

D

auSDANCE
QLD

A

DANCE AND PHYSICAL PERFORMING ARTS

INDUSTRY COVID SAFE PLAN

Stage 3
3 July 2020

N

C

ABN 46 089 780 388

The Judith
Wright Centre for
Contemporary Arts
Level 3 420 Brunswick Street
Fortitude Valley QLD 4006

07 3122 7628
admin@ausdanceqld.org.au
ausdanceqld.org.au

E

CONTENTS

1	DPPA INDUSTRY COVID SAFE PLAN	4
1.1	Purpose of this Document	4
1.2	How to Use the DPPA Plan.....	4
1.3	Document List for Businesses Using the DPPA Plan	5
2	INTRODUCTION	6
2.1	COVID-19	6
2.2	Definitions	7
3	OPERATING CONDITIONS FOR DPPA BUSINESSES	9
3.1	Place of Business	9
3.2	Contact.....	10
4	BEST PRACTICE GUIDANCE.....	11
4.1	Get in, Dance, Get out Methodology.	11
4.2	Preparation of Facilities	11
4.2.1	Clean facility	11
4.2.2	Good hygiene	12
4.2.3	Physical distancing	12
4.2.4	Controlling the flow of participants.....	13
4.2.5	Community consultation.....	13
4.2.6	Safety promotion	14
4.2.7	Facility Plan.....	14
4.3	Business Practices	15
4.3.1	General business	15
4.3.2	Check-in procedure	15
4.3.3	Use of non-contact temperature testing	15
4.3.4	Attendance records.....	16
4.3.5	Personnel practices	16
4.3.6	Staying informed	17
4.4	Activity Practices	18
4.4.1	Interaction	18
4.4.2	Children and Young People.....	18
4.4.3	At Risk Participants.....	19
4.4.4	First Nations Participants	19
4.4.5	Spectators and Guests	20
5	EXEMPTION DETAILS	21
5.1	Existing plans and capacity assessment	21
5.2	Risk Management and Review.....	22
6	ACKNOWLEDGEMENT	23

Appendix A – DPPA Plan Checklist	25
Appendix B – Statement of Compliance	28
Appendix C – Suspected COVID Case Response Plan	30
Appendix D – Facility Plan Examples.....	31
Appendix E – Communication Templates.....	32

1 DPPA INDUSTRY COVID SAFE PLAN

1.1 Purpose of this Document

The purpose of the Dance and Physical Performing Arts Industry COVID Safe Plan (**DPPA Plan**) is to demonstrate to health authorities and the community the measures taken to ensure safe operation of Operating Businesses and document guidance to the exemptions to Queensland's Roadmap to Easing Restrictions (the **Roadmap**). Ausdance QLD has developed this Industry COVID Safe Plan in consultation with the DPPA sector and it has been assessed and accepted by the Chief Health Officer.

The DPPA Plan aims to:

1. represent the varying circumstances and unique conditions that physical performing arts businesses operate under
2. detail best practice guidelines and measures for compliance for businesses seeking exemption from state-imposed restrictions due to COVID-19
3. identify how variations to the Roadmap can be practically achieved without compromising safety.

The DPPA Plan should be read in conjunction with:

- Return to Dance Framework
- Current local health authority guidance ([QLD Health - Public Health Directions](#))

1.2 How to Use the DPPA Plan

The DPPA Plan is for Operating Businesses seeking exemptions to Queensland's Roadmap restrictions. To commence activities with exemptions, the Operating Business must:

1. Complete the DPPA Plan Checklist (Appendix A).
2. Complete any template documents (such as floorplans etc) as identified within the checklist.
3. Complete any educational requirements as identified within the checklist.
4. Sign and date the Statement of Compliance (Appendix B).
5. Display your Statement of Compliance on your business premises.
6. Compile this information and retain for purposes of audit or health authority inspection.

The purpose of the Statement of Compliance is to enable businesses to demonstrate to the community and the relevant government authorities that they are following the Ausdance Industry COVID Safe Plan. You are not required to submit your Statement of Compliance for approval. However, a relevant enforcement Queensland Health officer can check compliance at any time and/or may ask for a copy of the signed Statement of Compliance. All businesses should be following the [work health and safety guidelines](#).

[Click here](#) for Queensland Health information for individual businesses opting-in to an Industry COVID Safe Plan.

