INTRODUCTION
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.

RISK MITIGATION STRATEGIES
Please comply with all floor markings and signage relating to current social distancing laws.

PHYSICAL ENVIRONMENT
Computer/teaching labs

Density

<table>
<thead>
<tr>
<th>VENUE</th>
<th>MAXIMUM CAPACITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Lab G09 B863</td>
<td>13 (13 workstations available)</td>
</tr>
<tr>
<td>Computer Lab G12 B863</td>
<td>8 (8 workstations available)</td>
</tr>
<tr>
<td>Computer Lab 137c B874</td>
<td>16 (10 workstations available)</td>
</tr>
<tr>
<td>Computer Lab 137b B874</td>
<td>5 (4 workstations available)</td>
</tr>
<tr>
<td>Digital Print Studio G11B863</td>
<td>2 (2 workstations available – staff access only)</td>
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</tbody>
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Touch points
- Use the provided hand sanitiser on entry / exit of building and before & after using a computer.
- **UOM Stage Gate System (Steps 1 & 2)** - All common areas are closed i.e. shared kitchenettes / student lounges and foyer spaces.
- **UOM Stage Gate System (Steps 3 – COVID-Normal)** – Common areas will be open with social restrictions in place.
- Please take your rubbish and personal belongings with you when leaving the Computer Lab.
- Where possible – please use the stairs instead of the lift.
- Where possible please refrain from touching handrails and door handles.

Cleaning process
- All shared equipment and resources to be cleaned in accordance with either Safe Work Australia or manufactures/supplier recommendations, after being in a quarantine zone for 72-hours, where reasonably practicable.
- Wash hands with soap and running water for 20-seconds, and dry with paper towel or hand drier;
- Use 70% alcohol wipes to clean the hand contact points for the plant or equipment.

MANAGING ATTENDANCE ON CAMPUS
- Only enter the building / venue for when the class or activity has been scheduled. Not before.
- Once the scheduled class or activity has ceased – please leave the building as soon as possible.
- Staggered start / leave / break times for different groups within the building.
- Consider the nature of the activity in regard to space capacity. Capacity numbers are based on the 4sqm social distancing rules but do not necessarily take into consideration "group movement" within the space.

PEOPLE
- Keep a distance of at least 1.5m and 4m² physical distancing between you and other during breaks.
- Use appropriate PPE, as required; **face covering is now a mandatory requirement**
- **UOM Stage Gate System (Steps 1 & 2)** – please keep your belongings with you.
- **UOM Stage Gate System (Steps 3 – COVID-Normal)** – lockers will be available for use with social restrictions in place.
- Wash your hands often with soap and water.
- All shared equipment and resources must be placed in the quarantine zone for 72-hours, where practicable, in order to ensure the transmission cycle of surface particulates of COVID-19 on shared/loan equipment and items is broken.*

*Note: To assist with contact tracing (if required), and to minimise potential exposure between staff and students
during the returns process, returned items are to be placed in a quarantine zone under the instruction of staff.

Preventative measure – equipment handling

- All furniture must remain in the Computer Lab. i.e. chairs / tables and is not to be moved to another space or venue. Midi keyboards must remain connected to the designated computer.
- Do not touch equipment i.e. pianos, technical equipment, that is not related to your scheduled class or activity.
- Where possible, leave doors propped open where fire isolation and physical security is not compromised.
- All wipes, gloves, masks and other PPE or products will be centrally managed by Infrastructure & Operations. Supplies and quantities are to be monitor and ordered to maintain appropriate quantities.
- All people using shared equipment must wear disposable gloves (subject to PPE requirements).
- In the interest of conserving the alcohol wipes, it is recommended not to wiping down plant or equipment post use; the pre-use cleaning will be more effective and consistent for the process.
- Please do not wipe down computer equipment / screens etc. with alcohol wipes.

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 (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.009 FTV Student Spaces
**COMPUTER LAB B863 ROOM G09**
COVID 19 SEATING ARRANGEMENT

- Computers available for use [13 iMacs]
- Computers NOT available

[88.29m²]

**COMPUTER LAB B874 ROOM 137c**
COVID 19 SEATING ARRANGEMENT

- Computers available for use [14 iMacs]
- Computers NOT available

Room 137 = 67.52m² / Room 137 B = 21.09m²

**COMPUTER LAB B863 ROOM G12**
COVID 19 SEATING ARRANGEMENT

- Computers available for use [8 iMacs]
- Computers NOT available

[89.24m²]

**DIGITAL PRINT STUDIO B863 ROOM G11**
COVID 19 SEATING ARRANGEMENT

- Computers available for use [2 - staff only]
- Computers NOT available

[34.79m²]