1. INTRODUCTION

1.1 Scope
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.

1.2 Purpose
Specifications, procedures and requirements in this document outline details for the safe and appropriate use of the Ensemble and Practice Rooms.

2. GENERAL

• Faculty-based COVID-19 SOPs
• Refer to COVID-19 SOP No.001 Social Distancing
• Refer to COVID-19 SOP No.006 General Cleaning
• Use appropriate PPE, as required; face covering is now a mandatory requirement

3. PHYSICAL ENVIRONMENT

• Practice rooms may only be booked once per day, for a maximum 2-hour period.
• Bookings must be made at least 24 hours in advance via the Asimut booking system.
• At the scheduled start and end time of the booking, Campus Security will unlock and secure the practice room.
• If you intend to leave the practice room prior to the scheduled end time, please call Campus Security on 8344 6666 to secure the room.
• After use, practice rooms must remain locked in quarantine for 72 hours, where reasonably practicable, prior to the next booking.
• Please refer to the FAM Resumption of Campus Based Activity Plan

4. CLEANING

4.1 Non-Standard Item Cleaning

Pianos
• Students and staff must not use any implement to clean any part of the piano.
• Piano touch points (keys and lid) to be cleaned once weekly by Instrumentation staff only. The following procedure must be followed:
  o Use a low moisture Hospital Grade Ph. Neutral wipes (with no alcohol, bleach or citrus content).
  o Be sure the wipe is not too wet as there is a risk of excess water running down the keys onto the exposed wood sides.
  o Wipe the key tops down with a dry microfiber cloth after cleaning and make sure there is no moisture left on the keys.

Music stands
• To be cleaned with an alcohol-based wipe by staff and students prior to use, in accordance with either Safe Work Australia recommendations.

Personal Instrument Cleaning (Students & Staff)
• The following procedure for condensation removal and cleaning of brass and wind instruments must be followed:
  o All cleaning conducted a minimum of 1.5 metres away from other students and staff.
  o Blowing through instruments for cleaning purposes should be avoided, as this is associated with a very high risk of spreading potentially viral aerosols and droplets in the room.
  o Condensation and saliva from the instrument must be collected in absorbent paper and disposed of in the nearest rubbish bin. Liquid from the instrument must not drip on the floor or otherwise disperse in the room.

4.2 Equipment
• Please refer to matters / articles detailed and discussed in initial toolbox meeting.
5. DAMAGE / FAULTS / ISSUES

5.1 Damage, Faults or Issues

Report cleaning, furniture, grounds and amenities, lighting and power, general maintenance, plumbing, or technology matters using the Snap Send Solve App.

Staff are also able to log facility and IT service requests via the Staff Services Portal.

In addition to reporting the issue academic and technical coordinators related to the venue should be informed.

Contact Southbank Security for urgent response to faults requiring immediate attention.

6. TROUBLE SHOOTING

6.1 Contacts

Security: southbank-security@unimelb.edu.au

Campus Services: southbank-maintenance@unimelb.edu.au

I&O Facilities: fineartsmusic-io@unimelb.edu.au

I&O Access Requests: fineartsmusic-ioaccess@unimelb.edu.au

Bookings: fineartsmusic-bookings@unimelb.edu.au

Learning Space Support (AV/IT): 8344 0777

7. EMERGENCY

7.1 Security

In the case of emergency please contact Campus Services/Security. Security personnel have trained in responding to first aid and emergency situations.

CAMPUS SERVICES/SECURITY (SOUTHBANK): 9035 9311

(Internal phone: 59311 or 0 9035 9311)

SECURITY 24HRS (PARKVILLE): 8344 6666

(Internal phone: 46666 or 0 83446666)

7.2 External Assistance

Always call security alongside external assistance to provide immediate support along with access and direction for emergency services to reach the required location.

EMERGENCY SERVICES (Police/fire/ambulance): 000

NURSE ON CALL: 1300 606 024

LIFELINE: 131 114

POISONS INFORMATION CENTRE: 131 126

To use an internal phone dial 0 before the listed number.

7.3 First Aid

First aid kits with contact lists of first aid trained staff are located in each building. Use first aid supplies and call for assistance as required. Report low supplies to staff. Report any incident, illness, injury or near miss to staff asap and submit an incident/hazard report within 24 hours.

7.4 Evacuation Instructions

Upon hearing the Alert Tone (beep, beep, beep, beep) prepare to evacuate and await emergency instructions.

Upon hearing the Evacuation Tone (whoop, whoop, whoop), being instructed to evacuate:

1. Move to the assembly area as directed
2. Remain in the assembly area until advised by Emergency Personnel, Wardens, or Security that it is safe to leave or return to the building

Emergency maps are located at main exits.

safety.unimelb.edu.au

7.5 Evacuation Assembly Points

East (St Kilda Road) side of campus: Lawn area outside B863 HUB

West (Sturt Street) side of campus: Linear Park (adjacent Building 879)

7.6 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 has sought medical advice and have had a COVID-19 Test, they should notify the University by contacting Campus Community: campus-community@unimelb.edu.au.

8. 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.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.011 Music (Rehearsals-Performances-Examinations)
- COVID19 SOP No.032 - Piano Keyboard & Keyboard Bench Cleaning