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 Building 874 Stock Shop.

2. GENERAL

- Professional Staff member to keep clear records of participation/attendance via electronic appointment diary for contact tracing proposes.
- Professional Staff member to inform all participants the health and hygiene requirements.
- All occupants are to sanitise hands upon entry at Stockshop’s PPE station. Occupant is also required to sanitise hands when leaving Stockshop.
- Use appropriate PPE, as required; face covering is now a mandatory requirement

3. SOCIAL DISTANCING

- Refer to COVID-19 SOP No.001 Social Distancing
- 4sqm per person for physical distancing when people gather for more than 15 minutes.
- 45 minute appointment in Stockshop is the maximum amount of time, which includes signing out of equipment/props/wardrobe.

4. PHYSICAL ENVIRONMENT

Refer to Social Distancing Maps

4.1 Stock Shop Area
This a large building with a small foyer with many aisles and pathways and zones which restrict it from having a large capacity. The foyer (Duraan’s office) has a maximum capacity of 2 occupants (i.e. Staff member and 1 visitor) in this area for a period of no more than 15 minutes.

To meet the current government physical distancing requirements, the maximum density for Stockshop is divided into 4 main areas: the foyer, wardrobe, props and stocktech.

4.2 Wardrobe Area
This area consists of costume racking and shelving with tubs, has 4 double height costume racking system, 2 platform ladders to access the higher racks, long shelving for shoes, 2 changerooms, a laundry zone, and a kitchen zone. This area has a maximum capacity of 4 occupants (i.e. Staff member and 3 visitors) in this area for a period of more than 15 minutes.

4.3 Props Area – Including Mezzanine
This area consists of wall to wall shelving, racking for pipe, 2 chambers for stage decks, a walkie stacker zone, flats storage zone, hardware zone and a mezzanine area for smaller props accessed via a staircase. This area has a maximum capacity of 4 occupants (i.e. Staff member and 3 visitors) in this area for a period of more than 15 minutes. The maximum occupancy capacity on the mezzanine area is 1 person at all times.

4.4 Stock Tech Area
Consists of wall shelving, hanging racks, road case storage, a work bench and an office zone. This area has a maximum capacity of 1 occupant (being the Stock Tech person) in this area at all times.

5. PROCEDURE

5.1 Social Distancing and Practice
- Refer to COVID-19 SOP No.001 Social Distancing
- Stock Shop operating hours are Monday-Friday 10am-1pm and 2pm-4pm.
- Appointments work on the hour every hour.
- 10am. Students wait outside StockShop for their appointment.
Students are inducted and proceed with their allocated 30min time slot to browse and collect stock.

Students who are 5min late are refused entry.

Students whose names aren’t on the booking are refused entry.

No walk-ins permitted.

10.30-10.45. The student on the booking signs out items with the staff member.

10.45-11.00. Staff prep for next appointment. This 15 min window allows for the necessary cleaning needed after every 45min block of appointments.

11am. Repeat the above process.

Appointments are necessary for collections and returns. No exceptions. Strictly 1 student per booking. Book on the following website: https://stockshop.youcanbook.me/

45-minute student bookings to minimize the number of people within an area, reducing the chance of contact with others.

Once a student has made an appointment, a confirmation will be sent via email automatically.

Students are required to arrive on time and wait outside the Stock Shop entrance (not the roller door as this is the access for Stock Tech).

Whilst Stock Shop wardrobe and props will be in operation, in a reduced capacity, there will be no student access to the Stock Tech cage area (please refer to Stock Tech loans framework for access).

StockShop is a limited resource, so we ask students to consider others and hire essential items only and to help reduce overloading the administrative tasks.

All costumes returned from hire must be placed into a plastic bag by the hirer to minimize exposure to others. Staff will then follow the safe cleaning techniques.

During phase 2 and phase 3 E-Cart Materials Store will be available to students, but the location for collection of art materials will be moved from the VCA Stock Shop and stored at a dedicated location near the entrance to the Teaching Workshop. This will assist to mitigate the process of students picking up E-Cart materials.

