1. INTRODUCTION

This SOP aims to provide guidance to Faculty of Fine Arts & Music staff, students, contractors and other persons for resumption of campus-based activities.

2. RISK MITIGATION STRATEGIES

Please comply with all floor markings and signage relating to current social distancing laws.

**Note:** A social distancing protocol of 4sqm per person applies in all spaces. Where physical distancing measures cannot be employed, classes will either need to be split or cancelled.

3. PHYSICAL ENVIRONMENT

- Photography Lighting Studio
- Equipment Storeroom
- Film Processing Workshop
- Film Processing Bay 1 & 2
- Black and White Darkroom
  Where possible enlarger bays will be assigned for individual use, subject to demand; any time a student is operating the mural enlarger, numbers allowed in the space will be reduced to 5
- Colour Darkroom
  Where possible enlarger bays will be assigned for individual use, subject to demand

3.1. Touch points

- Use the provided hand sanitisers on entry / exit of Building 874
- Take rubbish and personal belongings with you when leaving the Photography Workshop.
- Where possible – use the stairs instead of the lift.
- Where possible refrain from touching handrails and door handles
- Use hand washing/sanitising protocols before accessing these areas

3.1.1. Photography Lighting Studio

- Studio equipment, backdrop rigging, copy stand, lighting attachments, cupboard doors, and stands.

3.1.2. Equipment Storeroom

- Carry cases, equipment, and storage cupboards.

3.1.3. Film Processing Workshop, Film Processing Bay 1, Film Processing Bay 2

- Sink area, film drying cupboard, storage boxes, light-boxes, chemistry bottles, film processing tanks, film spools, drying clips, and film opener.

3.1.4. Black and White Darkroom

- Sink, tongs, enlarger handles, transformers, power supply, power points, transport trays, lenses, focus scopes, negative carriers, and proofing glass.

3.1.5. Colour Darkroom

- Enlarger handles, paper feed area, guillotine, print flattening boards, heat press, cupboard handles, lenses, focus scopes, negative carriers, proofing glass, boxes

3.2. Cleaning process

- All shared equipment and touch points should be cleaned in accordance with [Safe Work Australia](https://www.safe-work.com.au), after being in a quarantine zone for 72-hours
- Where a 72-hour quarantine is not reasonably practicable, a rigorous cleaning regime will be closely monitored by supervising staff
- Staff and students working in the space should use detergent, or 2-in-1 detergent and disinfectant solution to clean the hand contact points, for example ≥ 70% alcohol wipes (i.e. door handles, stand, plastics, and surfaces), to be provided by the university at the entry point of the area
- Delicate or potentially corrosible surfaces to be cleaned with hospital grade (neutral pH) disinfectant under the close guidance of technical staff (i.e. rubbers)
- Students and staff using the Photography Workshop areas must be inducted into necessary cleaning steps prior to accessing the space
- Individuals using shared equipment must wear disposable gloves provided when operating plant and equipment, only where it is deemed safe to do so and does not compromise the safety of the operator.
- Personnel must dispose of all gloves, masks and wipes into a lined bin
• Staff and students should wash hands for 20 seconds with soap and dry with a paper towel before entering the space (soap dispenser located at the sink outside of the technician’s office)

3.3. Cleaning process – additional measures

3.3.1. Equipment Storeroom

• All loaned equipment will be cleaned in accordance with Safe Work Australia, after being in a quarantine zone for 72-hours, where reasonably practicable.
• COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection to be used by staff cleaning equipment.

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 – please leave the building as soon as possible.
• Staggered start/ leave/ break times should 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.

5. PEOPLE

• Keep a distance of at least 1.5m and 4sqm physical distancing between you and other personnel 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 the COVID-19 on borrowed / loan equipment and items is broken

5.1. Preventative measure – equipment handling

• All furniture must remain in the workshop area (i.e. chairs / tables) and is not to be moved to another space or venue. Unless necessary for a series of classes occurring in the area (i.e. Breadth)
• Do not touch equipment 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 wipe down plant or equipment post use; the pre-use cleaning will be more effective and consistent for the process.

5.2. Personal Protective Equipment

• 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;
• Follow the SOP for the plant or equipment

6. 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.
7. 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.016 Workshops
- COVID19 SOP No.025 - Student Art Materials Collection
- COVID19 SOP No.026 - Art Studios
- COVID19 SOP No.027 - Installation & Exhibition