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 Costume Workshop.

2. GENERAL

- Please refer to COVID-19 SOP No.001 Social Distancing
- Use appropriate PPE, as required; face covering is now a mandatory requirement
- Academic / Coordinator / Professional Staff member running classes / activity to keep clear records of participation/attendance for contact tracing proposes.
- Academic / Coordinator / Professional Staff member running classes / activity to conduct toolbox meeting to all participants outlining the health and hygiene requirements.
- All occupants are to wash, and sanitise hands upon entry at the Costume Workroom’s PPE station. Occupant is also required to sanitise hands when leaving the combined Costume Workroom spaces.
- Each student is allocated a machine and workspace which will only be used by this student for the timetabled class.
- User of allocated machinery and table space are to sanitary cleanse all equipment and surfaces before they commence work and when class is complete and pack down is happening. All cleansing wipes are to be disposed of in lined bins provided.
- All students are to provide their own equipment (pins, needles and scissors etc.) which will only be used by said student. All equipment is to be cleansed at beginning and end of class.

3. SOCIAL DISTANCING

- Please refer to COVID-19 SOP No.001 Social Distancing
- 4-hour occupancy in the Costume workrooms is the maximum amount of time which includes clean-up and pack down.

4. PHYSICAL ENVIRONMENT

4.1 Costume Workshop 101
- large teaching space (costume workshop 101), which has 14 machines, 4 large worktables, 1 large desk, a kitchenette, steam iron facility (2 irons), approximately 5 hanging racks, and approximately 5 dressmaker stands.
- This area is approximately 130m² allowing for up to 8 occupants plus 1 staff member.

4.2 Room 135 – Workroom 1 - Smaller Workspace
- which has 3 machines, 1 large worktable, 1 iron station (1 board), 3 hanging racks, 2 fitting areas, 1 smaller desk, and approximately 5 dressmaker stands.
- This area is approximately 40m² allowing for up to 2 occupants using different areas and not interchanging.

4.3 Room 110 – Workroom 2 - Smaller Workspace
- which has 4 machines, 1 large worktable, 1 iron station (1 board), 3 hanging racks, 2 fitting areas, 1 smaller desk, and approximately 5 dressmaker stands.
- This area is approximately 40m² allowing for up to 2 occupants using different areas and not interchanging.

4.4 Room 133 – Smaller Workspace - meeting room
- which has 2 machines, 2 worktables, 1 costume rack, and 3 dressmaker stands.
• This area is approximately 21m² allowing for 1 occupant.

4.5 Laundry - room 106
• which has 2 washing machines, 2 gas dryers, 1 drying cabinet, and a fixed cupboard with 2 laundry sinks.
• This area is approximately 15m² allowing for 1 occupant.

4.6 Store area - room 106A
• which is lined with racking and tubs, has 3 double sided double height racking systems, and has a ladder on wheels to assess the higher racks.
• This area is approximately 47m² allowing for the maximum of 1.

4.7 Office space (Room 103)
• which has a desk, 6 lockers, built in storage and shelving. This area is approximately 10m² which allows for the maximum of 1 person for the maximum of 4-hours or 2 for 15 minutes.

5. FITTINGS

5.1 Social Distancing and Practice
• Please refer to COVID-19 SOP No.001 Social Distancing

5.2 Fittings
• Fittings of student’s own work on self are to be sighted by staff member and instructed how to fit self at 1.5m social distancing with a time limit of 15 minutes.
• Photos are to be taken for further instruction and information.
• If the garment is fitted on another person, garment is to be sighted by the 1 other at 1.5m social distancing with a time limit of 15-minutes.
• Photos are to be taken for further instruction and information.
• Please see below for further instruction of garment quarantine or cleaning process.
• Introduction of disposable gloves where possible for every student to minimize cross contamination across through incidental touching of fittings and equipment.
• Where possible student to wear a mask.
• Introduction of quarantine zones for garments that have been fitted or worn by someone other than the costume maker. (items with a soft surface – clothing/textiles, and shoes require a minimum of 24-hours in quarantine)

6. CLEANING

6.1 Garments
• Please refer to matters / articles detailed and discussed in initial toolbox meeting.

• Students may continue to try on costumes if student and staff follow prudent safe cleaning techniques outlined below.
• Wardrobe quarantine method – all soft surfaces which includes clothing and textiles require a minimum of 24-hours in quarantine if worn by someone other than the costume maker. Keeping in mind that clothes aren’t necessarily all fabric. They may have metal or plastic parts like buttons, zips, or clasps. These elements need to be cleaned with detergent.
• Wardrobe Laundering method - Launder clothing items as appropriate in accordance with manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting with appropriate amounts of detergent. A disinfectant is usually only necessary if an item has been contaminated with a potentially infectious material. Dry items completely.
• Wardrobe steaming method - Alternatively, a steam iron with a heat of 167 degrees or more is sufficient to kill viruses and bacteria by penetrating the fabric.
• Hospital grade (neutral pH) disinfectant to be used where possible for cleaning of garments and notions.

6.2 Equipment
• Please refer to matters / articles detailed and discussed in initial toolbox meeting.
• Hard surfaces – benches, machines and tabletops require a physical clean with hospital grade (neutral pH) disinfectant or alcohol based wipe by the user. Said items are to be cleaned before and after use.
• Gloves and mask are to be worn during all cleaning processes.

7. DAMAGE / FAULTS / ISSUES

7.1 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.
8. TROUBLE SHOOTING

8.1 Contacts
Security: southbank-security@unimelb.edu.au
Campus Services: southbank-maintenance@unimelb.edu.au
Fine Arts & Music Facilities: fineartsmusic-io@unimelb.edu.au
Access Requests: fineartsmusic-ioaccess@unimelb.edu.au
Bookings: fineartsmusic-bookings@unimelb.edu.au
Learning Space Support (AV/IT): 8344 0777
Tutor in Production: amanda.carr@unimelb.edu.au
Technical Coordinator: georgiaj@unimelb.edu.au

9. EMERGENCY

9.1 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 (SOUTH BANK): 9035 9311
(Internal phone: 59311 or 0 9035 9311)
SECURITY 24HRS (PARKVILLE): 8344 6666
(Internal phone: 46666 or 0 83446666)

9.2 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.

9.3 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.

9.4 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.

9.5 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)

9.6 COVID-19 Reporting
Where there are issues associated with COVID-19:
- 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.

10. 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.023 Building 874 Stock Shop

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