Stage 3 (July 3rd 2020)

DPPA Businesses are considered restricted businesses, activities or undertakings under the Queensland Health COVID directives. An operating business may choose to operate **without** the use of the DPPA Plan or applicable COVID Safe checklist, however they must:

- have a maximum of 50 people, with no more than one person per 4 square metres and physical distancing observed (no contact is permitted).
- comply with the conditions under QLD Health Restrictions on Businesses, Activities and Undertakings Direction <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/business-activity-undertaking-direction>

1.3 Document List for Businesses Using the DPPA Plan

Required

1. DPPA Plan
2. DPPA Plan Checklist - Appendix A
3. Statement of Compliance - Appendix B

Additional

4. Templates for communication to landlords, parents, guardians, carers and participants
5. Operating Businesses own WH&S Plan addressing COVID-19 in the workplace
6. Local or Federal Health Department guidance and resources

2 INTRODUCTION

The COVID-19 pandemic has substantially affected communities all around the world, leading to significant restrictions on all sectors of society, in particular the performing arts. In the field of dance and physical performing arts all activities ceased completely in the third week of March 2020. COVID-19 has impacted people in myriad ways with many experiencing degradation to their physical and mental health and significant impact on their financial status¹. Resumption of cultural and creative activities will significantly contribute to the re-establishment of normality in Australia, in a post COVID-19 environment as well as shoring up the supply chain and rebooting hundreds of small and medium sized businesses. To ensure safety of our communities and ourselves, we are faced with complex decisions and must carefully consider how we return to dance activities in the COVID environment and how we engage others.

The DPPA Plan was developed to support DPPA businesses who wish to have additional customers on their business premises, and whose business premises are large enough to do so whilst meeting the 4 square metre rule. Businesses must be able to apply the strategies and protocols outlined in the DPPA Industry COVID Safe Plan. They must show the health authorities and the community that they operate safely and can host more customers on their premises than outlined in Queensland's Roadmap to Easing Restrictions (the Roadmap).

The DPPA Plan has been developed in consultation with representative groups and businesses within the Dance and Physical Performing Arts sectors.

2.1 COVID-19

The COVID-19 novel coronavirus is a new strain of coronavirus affecting humans. Some coronaviruses can cause illness similar to the common cold and others can cause more serious diseases such as Severe Acute Respiratory Syndrome ([SARS](#)) and Middle East Respiratory Syndrome ([MERS](#)). This novel coronavirus is still new and as such we are still learning more about it.

Signs and Symptoms:

Symptoms reported in identified cases of COVID-19 novel coronavirus include:

- fever
- coughing
- sore throat
- fatigue
- shortness of breath

There is no specific treatment for COVID-19 infection. Antibiotics are not effective against viral infections. However, most of the symptoms can be treated with medical care. There is currently no vaccine for COVID-19 novel coronavirus.

COVID-19 is highly transmissible between people and immediately spreads to close contacts of infected individuals. The risk for First Nations communities is great and, as such, risk analysis must reflect this. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces (fomites)², then touching their eyes, nose or mouth. The virus can survive in the air for up to three hours and on a range of surfaces for up to 72 hours.

¹ Australian Institute of Sport (2020), Framework for Rebooting Sport https://ais.gov.au/__data/assets/pdf_file/0008/730376/35845_AIS-Framework-for-rebooting-sport_FA.pdf

² Australian Government, Department of Health [https://www1.health.gov.au/internet/main/publishing.nsf/Content/7A8654A8CB144F5FCA2584F8001F91E2/\\$File/COVID-19-SoNG-v2.10.pdf](https://www1.health.gov.au/internet/main/publishing.nsf/Content/7A8654A8CB144F5FCA2584F8001F91E2/$File/COVID-19-SoNG-v2.10.pdf)

2.2 Definitions

TERM	DEFINITION
DPPA	Dance and Physical Performing Arts
Operating Business	<p>Any business where dance or physical performing arts activities are core activities for that business.</p> <p>This includes but is not limited to:</p> <ul style="list-style-type: none"> • Dance Studios and Schools • Community Dance Practitioners • Dance Groups and Collectives • Dance Educators (excluding those working directly under the guidance of the Department of Education. • Dance Companies • Circus Companies and Educators • Physical Theatre Companies and Educators • Independent DPPA Artists
Premises	A house or building together with its land or outbuilding.
Facility	The entire area under the control of the Operating Business
Room/area	Portion of a premises or facility where an Operating Business conducts an activity. A room/area could be an individual studio or a partitioned area of a larger studio.
Personnel	<p>Persons engaged in the running of Operating Businesses: This includes but is not limited to:</p> <ul style="list-style-type: none"> • Management • Direct Employees • Contracted Employees • Volunteers <p>Note: In some instances, personnel may also be participants within the Operating Business. In these cases the personnel standard may be applied in regards to training requirements and delegated responsibilities.</p>
Participants	<p>Persons engaged in activity within the Operating Business such as:</p> <ul style="list-style-type: none"> • Students (all age group inclusive) • Performers and artists • Community dance participants • Parents, Guardians or Caretakers who may attend in assistance of a student or performer.
General Public	Any member of the general public external to the activities of the Operating Business who may be impacted as a result of core business activities.
At Risk Persons	<p>The current medical health guidance of those most 'at risk' of contracting COVID-19 are:</p> <ul style="list-style-type: none"> • elderly people • Aboriginal and Torres Strait Islander peoples (as they have higher rates of chronic illness) • people with compromised immune systems (such as people who have cancer) • people with chronic medical conditions • people in group residential settings

