STANDARD OPERATING PROCEDURE
COVID-19 Recovery – Student Loans Equipment Cleaning and Disinfection procedure

1. INTRODUCTION
This Standard Operating Procedure (SOP) describes the safe working procedures to conduct the cleaning and disinfection of...

   Student Loans Equipment

...upon its return to the store from loan and in preparation for the next user.

2. REQUIREMENTS

2.1 Personal protective Equipment - PPE
One use - Latex or Nitrile Gloves.
Disposable Face mask
Safety glasses.
Lined Bin for removed waste, used wipes and PPE disposal.
Personnel should be wearing full skin cover clothing – i.e. full-length sleeves, full length trousers, closed footwear. (No exposed skin)

2.2 Materials Required
Neutral PH Detergent cleaner Presoaked Wipes *
Cling wrap (for masking critical areas if required- e.g. Lenses)
Lens cleaner or and post wipes for Optics or special areas if required – Lens tissues, contact cleaners.
If any special Tools are required for performing a task within the wipe down procedure (e.g. cutters, scissors, screwdrivers etc.) They need to be used exclusively for this purpose and stored separately in a designated container and location with the PPE

   Note: Alcohol based cleaners are not ideal for equipment surfaces due to risk of wiping off the lettering or markings on most electronic appliance panels, knobs, buttons and displays etc.

2.3 Area Special Requirements
The cleaning process requires two areas on a bench, Or 2 separate benchtops or Tables
One is the inwards OR cleaning area.
The other is the Cleaned items OR completed area.

3. CLEANING PROCESS

   Loaned equipment is to be stored in a separate designated area for 72-hours prior to cleaning

Wear the prescribed PPE. Personnel may then commence cleaning process.

   Equipment cases are to be opened – each item is to be removed individually and wiped down completely with detergent wipes.

1 – Mask off any areas that may risk liquids or moisture to entering the internals of the appliance
2 – Wipe over the main pieces of Equipment (camera body, DSLR, Recorder unit etc.)
3 – Wipe down Accessories (Chargers, Batteries, Hoods Microphones, headphones, Power supplies etc.)
4 – Wipe down cables and connectors.
5 – Wipe down foam parts and the internal foam liner of the case if it has one.
6 – Lastly wipe down the outside of the case and finish paying special attention to handles, straps and case latches.

It is then to be left in the completed area to AIR DRY

   DO NOT wipe dry the items. They must be air dried in open air for sanitization to take place

   Once dried – any special specific cleaning may be carried out if necessary (e.g. Cleaning Lenses with Lens cleaner, Display panel windows etc.)

   With all items now air dried.

   (This should take 20 – 25 minutes)

   Remove your gloves

   Sanitize your hands

   CHANGE INTO A NEW PAIR OF GLOVES

   Repack the Kit and store it in a designated Cleaned Equipment area.
4. COMPLETION TASK

Once Wipe down is complete. Clear bench areas. Wipe down the Bench Surfaces and any tools that may have been used. Wipe chairs or any other surfaces which may have been in contact with Kits being cleaned. Dispose of any waste, used wipes and PPE in the prepared bin. Tie off liner bag and dispose.

4.1 Other Considerations and Caution

Whilst wearing PPE avoid contacting any areas of the skin and face. If you need to do this or leave the area, remove PPE and then renew with new PPE when resuming cleaning.

Sequence of PPE removal
1. Remove gloves
2. Wash or sanitise hands
3. Remove mask
4. Remove face/eye protection

Note – Masks need to be changed every 4 hrs.
No persons other than those involved in the cleaning process should be within the cleaning area
Avoid being disturbed OR distracted during the cleaning process. Lapses in concentration can lead to mistakes.
Do not touch completed items that are drying without changing gloves.

5. RESOURCES

FTV Technical / Digital resources Staff
OR – FTV Equipment store
Phone – Ext 59007, 59009

6. EMERGENCY

6.1 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 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.

6.2 In case of injury

Call for Help
- First Aid Kits located in the Workshop and Store
- First Aiders listed next to First Aid Kit
- Send someone for help
- Call Security on 9035 9311
- All security personnel are First Aid trained

External Help
- Call Police Fire Ambulance on 000
- Dial 0 for a line out from a campus emergency phone, then the intended number. Triple 0 becomes 0000
- Call security immediately after calling external help. Security open gates and direct emergency services on campus

6.3 Security

Call for Help
- Call Security on 8344 6666 or 9035 9311
- All security personnel have training for emergency situations

7. REFERENCES

As per Health care guidelines for Infection control Relevant for Electrical and electronic appliances and in the workspace environment

7.1 Legislation
- Occupational Health & Safety Act 2004
- Occupational Health & Safety Regulations 2017

7.2 Standards
- AS 1336 Recommended Practices for Eye Protection in the Industrial Environment
- AS 1337 Eye Protectors for Industrial Application
- AS 1716 Respiratory Protective Devices
- Occupational Protective Clothing
- Safe Work Australia
- Safe Work Australia - social distancing

7.3 Codes and Guidance
- Department of Health and Human Services (VIC)

7.4 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