1. **INTRODUCTION**

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

2. **RISK MITIGATION**

Please comply with all floor markings and signage relating to current physical distancing requirements.

3. **DENSITY**

Please refer to individual studio/venue building room capacity (with social distancing) with current applicable density and maximum capacities.

4. **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 – leave the building as soon as possible.
- Staggered start / leave / break times for different groups within the building.
- During Phase 2 - directions will be provided regarding examinations and the use of separate warm up rooms, case storage and other logistics (depending on the examination schedule and the need to introduce cleaning between ‘uses of the room’).

5. **PPE AND CLEANING**

Refer to [COVID-19 SOP No.006 General Cleaning](#)  
Refer to the [COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection](#)  

Use appropriate PPE, as required; **face covering is now a mandatory requirement**

**Touch points**

- Use the provided hand sanitiser on entry/exit of building.
- During Phase 2 - All common areas are closed i.e. shared kitchenettes / student lounges and foyer spaces.
- During Phase 3 – Common areas will be open with social restrictions in place.
- Please take your rubbish and personal belongings with you when leaving the room.
- Where possible please use the stairs instead of the lift.
- Where possible, please refrain from touching handrails and door handles.
- Where possible, do not share items such as stationery, scripts and equipment.

**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.

6. 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.

7. 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)

University Procedures/Guidance
• UOM COVID-19 Response
• 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.008 Computer Labs
• 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.018 Building 879 Space 28
• 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