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

2. RISK MITIGATION

2.1 Campus/Building Access
- Seek approval to return to campus.
- Access Control will be active at all building entry points to restrict unauthorized access.
- All Staff and Students requiring access must complete:
  - An online COVIDSafe Campus tutorial, outlining their responsibilities to comply with the mandatory physical distancing and hygiene protocols;
  - Daily online Health Declaration, which will include an agreement to comply with required the protocols.
- All staff and students will be required to track their contacts, either by downloading and activating the Commonwealth Government COVIDSafe App (strongly encouraged) or by maintaining a diary or other record.
- All staff and students granted access will be required to:
  - Minimise time spent on campus, and only attend when they need to;
  - Stay at home if unwell;
  - Take responsibility for following strict physical distancing and hand washing/sanitizing protocols;
  - Clean their workstations and equipment on arrival and departure, where appropriate;
  - Use appropriate PPE, as required; face covering is now a mandatory requirement.
- Follow the directions of their supervisor in relation to campus attendance and be ready to return to remote working at short notice if directed to do so.

2.2 Getting to Campus
If traveling by Public Transport, consider travelling outside of peak times if possible.

2.3 Buildings / Spaces
- Consider the nature of the activity in regard to space capacity, including equipment/furniture in the room. Capacity numbers are based on the 4sqm physical distancing requirements but do not necessarily take into consideration “group movement“ within the space.
- Staff and students must use provided hand sanitiser on entry/exit of building
- Staff and students must wash hands with soap and running water for 20-seconds, and dry with paper towel or hand drier.
- Comply with all floor markings and signage relating to current social distancing laws.
- Where possible use the stairs instead of the lift.
- Where possible refrain from touching handrails and door handles.
- Where possible, leave doors propped open where fire isolation and physical security is not compromised.
- Staggered start/leave/break times for different groups within the building.

2.4 People
- Follow University’s guidelines regarding entrances and exits.
- Do not congregate outside of buildings compromising entrances / exits.
- 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.
- Keep a distance of at least 1.5 metres between you and others when moving to your scheduled activity / class and during breaks.

2.5 Foyers/ Elevators/ Lifts
- Staff and Students are encouraged to use the stairs to avoid overcrowding in elevators/lifts.
- Staff and Students are to adhere to occupancy capacity signage in foyers, elevators and lifts.
2.6 Furniture and Equipment
- All furniture must remain where it is (i.e. chairs/tables/etc....) and is not to be moved to another space or venue.
- Do not touch equipment (i.e. pianos/technical equipment/etc....) that is not related to your scheduled class or activity.
- If you need furniture to be removed or set up for you – contact Infrastructure and Operations.

2.7 Print/copier Areas
- Use hand washing/sanitizing protocols before accessing these areas.
- Adhere to the occupancy capacity of the area.
- Wait behind the ‘Wait Here’ signage in all print/copier locations.
- Use supplied wipes on touch points before operating print/copier functions.

2.8 Tools/Class Equipment/Stationery
- Consider what you will need for your scheduled activities. Do not touch or refrain from borrowing someone else’s equipment/pens/tools etc.

3. PPE
All wipes, gloves, masks and other PPE or products supplied by Infrastructure & Operations are predominately for the cleaning of shared equipment and common touch areas.
- Wash or sanitise hands prior to handling plant and equipment.
- For CLEANING considerations refer to the
  - COVID SOP No.006 General Cleaning
  - COVID SOP No.007 Loan Equipment and Disinfection
- Plant and equipment touch points should be cleaned/sanitised prior to use.
- Use 70% alcohol wipes to clean the hand contact points for the plant or equipment.
- Follow the existing SOP for plant or equipment.
- Consider the use of your own PPE and supply.

4. 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

4.1 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.

5. REFERENCES

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

5.2 Standards
- Safe Work Australia
- Safe Work Australia - social distancing

5.3 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

5.4 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.008 Computer Labs
- COVID-19 SOP No.009 FTV Student Spaces
- COVID-19 SOP No.011 Music (Rehearsals-Performances-Examinations)
- COVID-19 SOP No.012 Music Ensemble & Practice Rooms
- COVID-19 SOP No.014 Photography Workshop
- COVID-19 SOP No.015 Costume Workshop
- COVID-19 SOP No.016 Workshops
- 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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STANDARD OPERATING PROCEDURE

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