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 social distancing laws.

PHYSICAL ENVIRONMENT
Building 880 shared student accessible spaces
- Rm 410 Electronic Music Studio A
- Rm 409 Electronic Music Studio B
- Rm 408 Electronic Music Studio C
- Rm 406 Electronic Music Studio D
- Rm 407 passageway access to Rooms 408/409/410

Building 880 – technical staff only
- Rm 315 Recording Studio

Building 862 shared student accessible spaces
- Rm 117A – Control Room
- Rm 117B – Live Room
- Rm 117C – Dead Room
- Rm 117 – entrance foyer and storage area
- Rm 113 – John Hopkins Room
- Rm 302 – Production Suite

Touch points
- Use the provided hand sanitiser on entry / exit of building and before & after using a computer.
- Please take your rubbish and personal belongings with you when leaving the studio.
- Where possible – please use the stairs instead of the lift.
- Where possible please refrain from touching handrails and door handles.
- Users should provide their own headphones where possible.
- In recording sessions run by a staff engineer all equipment handling should be done by that person only. Performing musicians should not adjust their microphones.

- Where shared handling of equipment is not avoidable, disposable gloves should be worn by all persons present, and touching of the face avoided.
- Where more than one person is working co-operatively on a session, individuals should avoid handling the same equipment by arranging a division of labour, e.g. one person can be operating computer/mixer/controllers, another can place microphones, etc.
- Vocal microphones: an external pop-screen MUST be used on any microphone used for voice recording. Multiple pop-screens will be available.
- Performers on brass/wind instruments must:
  - Avoid blowing through an instrument for the purpose of cleaning
  - Be prepared to safely drain condensation from their instrument into absorbent paper and dispose of it in a bin, rather than deposit it on the floor.
- Identified touch points – Standard items (cleaning by Campus Services)
  - Swipe Entries, Exit buttons, Door Handles, Light Switches, Telephones
- Identified touch points – Non-Standard items (cleaning by Faculty)
  - Storage cabinet handles and locks, Music stands
  - Computer, Mouse, Keyboard, Monitor displays, Faculty-provided headphones
  - Mixing Desk, Control Surfaces, Audio and MIDI Interfaces, Monitor Controls, Outboard audio processing/effects rack
  - Microphones, microphone mounts, pop-screens, microphone stands, microphone/CAT6/patch bay cables
  - Electronic Keyboards / MIDI Controllers, Piano
  - Guitar and bass amplifiers, Drumkit(s)
- Speakers in Building 880 Rooms 315, 410 and 408 should be left powered on and are not to be touched.
Cleaning process

- All shared equipment and resources to be cleaned in accordance with either WorkSafe 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 drier;
- Use 70% alcohol wipes to clean the hand contact points for the Bench, Swipe Card entry, Doors, Door handles.
- Hospital grade (neutral pH) disinfectant to be used for the majority of the cleaning including, Computer, Monitors, Keyboards, Mouse, Audio Mixer, Headsets, Headset volume control, Audio Work Surface, VTR Decks, Audio Desk, Control Equipment.
- **COVID-19 SOP No.007 Equipment Cleaning and Disinfection** to be used by staff cleaning equipment.

Cleaning process – additional measures

- **Cleaning of Non-Standard Items will be undertaken by I&O staff or contracted cleaners. Studio users should not attempt such cleaning themselves.**
- Use 70% alcohol wipes to clean the hand contact points for the Desk (Not the Audio Work Surface), Light switches.
- Change over Microphone pop-filter. Isolate the previous unit for 72-hrs. Wipe the outside with a Hospital grade (neutral pH) disinfectant. Let air dry.
- Hospital grade (neutral pH) disinfectant to be used for the majority of the cleaning including A/V Equipment, Keyboards and mice, dongles and adapters.

**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 – please leave the building as soon as possible.
- Staggered start/ leave/ break times to be scheduled for different groups within the building.
- 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.

**PEOPLE**

- Keep a distance of at least 1.5m and 4sqm physical distancing between you and other during breaks.
- Use appropriate PPE, as required; **face covering is now a mandatory requirement**
- Wash your hands often with soap and water.
- 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 Computer Lab (i.e. chairs/tables/etc.) are not to be moved to another space or venue. Midi keyboards must remain connected to the designated computer.
- Do not touch equipment (i.e. pianos, technical equipment, etc.) 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.
- **Please do not wipe down computer equipment / screens etc with alcohol wipes.**

**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.011 Music (Rehearsals-Performances-Examinations)
- COVID-19 SOP No.012 Music Ensemble & Practice Rooms
- COVID-19 SOP No.013 Recording Studios
- COVID19 SOP No.032 - Piano Keyboard & Keyboard Bench Cleaning