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
Building 861 FTV shared student accessible spaces
- Edit 1, 2 and 18
- Video Graphics/Ingest
- Off-Line Edit 3 to 15, 17 and Animation Edit
- ADR
- Cinema 2 and Federation Hall
- Producers Room
- Rushes 1, 2 & 3
- Animation
- Studios 1, 2 & 3

Touch points
- Use the provided hand sanitiser on entry / exit of building and before & after using a computer.
- 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.

Edit 1, 2 and 18
Video Graphics/Ingest
Off-Line Edit 3 to 15, 17 and Animation Edit
Swipe Card entry, Doors, Chairs, Computer, Monitors, Keyboard, Mouse, Desk, VTR Decks, Audio Desk, Bench, Control Equipment
ADR
- Monitors, Keyboard, Mouse, Desk, Audio Work Surface to be wiped down.
- Voice over Microphone, Pop filter, Headphones, Headphone volume control unit.
- Doors, Door Handles, Chairs, Light switches

Cinema 2 and Federation Hall

Producers Room and Rushes 1, 2 & 3

Animation

Studios 1, 2 & 3

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 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 Bench, Swipe Card entry, Doors, Door handles.
- Hospital grade (neutral pH) disinfectant to be used for the majority of the cleaning including, Computer, Monitors, Keyboards, Mouse, Audio Mixer, Headsets, Headset volume control, Audio Work Surface, VTR Decks, Audio Desk, Control Equipment.
- FFAM COVID-19 SOP Equipment Cleaning and Disinfection to be used by staff cleaning equipment.

Cleaning process – additional measures
ADR
- Use 70% alcohol wipes to clean the hand contact points for the Desk (Not the Audio Work Surface), Light switches.
• Change over Microphone pop-filter. Isolate the previous unit for 72-hours. Wipe the outside with a Hospital grade (neutral pH) disinfectant. Let air dry.
• BYO Headphones

Producers Room and Rushes 1, 2 & 3
Hospital grade (neutral pH) disinfectant to be used for the majority of the cleaning including A/V Rack, A/V Touch Control Panel, Computer Keyboard and Mouse, Computer Adapters/Dongles.

Animation
Hospital grade (neutral pH) disinfectant to be used for the majority of the cleaning including Computer, Keyboard and Mouse, Electronic Drawing Pads.

Studios 1, 2 & 3
Hospital grade (neutral pH) disinfectant to be used for the majority of the cleaning including A/V Equipment, Keyboards and Mice, Hoist Control Systems, Dongles & Adapters.

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 4sqm physical distancing between you and other during breaks.
• Use appropriate PPE, as required; face covering is now a mandatory requirement
• Wash your hands often with soap and water.
• All shared equipment and resources must be placed in the quarantine zone for 72-hours in order to ensure the transmission cycle of surface particulates of COVID-19 on borrowed/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.

Personal Protective Equipment
1. Wash hands with soap and running water for 20-seconds, and dry with paper towel or hand drier;
2. Use 70% alcohol wipes to clean the hand contact points for the plant or equipment;
3. Follow the SOP for the plant or equipment

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.007 Loan Equipment Cleaning and Disinfection
- COVID-19 SOP No.008 Computer Labs