TERM	DEFINITION
	<ul style="list-style-type: none"> people in detention facilities
Floor Work	Specific term to the discipline where dancers or physical performing artists have bodily contact with the floor by rolling, sliding, sitting etc. Floor work is considered a core element to some DPPA disciplines
Children & Young People	Persons below the age of 18 years.
Risk Review	The process of identifying and considering risks to personal health and safety, putting risk controls in place or reviewing effectiveness of risk management strategies.
Risk Control	Measures used to mitigate or reduce risks to personal health and safety.
Safety Promotion	Safety promotion is how you communicate your safety measures and best practice behaviours. It may include the use of posters, newsletters or bulletins communicating safe practices.

3 OPERATING CONDITIONS FOR DPPA BUSINESSES

Operating businesses in Dance and Physical Performing Arts (DPPA) are seeking exemptions to The Roadmap restrictions of:

Stage 3 – up to a maximum of 50 people, with no more than one person per 4 square metres and physical distancing observed ^{*^}

* Number of people includes participants and any other person around the gathering including staff, trainers and instructors.

[^] More than this number of people may be permitted under an approved Industry COVID Safe Plan.

Exemptions are sought under this Industry COVID Safe Plan on the basis of unique circumstances surrounding Place of Business and Contact requirement for DPPA activities.

Stage 3 (July 3rd 2020)

Businesses working under the DPPA Industry COVID Safe Plan are able to increase the scope of their activities and the number of individuals as follows:

Maximum Numbers Exemption –

For venues (facilities) or rooms of up to 200 square meters, no more than one person per 2 square metres, up to a maximum of 50 people.

For venues (facilities) or rooms larger than 200 square metres, No more than one person per 4 square metres. Maximum capacity to be determined by individual room/area capacity assessment.

Contact Activities –

Standard contact including partnering and group activities where the conditions of this DPPA Plan are applied.

3.1 Place of Business

DPPA Defining Premises

The Roadmap defines a premise as a house or building together with its land or outbuilding. However, DPPA Operating Businesses do not always fall under a clear definition of a premises. For example:

- Some Operating Businesses will be using only part of a premises to conduct their activities, which in turn may be shared with other Operating Businesses or community groups.
- Some Operating Businesses may use premises with multiple areas for activity that are separated through physical means.