5.2 Production Show Hire Procedure

Sometimes one appointment isn’t enough. We’ve allowed even more people to experience StockShop during the production season. In collaboration with the professional staff member, each production show will be allocated a morning or afternoon appointment to collect equipment/costumes/props. This will be a streamlined process but offering each department the opportunity to work without interruptions from other appointments. After this initial appointment, students will need to make individual appointments to follow up as required. Upon returning equipment/props/ costumes, another afternoon or morning will be arranged by those parties involved, as we have always done for bump outs.

Collection of tapes: Students from each department should submit their tape requests to their Production Coordinator, who will nominate one person to collect. This eliminates unnecessary foot traffic.

Collection of props:

- Students should plan ahead and have a detailed list of items to collect. The professional staff member will view this list before entry.
- Only one person can be on the mezzanine at any time, and will therefore select the props, place them in a box and sign them out.
- Designers and Stage Management should collaborate prior to appointments as to who will select and collect props.
- The stage manager must email the list of hired items to the professional staff member. Every prop must be cleaned as per COVID-19 instructions before being returned to StockShop.

Collection of large staging: The professional staff member will assist students with staging items or large props as per usual.

- Once a trolley is loaded with equipment it will be moved outside stockshop to allow for another trolley to be loaded by students and staff member.
- Every stage item must be cleaned as per COVID-19 instructions before being returned to stockshop.

Collection of costume: The professional staff member will assist students with wardrobe as per usual.

- Once a clothes rack is loaded with costumes it will be moved outside stockshop to allow for another clothes rack to be loaded by students and staff member.
- The costume manager must email a list of hired items to the professional staff member.
- Every costume must be washed as per COVID-19 instructions before returned to stockshop, even if it wasn’t used/worn.

The staff member will be there to answer any additional questions, record your information for tracing purposes and arrange another appointment. At this point you may leave the building.

5.3 Touch Points

- Use the provided hand sanitiser on entry/exit of building to minimize cross contamination across
different items of equipment and the permanent fixtures within Stock Shop (e.g. handrails to the mezzanine).

- Access for Stock Tech equipment is through the roller door to minimize touch points on entry and exit. Stock Tech is divided from props by an expandable fencing guard. Access to wardrobe and props will be through the main entrance of Stock Shop.
- Quarantine zones for returning hired equipment (e.g. hard surface items require a minimum of 72-hours in quarantine, while soft surface items require a minimum of 24-hours in quarantine).
- Disposable gloves are recommended to minimize cross contamination across incidental touching of fixtures and equipment.
- Where possible please refrain from touching handrails and door handles and other fixtures.
- Please take your rubbish and personal belongings with you when you leave the building.

6. **CLEANING**

- Refer to [COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection](https://www.unimelb.edu.au/your-campus)
- Gloves and mask are to be worn during all cleaning processes.
- Isopropyl wipes used for any plastics and cases.
- Hospital grade (neutral pH) disinfectant to be used for the majority of the cleaning.
- All gloves, masks and wipes to be disposed into a lined-bin.
- Hand sanitizer used after cleaning.
- Students may continue to try on costumes. All clothing must be placed in the quarantine zone immediately after trying them on in Stock Shop.
- Although clothing has a low risk of contamination, a precautionary measure involving a safe cleaning technique should be implemented:
  - Wardrobe quarantine method – all soft surfaces which includes clothing and textiles require a minimum of 24-hours in quarantine. Keep 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 a detergent solution.
  - 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 - A steam iron with a very high heat setting of 167 degrees or more is sufficient to kill viruses and bacteria by penetrating the fabric.
- Hard surfaces – Props, flats, furniture, staging and hardware require a minimum of 72-hours in quarantine. Alternatively, equipment can be physically cleaned with hospital grade (neutral ph.) disinfectant
- All props returned from hire must be placed into the quarantine zone by the hirer to minimize exposure to others. Staff will then follow the safe cleaning techniques.

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](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

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 (SOUTHBANK): 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
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 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.

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.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.013 Recording Studios
- COVID-19 SOP No.017 Studios & Scene Study
- COVID-19 SOP No.018 Building 879 Space 28
- COVID-19 SOP No.019 Building 879 Tech Lab
- 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