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

COMMON 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 unauthorised access.
• All staff and students requiring access must complete:
  o An online COVIDSafe Campus tutorial, outlining their responsibilities to comply with the mandatory physical distancing and hygiene protocols;
  o 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:
  o Minimize time spent on campus, and only attend when they need to;
  o Stay at home and do not attend campus:
    ▪ if they feel unwell,
    ▪ if been tested for COVID19 and are awaiting result;
    ▪ if you've been in close contact with a confirmed case of COVID19; or
    ▪ if directed to self-isolate or quarantine;
  o Take responsibility for following strict physical distancing and hand washing/sanitizing protocols;
  o Clean their workstations and equipment on arrival and departure, where appropriate;
  o 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.

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.

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 print/copier locations.
• Use supplied wipes on touch points before operating print/copier functions.

Workshops and Practice Studios/Roooms
• Staff/students should refer to the relevant SOPs for specific information regarding these areas.

Student Kitchenettes and Lounges

UOM Stage Gate System (Steps 1 & 2)
• Use hand washing/sanitising protocols before accessing these areas.
• All students' kitchenettes and lounges will remain closed.
• Furniture and microwaves not to be used.
• Refrigerators will be unavailable, only the freezer section containing First Aid reusable icepacks will be accessible in Building 864, Building 871 and Building 879.

UOM Stage Gate System (Steps 3 – COVID-Normal)
• Kitchens and Lounges may become gradually available subject to social/physical distancing.
• Use hand washing/sanitising protocols before accessing these areas.
• Adhere to the occupancy capacity of the area.
• Use supplied disinfectant wipes and instructions to wipe down high touch surfaces (such as fridge door handles, shared appliances, cupboard handles)
• Dishes and cutlery should be cleaned in a dishwasher.
• Dishes and cutlery should be stored in a cupboard or covered to prevent potential contamination.
• Students are encouraged to bring their own lunch which does not need to be kept refrigerated
• Where Food Trucks are on campus, these operators will need to implement appropriate safety measures in relation Government requirements (see Safe Work Australia guidance).

Routine Checks
• Regular routine checks need to take place during the day to enforce, adjust or modify the measures taken to keep staff, students and contractors safe
• Daily or weekly reports provided of any recurrent issues that arise or potentially harmful situations

Noticeboards
• These will be used to display information, including relevant COVID-19 information and posters.

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)
  o Face masks: whole of Victoria
  o 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.008 Computer Labs
• COVID-19 SOP No.009 FTV Student Spaces