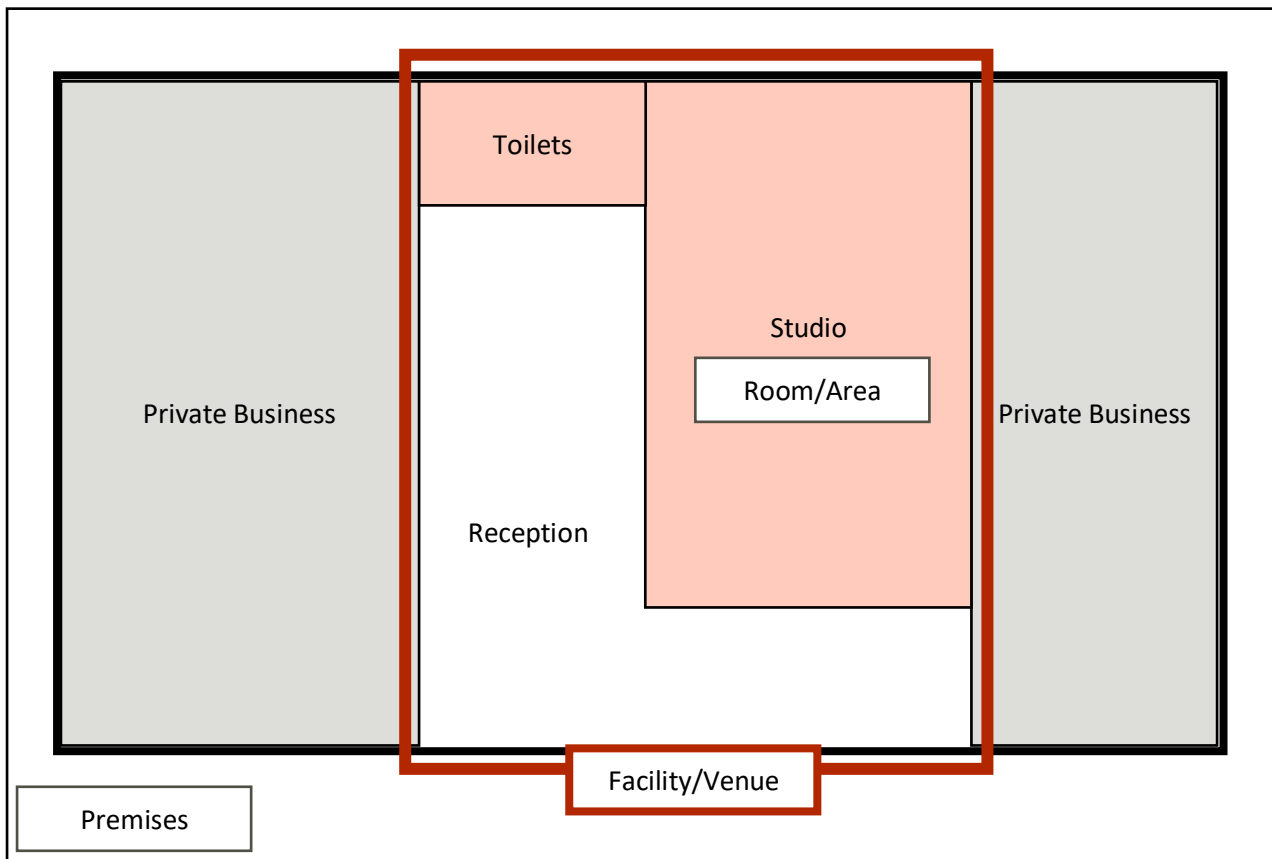
DPPA Defining Facility

The term facility is interchangeable with the term venue and defined in the DPPA Plan as the total area that an Operating Business controls.

DPPA Defining Room/Area

The term Room/Area used within this document refers to areas (where the Operating Business conducts activities) that can be controlled individually and treated as separate parts of a facility or premises.

Refer Diagram on the following page.



Clear plans to prepare facilities, control the flow of traffic and segregate activities must be prepared by Operating Businesses. Where there are shared common areas, or multiple businesses with facilities on the one premises, the Operating Business must still be able to demonstrate best practice outlined in the DPPA Plan and can ensure the safety of personnel, participants and the general public.

3.2 Contact

Physical Contact in DPPA

Physical contact is an intrinsic part of Dance and Physical Performing Arts (DPPA) and each individual discipline may require varying levels of contact to provide participants with connection to the activity, correct movement under instruction, or to maintain personal safety during the activity.

The best practice guidance developed through industry consultation within this document recommends that contact is limited where possible to prevent COVID-19 transmission. Operating Businesses seeking exemptions note that contact in core activities is essential.

Stage 3 (July 3rd 2020)

Contact based activities and skills training are allowed to recommence in Stage 3.
Contact for Dance and Physical Performing Arts includes partnering and group activities.

4 BEST PRACTICE GUIDANCE

The best practice guidance in the DPPA Plan has been developed in consultation with Dance and Physical Performing Arts business operators across Queensland. It provides a guide for businesses seeking practical and effective means of controlling risks associated with resuming activities in a COVID-19 environment. Operating Businesses should follow best practice guidelines where possible, taking into consideration their own unique circumstances, activities and places of business.

4.1 Get in, Dance, Get out Methodology.

Ausdance Return to Dance Framework promotes the methodology of 'Get in, dance, get out' as a guide to limit personal exposure during DPPA activities. This includes:

- strategies to limit time and person-to-person contact on site should be implemented
- no use of change rooms or shower amenities
- toilets may remain open but must be cleaned regularly
- arrive dressed and ready for class or rehearsal wherever possible
- arrive on time, leave on time
- maintain good hygiene practices
- eat off-site where possible
- all participants maintain at least 1.5m apart when not required for a specific dance activity
- any tasks that can be done at home, should be done at home (costume or clothing repair, make-up), online meetings, etc.

