1. **INTRODUCTION**

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

2. **RESPONSIBILITIES**

2.1 **What the University will clean**

- High rotation touch points will be cleaned daily by the University’s cleaning contractors.
- Nightly cleaning of the Southbank campus (weekdays) will include the following:
  - Carpets will be vacuumed with HEPA filters
  - All vinyl floors will be damp-mopped daily
  - Door frames and handles including push pull door handles, lift buttons and handrails
  - Toilets, wash basins and bathrooms
  - Studio floors will be disinfected nightly
  - Internal drinking fountains, daily – recommend that only the “bottle filling” options should be used, to assist with hygiene measures
  - Moveable chairs will be cleaned weekly
  - Office tables and desks weekly, if there is no material left out on them
  - The exterior of white goods will be cleaned, but not the interiors
  - There will be no cleaning on weekends, although staff will be able to arrange for extra cleaning as necessary

2.2 **Staff and Students to clean**

- Specialised equipment such as:
  - Film and Television editing suites
  - Pianos and other performance infrastructure

NB: see relevant COVID-19 SOPs

- Computer keyboards, mouse, headsets and remote controllers before and after use, using the cleaning materials provided.

3. **GENERAL**

3.1 **People**

- Wash your hands often soap and running water for 20-seconds, and dry with paper towel or hand drier.
- Use the provided hand sanitiser on entry/exit of building.
- Please 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.

3.2 **Fixed Equipment i.e. touch panels**

- Equipment, that is related to scheduled class or activity, may only be controlled by the academic/lecturer or one nominated person. It is recommended to wipe down equipment prior to use – not post; the pre-use cleaning will be more effective and consistent for the process.
- Use 70% alcohol wipes to clean the hand contact points for the plant or equipment.
- Hospital grade (neutral pH) to be used to wipe down computer equipment/screens/etc.

3.3 **Transportable Equipment i.e. microphones / lighting fixtures**

- COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection to be used by staff cleaning equipment.
- All shared equipment and resources to be cleaned in accordance with either Safe Work Australia or manufactures/supplier recommendations, after being in a quarantine zone for 72-hours, where reasonably practicable.

4. **PPE and SPECIAL REQUIREMENTS**

All wipes, gloves, respirators 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.
4.1 Fitted Face Masks
- Use appropriate PPE, as required; face covering is now a mandatory requirement.
- To maintain supply of P2 respirators for the use of minimising exposure to material hazards in the Teaching Workshops, it is recommended that staff and students source their own P2 respirators, if they are wearing them to avoid infection.
- Shared respirators are not to be used.

4.2 Gloves
- Disposable gloves should only be used if cleaning/disinfecting, providing first aid or if required for work processes (e.g. existing SOPs).
- 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 considered for implementation:
  1. Wash hands with soap and running water for 20-seconds, and dry with paper towel or hand drier
  2. Follow equipment cleaning instructions (above).
- Although nitrile gloves are thin and could tear easily, there would still be an inherent risk of burns, entanglement or being dragged into the plant or equipment, which could not be satisfactorily eliminated.

5. 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.

6. 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
- 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.010 FTV Equipment Store
- COVID-19 SOP No.011 Music
- COVID-19 SOP No.012 Music Ensemble & Practice Rooms
- COVID-19 SOP No.013 Recording Studios
- COVID-19 SOP No.017 Studios & Scene Study
- COVID-19 SOP No.018 Building 879 Space 28
- COVID-19 SOP No.019 Building 879 Tech Lab
- COVID-19 SOP No.020 Building 873 Martyn Myer Arena
- COVID-19 SOP No.021 Building 871 Red Shed Rehearsals
- COVID-19 SOP No.022 Building 872 Grant Street Theatre & Lionel’s
- COVID-19 SOP No.032 – Piano Keyboards and Bench Cleaning