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 Building 872 Grant Street Theatre and Lionel’s.

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

3. DENSITY
Please refer to individual studio/venue building room capacity (with social distancing) with current applicable density and maximum capacities.

4. 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.
- During Phase 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’).
- 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.
- Refer to COVID-19 SOP No.001 Social Distancing

5. Hygiene and Cleaning

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 drier;
- Use 70% alcohol wipes to clean the hand contact points for the plant or equipment.

5.1 General
Refer to COVID-19 SOP No.006 General Cleaning

5.2 Equipment
Refer to COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection

6. DAMAGE / FAULTS / ISSUES

6.1 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: https://www.unimelb.edu.au/your-campus
Staff are also able to log facility and IT service requests via the Staff Services Portal: https://unimelb.service-now.com/facilities
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.

7. TROUBLE SHOOTING

7.1 Contacts
Security: southbank-security@unimelb.edu.au
Campus Services: southbank-maintenance@unimelb.edu.au
8. EMERGENCY

8.1 Security
In the case of emergency please contact Campus Services/Security. Security personnel have training 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)

8.2 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.

8.3 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.

8.4 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), or 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.

8.5 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)

8.6 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 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.

9. 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)

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.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
- 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

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