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

STAFF AREAS
Managing attendance on 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;
  - An online Health Declaration, which will include an agreement to comply with required 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:
  - Minimize 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.

Individual Offices
1. Check the size of your office on the University Estate Portal – Floor Plan Enquiry
2. Ascertain the number of people allowed in your office at any one time using the table below:

<table>
<thead>
<tr>
<th>Squared Meters</th>
<th># people in an office/room at any one time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4sqm</td>
<td>1</td>
</tr>
<tr>
<td>8sqm</td>
<td>2</td>
</tr>
<tr>
<td>12sqm</td>
<td>3</td>
</tr>
<tr>
<td>16sqm</td>
<td>4</td>
</tr>
<tr>
<td>20sqm</td>
<td>5</td>
</tr>
<tr>
<td>24sqm</td>
<td>6</td>
</tr>
<tr>
<td>28sqm</td>
<td>7</td>
</tr>
<tr>
<td>32sqm</td>
<td>8</td>
</tr>
<tr>
<td>36sqm</td>
<td>9</td>
</tr>
<tr>
<td>40sqm</td>
<td>10</td>
</tr>
<tr>
<td>44sqm</td>
<td>11</td>
</tr>
<tr>
<td>48sqm</td>
<td>12</td>
</tr>
<tr>
<td>52sqm</td>
<td>13</td>
</tr>
<tr>
<td>56sqm</td>
<td>14</td>
</tr>
<tr>
<td>60sqm</td>
<td>15</td>
</tr>
</tbody>
</table>
3. Ensure that there is at least 1.5m and 4sqm physical distancing between you and others in your office.
4. Note: if you have a piano or other equipment in your office this will reduce the amount of people that can be in your office at any one time, please take this into consideration when allowing staff or students into your office.

Shared Offices
In shared offices ensure that the desk next to/opposite/behind you is vacant. See Appendix B for examples.

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/ lifts.
- Furniture will be removed from foyers and/or amount reduced to prevent gatherings.
Tutorial Rooms

- Use hand washing/sanitising protocols before accessing these areas.
- 1.5m and 4sqm physical distancing will need to be maintained when using Tutorial Rooms;
- Timetabling and space usage data should be used to determine the appropriate space allocation;
- Tutorial Room furniture must be set up to allow the 1.5m and 4sqm physical distancing between students
- Staff/students should wipe down their tables before commencing work
- Organised arrivals and departures to keep the required 1.5 meters physical distancing at entry points.

Kitchens & Staff Common Areas

- Use hand washing/sanitising protocols before accessing these areas.
- Adhere to the occupancy capacity of the area.
- Clean appliances before and after use.
- Provide own cutlery, cups and plates.

Print/copier and Stationery Areas

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

Meeting Rooms

Arrange ALL meetings via ZOOM.

Restricted to numbers as per table below:

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Meter Squared</th>
<th>People</th>
</tr>
</thead>
<tbody>
<tr>
<td>860 EMB</td>
<td>119 VCA Executive Area</td>
<td>22.47</td>
<td>5</td>
</tr>
<tr>
<td>860 EMB</td>
<td>310 Production Area</td>
<td>26.63</td>
<td>6</td>
</tr>
<tr>
<td>862 Music</td>
<td>227 Music Thearp</td>
<td>24.89</td>
<td>6</td>
</tr>
<tr>
<td>862 Music</td>
<td>402 Level 4</td>
<td>18.38</td>
<td>4</td>
</tr>
<tr>
<td>865 OPH</td>
<td>209 G21 Operating Theatre</td>
<td>25.14</td>
<td>6</td>
</tr>
<tr>
<td>865 OPH</td>
<td>106 The Ward</td>
<td>23.28</td>
<td>5</td>
</tr>
<tr>
<td>876 SSSC</td>
<td>209 Meeting Room 1</td>
<td>28.38</td>
<td>7</td>
</tr>
<tr>
<td>876 SSSC</td>
<td>209 Meeting Room 2</td>
<td>14.03</td>
<td>3</td>
</tr>
<tr>
<td>880 IPSC</td>
<td>209 MCM Executive Area</td>
<td>41.49</td>
<td>10</td>
</tr>
</tbody>
</table>

NB: number of people in an office/room at any one time

COVID-Normal

1.5m and 4sqm physical distancing requirements may still be applicable within offices, meeting rooms & kitchenettes – pending Government and University advise.

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 (students)
- Return to Southbank campus (staff)
- 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

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