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 Stock Tech.

2. GENERAL

- The Duty Technical Officer needs to keep clear records of participation/attendance via appointment diary for contact tracing proposes.
- All occupants are to wash, and sanitise hands upon entry at the STOCK TECH LOANS PPE station. Occupant is also required to sanitise hands when leaving the combined STOCK TECH LOANS space.
- All Students must obtain and use their own tools.
- Use appropriate PPE, as required; face covering is now a mandatory requirement.
- Operating hours 10:00 – 13:00 & 14:00 – 16:00

3. PHYSICAL ENVIRONMENT

Refer to Social Distancing Maps

3.1 Stock Tech Area
The Stock Tech area consists of wall shelving, hanging racks, road case storage, a work bench, an office zone and a shared driveway. This area is approximately 17.2sqm area including 2 aisles’, allowing 2 occupant’s (1 being the Duty Technical Officer & 1 being the visitor) in this area at all times.

4. PROCEDURE

4.1 Social Distancing and Practice
- Refer to COVID-19 SOP No.001 Social Distancing
- Only students/staff who have booked an appointment and have a scheduled allocated time will gain access to Stock Tech to hire equipment or return equipment. Strictly 1 person per booking (if you need additional persons, they are to wait outside). Book here: https://stocktech.youcanbook.me/
- Equipment pick up and drop will be contactless. To assist this process students/staff will need to use Cheqroom to reserve equipment. It will be then placed in the collection zone prior to your arrival. Please use this link to create an account: https://vcamcm.formstack.com/forms/cheqroom
- The Stock Tech Equipment Store will be in operation in a reduced capacity. Consequently, student/staff access to the Stock Shop (Props, Hardware & Costume) must be done in accordance with SOP No.023 (refer to COVID-19 SOP No.023 Building 874 Stock Shop for access).
- There is no students/staff (visitor) access to the caged area under any circumstances.
- During collection and return times, students/staff will gain access to the stock tech store via the roller door and will collect their equipment in the shared driveway marked clearly. Stock Tech is divided from props by an expandable fencing guard.
- 30-minute bookings to minimize the number of people within an area, reducing the chance of contact with others. There is a 15-minute period between each booking, this is to allow for cleaning.

Example of Hire Process:
1. Go to https://stocktech.youcanbook.me/ and pick a suitable time.
2. Go to https://app.cheqroom.com/#reservations, select your equipment and make a reservation. Make sure settings are in the Stock Shop Technical location.
3. At your appointment time enter Stock Shop through the roller door. Utilise the hand sanitiser provided before continuing.
4. Your equipment will be waiting for pick up.
   - You may want to bring a large trolley with you, this can be left just outside of the roller door for loading.
   - You may also require additional people to assist with loading and transport. These people are to remain on the outside of the roller door.
5. The Duty Technical Officer will be there to answer any additional questions and check out your equipment. At this point you can leave, and the roller door will be closed.

   **Example of Return Process:**
   1. Go to [https://stocktech.youcanbook.me/](https://stocktech.youcanbook.me/) and pick a suitable time.
   2. At your appointment time enter Stock Shop through the roller door. Utilise the hand sanitiser provided before continuing.
   3. Place your equipment in the area marked.
      - You may want to bring a large trolley with you, this can be left just outside of the roller door for loading.
      - You may also require additional people to assist with loading and transport. These people are to remain on the outside of the roller door.
   4. The Duty Technical Officer will be there to answer any additional questions and check in your equipment. At this point you can leave, and the roller door will be closed.

   **Example of Repairs, Test & Tag, Last Minute Request’s Process:**
   1. Go to [https://stocktech.youcanbook.me/](https://stocktech.youcanbook.me/) and pick a suitable time OR call or email the Duty Technical Officer (0466 943 681).
   2. At your appointment time OR a time arranged with the Duty Technical Officer enter Stock Shop through the roller door. Utilise the hand sanitiser provided before continuing.
   3. Place your equipment in the area marked.
      - You may want to bring a large trolley with you, this can be left just outside of the roller door for loading.
      - You may also require additional people to assist with loading and transport. These people are to remain on the outside of the roller door.
   4. The Duty Technical Officer will be there to answer any additional questions, record your information for tracing purposes and arrange a pickup time. At this point you can leave, and the roller door will be closed.

4.2 **Touch Points**
- Use the provided hand sanitiser on entry/exit of building.
- Access for Stock Tech equipment is through the roller door to minimize touch points on exit. Stock Tech is divided from props by an expandable fencing guard.
- Disposable gloves where possible for every student to minimize cross contamination across incidental touching of fixtures and equipment. Student/staff to wear a mask.
- 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.
- Please stand in the designated wait area for stock tech to collect your items.
- entry and CLEANING
  - Refer to [COVID-19 SOP No.006 General Cleaning](https://unimelb.service-now.com/facilities)
  - Refer to [COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection](https://unimelb.service-now.com/facilities)

5. **DAMAGE / FAULTS / ISSUES**

5.1 Damage, Faults or Issues
Please Contact the DUTY TECHNICAL OFFICER for any damage/faults/issues with any hired equipment.

5.2 General Space/Building
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](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.**

6. **TROUBLE SHOOTING**

6.1 **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
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, 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

7.5 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)

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.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.020 Building 873 MMA
- COVID-19 SOP No.021 Building 871 Red Shed
- COVID-19 SOP No.022 Building 872 GST
- COVID-19 SOP No.023 Building 874 Stock Shop

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