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 SPACE 28.

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.

<table>
<thead>
<tr>
<th>VENUE</th>
<th>MAXIMUM CAPACITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPACE 28 — SEATING BANK RETRACTED</td>
<td>95</td>
</tr>
<tr>
<td>SPACE 28 — SEATING BANK FULLY EXTENDED</td>
<td>60</td>
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</tbody>
</table>

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.

5. GENERAL PRACTICE and SOCIAL DISTANCING
- Refer to COVID-19 SOP No.001 Social Distancing
- Use appropriate PPE, as required; face covering is now a mandatory requirement
- Please use external doors to enter and exit to minimize traffic through the Building 879 foyer.
- Where possible, use Dodds Street dock doors and single door emergency exit from Linear Park.
- If you need to get up to the mezzanine level – please use the buildings internal stairwell instead of the lift.

6. CLEANING

6.1 General
- Please refer to matters / articles detailed and discussed in initial toolbox meeting.
- Refer to COVID-19 SOP No.006 General Cleaning

6.2 Equipment
- Do not touch any of the theatre’s technical equipment unless authorized to do so. i.e. once an Equipment Handover has been completed.
- Please refer to matters / articles detailed and discussed in initial toolbox meeting.
- Refer to COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection

7. DAMAGE / FAULTS / ISSUES

7.1 Damage, Faults or Issues
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
Staff are also able to log facility and IT service requests via the Staff Services Portal: 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.
8. TROUBLE SHOOTING

8.1 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
Technical Coordinator: fineartsmusic-io@unimelb.edu.au

9. EMERGENCY

9.1 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 9035 9311)
SECURITY 24HRS (PARKVILLE): 8344 6666
(Internal phone: 46666 or 0 83446666)

9.2 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.

9.3 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.

9.4 Evacuation Instructions
Upon hearing the Alert Tone (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

9.5 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)

9.6 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.

10. 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.017 Studios & Scene Study
- COVID-19 SOP No.019 Building 879 Tech Lab