



1. INTRODUCTION

Scope

This Standard Operating Procedure (SOP) covers Rehearsal Room Guidelines and applies to all rooms used in Union House for Rehearsal Room activities.

Purpose

This Standard Operating Procedure (SOP) outlines measures put in place to address the risk of exposure to coronavirus relating to rehearsals and creative practice.

2. WARNINGS/SPECIAL REQUIREMENTS

Staff, students, contractors and visitors are cannot access campus unless double vaccinated (or medically exempt). Vaccination records must be lodged via this link: <https://www.unimelb.edu.au/coronavirus/vaccination-at-unimelb>

No one is to attend the University if they present with any illness. If staff, students, contractors or visitors become unwell whilst on campus, or think they might have COVID-19 related symptoms they should:

- Leave the campus immediately. If you must use public transport, be sure to practice hand hygiene and cough/sneeze into a tissue or your elbow.
 - Seek medical advice and get tested for COVID-19 (available at the University Health Service)
 - The health service can be contacted on 03 8344 6905 for advice and to book COVID-19 testing on your way home.
 - Notify E: campus-community@unimelb.edu.au
- If you are having serious symptoms, such as difficulty breathing, call 000.

3. GUIDANCE

- Familiarise yourself with UMSU's **COVIDSafe Plan** so you are aware of any relevant local processes and procedures.
- Consider whether the rehearsal needs to be held face-to-face or whether a **zoom rehearsal** would be a suitable alternative.

- If a face-to-face rehearsal is required, ensure that a zoom option is also available for participants to provide equity for those in other locations.
- Consider **scheduling the rehearsal** at a time when there is minimal ingress and egress from the building/floor to limit potential exposure to other students and staff.
- **Limit the duration of the rehearsal** to reduce time spent in an enclosed space with others. Consider if any components of the rehearsals can be completed virtually.
- Create a digital **contact list** with the full names and contact details (phone number and email address) for all attendees to your rehearsal. This will assist the University's Public Health Network and the Victorian Government's Department of Health and Human Services (DHHS) with contact tracing in the event that an attendee tests positive for COVID-19 and was infectious while onsite.
- Prior to the rehearsal, inspect the space to determine if a **QR code** has been installed- everyone must check in using the **QR codes** displayed at the entrance to the building and again when arriving at the rehearsal room.
- **You must nominate someone in your group to be your Covid Marshal** – record their name and details in your own register of attendees. They **MUST** check everyone has checked in and sight their vaccination record.
- Conduct an inspection of rehearsal room to ensure that there is an adequate supply of **wipes** and other **cleaning supplies**. Ensure that **hand sanitiser** is available at entrance points to ensure all attendees can comply with hand hygiene protocols upon entry and exit from the rehearsal room. **Hand sanitiser** is to be used when entering and exiting the rehearsal room.
- Note that **guidelines around face masks are regularly changing**, communicate to your group that they should keep a face mask with them at all times and wear one as required under current Department of Health and Human Services (DHHS) recommendations. Please refer to <https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask> for the latest updates on face mask requirements. UMSU recommends masks be worn at all times indoors unless impactable to do so.
- **Wipe** your area, or any shared equipment (i.e., audio-visual equipment, laptops, Bluetooth speakers) with wipes before and after use.
- Comply with **all floor markings and signage** relating to current physical distancing requirements.
- Adhere to all room occupancy capacity signage in rehearsal rooms/foyers/elevators and lifts.
- **Avoid congregating** inside buildings or at entrance/exit points. Move directly to and from the rehearsal space.

4. GENERAL PRACTICE and SOCIAL DISTANCING

REHEARSALS

- Directors/creatives to consider blocking, choreography, design and script adjustments to be in alignment with current social distancing and density quotas of rehearsal rooms and performance venues. **UHT policy is to maintain 1.5m social distancing and room density quotient of 1 person per 2m².**
- Cleaning/sanitising protocols are to be discussed at the start of each rehearsal: please refer to Section 6 - Cleaning
- Outline no go zones – Mark (**NO tape on floor**) exclusion areas 1.5m/2sqm around technical operation positions as much as is practicable – Sound, stage management, lighting and creative team/s.
- **ALL pianos** are currently out of use until further notice.
- Personal items are not to be shared – water bottles, pens, pencils, notebooks and other stationary are the responsibility of the individual to provide.
- Mobile phones or other items are not to be placed upon shared surfaces (i.e. Tables, chairs, set elements, etc.)
- Minimise the number of people present in the rehearsal room by restricting all non-essential visitors, performers and creatives that are not required.
- Maintenance of social/physical distancing requirements at all times when in the rehearsal room.
- Optimise ventilation wherever possible – open windows and doors.
- Stagger breaks wherever possible and allow ventilation of the room by opening doors and windows where possible.
- Both in rehearsals and in blocking, there should be no kissing or close mouth-to-mouth proximity.
- Props to be wiped after each use and in between use of performers.
- High touch set element surfaces to be wiped before and after each rehearsal session; including cleaning of floor surfaces
- Wardrobe/ Costume and Personal items – shoes, hats, bags to be responsibility of performer/owner and to be wiped down regularly
- Provide space between creatives, stage management and tech operating position and desks in Rehearsal room
- All technical equipment and laptops are to be wiped down before commencing work at the beginning of every rehearsal and/or staff change.

5. MONITORING

- Monitor and maintain contact information for all rehearsal participants, ensuring recording of all personnel and amount of time spent within the rehearsal space.
- Prior to the rehearsal, inspect the space to determine if a **QR code** has been installed- Adhere to access requirements where applicable including checking in via the **QR code** and displaying **Vaccination Status** to the **COVID Marshal**.
- If **QR code** is not working, create a sign in / out sheet at entrance / exit and keep records.

6. CLEANING

- Sanitiser and cleaning supplies are located at entrances to buildings.
- Alcohol wipes may also be located in some rehearsal rooms. It is recommended to wipe down all contact surfaces prior to commencing work and at completion of use.

- Wipe chairs, paying attention to chair adjustment levers.
- Wipe desks and tables
- Wipe connectors and cables for power, av and phone
- Wipe light and av control switches
- **DO NOT** spray cleaning solutions directly on screens or phones.
- Where possible, bring in your laptop, keyboard and mouse and connect wirelessly.
- Regularly clean personal objects such as mobile phones and keys brought into the rehearsal rooms.
- Rooms should be left clear of personal belongings such as documents, cups, water bottles upon exiting.
- Ensure sufficient time at beginning and end of your rehearsal to allow for cleaning and disinfecting to take place.
- Leave doors open to minimise door handle contact until all members of the rehearsal are present.

7. EMERGENCY

7.1 COVID-19 Reporting

Where there are issues associated with COVID-19 requirements:

- Immediately report to Campus Community in the first instance: campus-community@unimelb.edu.au
- 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 common symptoms including fever, breathing difficulties such as breathlessness, cough, sore throat and fatigue, 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 and testing.

Once students and staff have sought medical advice they should then let the University know by contacting Campus Community in the first instance: campus-community@unimelb.edu.au.

7.2 Emergency

First Aid: 8344 5415
Operations Office (Ambulance): 8344 0077

8. REFERENCES

Legislation

- Occupational Health and Safety Act 2004
- Occupational Health & Safety Regulations 2017

Standards

- [Safe Work Australia - cleaning](#)
- [Coronavirus Vic - 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 Requirements/Guidance

- [Covid-19 response](#) website
- UOM COVID-19 Recovery Framework
- University of Melbourne [health declaration](#)
- UHT SOP056A – Covidsafe Piano Cleaning Procedures