space or venue.
- Do not touch equipment i.e. studio and technical equipment, that is not related to your scheduled class or activity.
- Where possible, leave doors propped open where fire isolation and physical security is not compromised.
- All wipes, gloves, masks and other PPE or products will be centrally managed by Infrastructure & Operations. Supplies and quantities are to be monitor and ordered to maintain appropriate quantities.
- All people using shared equipment must wear disposable gloves (subject to PPE requirements).
- In the interest of conserving the alcohol wipes, it is recommended not to wiping down plant or equipment post use; the pre-use cleaning will be more effective and consistent for the process.

Personal Protective Equipment

1. Wash hands with soap and running water for 20-seconds, and dry with paper towel or hand drier;
2. Use 70% alcohol wipes to clean the hand contact points that is not equipment.
3. Follow the SOP for the plant or equipment;

**NB:** During Phase 2 and Phase 3 – staff handling any equipment during return process and cleaning are required to wear gloves and mask.

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](https://www.unimelb.edu.au) 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](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.unimelb.edu.au/services/health) 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](https://www.safeworkaustralia.gov.au)
- [Safe Work Australia - social distancing](https://www.safeworkaustralia.gov.au/

**Codes and Guidance**

- [Department of Health and Human Services (VIC)](https://www.dhhs.vic.gov.au)
  - Face masks: whole of Victoria
  - Lawful excuses or exceptions for not wearing a face mask

**University Procedures/Guidance**

- [UOM COVID-19 Response](https://www.unimelb.edu.au)
- [Return to Southbank campus](https://www.unimelb.edu.au) (staff)
- [Return to Southbank campus](https://www.unimelb.edu.au) (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](https://www.unimelb.edu.au) (staff accessible)
- [COVID-19 SOP No.001 Social Distancing](https://www.unimelb.edu.au)
- [COVID-19 SOP No.002 Staff Areas](https://www.unimelb.edu.au)
- [COVID-19 SOP No.003 Common Areas](https://www.unimelb.edu.au)
- [COVID-19 SOP No.004 Signage](https://www.unimelb.edu.au)
- [COVID-19 SOP No.005 PPE Purchasing](https://www.unimelb.edu.au)
- [COVID-19 SOP No.006 General Cleaning](https://www.unimelb.edu.au)
- [COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection](https://www.unimelb.edu.au)
- [COVID-19 SOP No.008 Computer Labs](https://www.unimelb.edu.au)
- [COVID-19 SOP No.009 FTV Student Spaces](https://www.unimelb.edu.au)