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.

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

PHYSICAL ENVIRONMENT
Main performing arts spaces.
- Building 880 Ian Potter Southbank Centre
- Building 862 Music
- Building 141 Conservatorium

Density
Please refer to individual studio/venue building room capacity (with social distancing) with current applicable density and maximum capacities:
- The following combination of spacing and duration will be observed for music rehearsals:
  - Rehearsal up to 90 minutes: at least 10 sqm/person and 3m distancing;
  - Rehearsals up to 120 minutes: at least 16 sqm/person and 4m distancing.
- These activities would occur in the three larger rooms in the Ian Potter Southbank Centre:
  - Kenneth Myer Arena (320 sqm) would allow for up to 20 people for 120 minutes, or up to 32 people for 90 minutes.
  - Prudence Myer Studio (175 sqm) would allow for up to 10 people for 120 minutes, or up to 17 for 90 minutes.
  - Hanson Dyer Hall (65 sqm, stage only) would allow for up to 4 people for 120 minutes, or up to 6 for 90 minutes.
  - Large Rooms on Floor 7 and 8 (of 80 sqm) would allow up to 5 people for 120 minutes, or 8 people for 90 minutes.
- Consider the nature of the activity in regard to space capacity. Capacity numbers are based on the 4sqm social distancing rules but do not necessarily take into consideration “group movement” within the space.

Touch points
- Use the provided hand sanitiser on entry/exit of building.
- UOM Stage Gate System (Steps 1 & 2) - All common areas are closed i.e. shared kitchenettes / student lounges and foyer spaces.
- UOM Stage Gate System (Steps 3 – COVID-Normal) – Common areas will be open with social restrictions in place.
- Please take your rubbish and personal belongings with you when leaving the room.
- Where possible please use the stairs instead of the lift.
- Where possible please refrain from touching handrails and door handles.
- Where possible do not share items such as stationery. [all performance]
- Do not share music parts. Use own copies; no original parts to be shared.

Cleaning process
- 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.
- Wash hands with soap and running water for 20-seconds, and dry with paper towel or hand dryer;
- Use 70% alcohol wipes to clean the hand contact points for the equipment, including music stands.
- All wind and brass instruments are to be cleaned outside.
- Wipe down instrument (mouthpiece and keys) with isopropyl wipe.
- Where possible avoid blowing through instrument to clean out build-up of condensation. Condensation from instruments must be collected in absorbent paper and disposed of bins provided.

MANAGING ATTENDANCE ON CAMPUS
- 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)** - directions will be provided regarding examinations and the use of separate warm up rooms, case storage and other logistics (depending on the examination schedule and the need to introduce cleaning between ‘uses of the room’).
• **UOM Stage Gate System (Steps 1 & 2)** - no copies of music are to be handed to panel on examination day. These will be requested digitally prior to your examination date.
• **UOM Stage Gate System (Steps 3 – COVID-Normal)** - capacity of indoor gatherings of up to 50 is permitted where social distancing rules allow.
• Consider entrance/exits of the venue – can groups utilise different points of entry/exits to limit queuing.
• Staff member taking the class or applicable professional staff member to manage attendance. No personal sign-in at class.
• Room bookings are essential (and are not available on the day) and must follow the updated guidelines.

**PEOPLE**

- Keep a distance of at least 1.5m between you and others during breaks.
- Use appropriate PPE, as required; **face covering is now a mandatory requirement**
- **UOM Stage Gate System (Steps 1 & 2)** – please keep your belongings (bags, coats) with you. Instrument cases and covers also keep with you unless they are too large, then keep them on the side of the room.
- **UOM Stage Gate System (Steps 3 – COVID-Normal)** – lockers will be available for use with social restrictions in place.
- Wash your hands often with soap and water.
- Where possible only bring what is necessary to University. [all performance]
- Usual OH&S procedures (i.e. ear plugs, sound shields) to be provided. Ear plugs to be disposed of in provided bins post-rehearsal by student (not left on floor).
- Examiners to record their marks and comments electronically, where possible, to reduce the risk of shared paper folders.
- All shared **instruments**, 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 room. i.e. chairs, stands etc and is not to be moved to another space or venue.
- If anything needs to be moved PPE should be worn. You should only move equipment that you are using.
- Do not touch or use equipment i.e. pianos, risers, technical equipment, that is not related to your scheduled class or activity. Staff with PPE will set up the room as required. If you require any additional equipment, please inform staff who will facilitate this for you.
- 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 supply of alcohol wipes, it is recommended not to wipe down plant or equipment post-use; the pre-use cleaning will be more effective and consistent for the process.
- Consider use of shielding - between the performer and the teacher

**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 for the plant or equipment;
3. Follow the SOP for the plant or equipment;
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
- COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection
- 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.020 Building 873 MMA
- COVID-19 SOP No.021 Building 871 Red Shed
- COVID-19 SOP No.022 Building 872 GST
- COVID19 SOP No.032 - Piano Keyboard & Keyboard Bench Cleaning