1. INTRODUCTION

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 and applies to safety measures related to use of workshops within the Faculty of Fine Arts and Music, Southbank Campus.

Applies to the following spaces:
- Teaching Workshop BLD874
- Printmaking Workshop BLD875
- Photography Workshop BLD874
- Painting Preparation area BLD874
- Stables Preparation Area BLD873

2. GENERAL

2.1. Supporting Documents
- Resumption of Campus Based Activity Plan
- Refer to the following SOP’s – Social Distancing, General Cleaning, Signage,
- Use appropriate PPE, as required; face covering is now a mandatory requirement

2.2. Bookings and Access
Workshops can only be accessed with an academic supervisor’s approval and a booking. Opening times specified in booking calendar
fineartsmusic-ioaccess@unimelb.edu.au

REFER TO ENTRY INSTRUCTIONS IN BOOKING EMAIL

2.3. Training
The COVIDSafe Campus online training module is available on TrainME, accessible via the Health & Safe site by both Staff and Students using the UOM username and password.

The Health Declaration links for staff and other campus users (e.g. students) is accessible via Coronavirus Update site.

All staff, students, contractors, and other persons, must complete required inductions prior to accessing campus

3. PPE and SPECIAL REQUIREMENTS

3.1. Respirators
- To maintain supply of P2 respirators to minimise exposure to material hazards, it is recommended that students source their own respirators if they are wearing them to avoid infection
- Shared respirators are not to be used
- Disposable respirators must be kept on your person if you wish to reuse it. Dispose of in a lined rubbish bin when you have finished use.

3.2. Gloves
- Disposable gloves may be worn where appropriate for specified processes. Be aware that gloves can carry the virus from place to place.
- Special care should be taken when removing gloves.
- Dispose of used gloves in a lined rubbish bin.
- Follow proper hand washing procedures (below)
- Some processes require specific reusable gloves. These can be shared when worn with disposable gloves underneath

4. SOCIAL DISTANCING
- Refer to Social Distancing Maps
- Social distancing of 1.5m must be observed
5. WORKSHOP SPECIFIC CLEANING

5.1. Personal Cleaning
- Follow proper hand washing procedures: wet your hands, put soap on your hands, rub the soap over all parts of your hands for at least 20 seconds, rinse your hands under running water, dry your hands thoroughly with disposable paper towel or hand dryer
- Use the provided hand sanitiser on entry/exit of building.
- Take your rubbish and personal belongings with you when leaving a space.
- Only touch surfaces where necessary.
- Do not touch other people’s items without permission, unless necessary in an emergency.

5.2. Equipment Cleaning Measures
- All equipment must be sanitized wearing appropriate respirator and gloves
- Equipment must be wiped down using an appropriate disinfectant cleaner, paying special attention to all areas of the equipment that would be handled by an operator.
- Equipment that is related to your scheduled class or activity may only be controlled by the academic/lecturer or one nominated person.
- It is recommended to wipe down equipment/machines after use. This is because the moisture on the equipment/machines needs to air dry for proper sanitization to take place before it is able to be handled.
- Ensure electrical equipment/machines are turned off before cleaning. Cleaning is to remove surface contaminants and should not enter the equipment/machines.

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. EMERGENCY

7.1. 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)

7.2. 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.

7.3. 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.

7.4. 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:
- Move to the assembly area as directed
- 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.

7.5. Evacuation Assembly Points
Linear Park (adjacent Building 879)
7.6. 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.

8. 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.014 Photography Workshop
- COVID19 SOP No.025 - Student Art Materials Collection
- COVID19 SOP No.026 - Art Studios
- COVID19 SOP No.027 - Installation & Exhibition