Stage 3 - (July 3rd 2020)

Change facilities and other ancillary functions such as showering facilities may recommence. Enhanced cleaning schedule is to be applied per section 4.2.1

4.2 Preparation of Facilities

All facilities must undergo a Risk Review by the Operating Business prior to resumption of activities. The review must consider:

- availability of sanitation amenities
- high traffic times internal and external
- sufficient room available for ingress into and egress from the room/area
- waiting areas
- cleaning protocols
- cleaning protocols for shared areas etc.
- cleaning records if required.

The Risk Review is conducted using the DPPA Plan Checklist (Appendix A) to assist in determining risks.

4.2.1 Clean facility

Operating Businesses must ensure that there are adequate cleaning protocols in place for controlling the risk of infection within each room/area. Appropriate detergents and disinfection products should be used as required. Cleaning protocols are to include:

- regular common surface disinfection
- disinfection of high-touch points and common use equipment between activities

- regular cleaning of bathroom amenities used for personal sanitation.

Important considerations:

- Where shared amenities are used for multiple facilities, the Operating Business must confirm adequate measures are in place to sanitise the area. This may require consultation with the landlord or other tenancies within a shared use premises.
- Operating businesses under tenancies or hire agreements should consult with their premises owner/operator to clarify responsibilities for cleaning of facilities where confusion exists.
- Where DPPA activity includes 'Floor Work' clean room/area protocols should include an enhanced cleaning schedule for floor surfaces.

[Click here for Safe Work Australia guidance on routine environmental cleaning practices](#)

4.2.2 Good hygiene

Good personal hygiene can help prevent the transmission on COVID-19. All personnel and participants must be encouraged to promote and engage in good hygiene practices such as:

- not attend activities if feeling unwell
- frequent hand washing or using alcohol-based sanitisers
- not sharing water bottles or personal equipment
- avoid touching their face
- limit touching of surfaces
- limiting the use of shared equipment or cleaning after use
- covering sneezes and coughs
- as change rooms and shower amenities must remain closed throughout stage 2, how to refresh clothing at regular intervals or when it has become wet with sweat must be considered (esp. in case of floor or contact work or in cases of dancing for an extended duration).

Stage 3 - (July 3rd 2020) - Change facilities and other ancillary functions such as showering facilities may return for use. Safe use protocols of these areas must be considered and communicated prior to activation.

Operating Businesses must ensure there is suitable sanitation products available for personnel, participants and guests. Adequate sanitisation may include:

- bathroom with fresh water, soap and clean paper towels; and/or
- alcohol-based hand sanitiser.

Alternately, where the Operating Business may be unable to provide sanitation products, participants may be required to provide their own means of sanitation to attend activities to be confirmed during the check-in procedure. Refer Section 4.3.2.

[Click here for Federal guidance and resources for good hygiene for the prevention of COVID-19](#)

4.2.3 Physical distancing

Physical distancing (or social distancing) is a measure used to limit the transmission of COVID-19 and similar illnesses by reducing exposure between people. The more distance between people and others, the harder it is for viruses to spread.

The basic principles of physical distancing are to maintain as much as practical:

- 1.5m distance between people when gathering.
- 4m² space per person when working or conducting an activity within a shared space.

- avoid physical greetings such as hugging, kissing or hand shaking.

To comply with physical distancing measures, Operating Businesses should:

- adhere to physical distancing recommendations as detailed within the Health Authority guidelines as much as reasonably practicable
- provide visual indication of physical distancing measures to assist participants to follow.
 - These may include (but not limited to):
 - floor markings
 - wall markings
 - spacing of furniture or materials
 - installing physical barriers in high traffic areas
- actively promote the practice of physical distancing for all personnel, participants and guests.

[Click here for Federal guidance and resources for physical distancing measures](#)

4.2.4 Controlling the flow of participants

The 'flow of participants' is the term used to describe controlling participants and personnel movements on their way to, moving between, or leaving activities to limit the possibility of gatherings and reduce exposure.

Operating Businesses must put measures into place to control the flow of participants within the premises or facility. Operating Businesses must also consider the effect participant traffic may have on the immediate area around their premises or facilities. Measures are to be put in place such as:

- staggering of activity times where multiple rooms/areas are within the same premises to limit traffic or gatherings in common spaces
- established arrival times to minimise gathering while waiting for activities
- coordination by personnel with the release of classes
- if practicable, set up separate entry and exit points to each room/area and use visual guides such as arrows to coordinate the flow
- consultation with the tenancies and neighbours around them to ensure flow of participants does not negatively impact their ability to operate safely

Operating Businesses should consider controlling the flow of participants when completing their facility/premises plan.

4.2.5 Community consultation

It is important that the community (landowner, neighbours, and participants) feel safe when returning to activity and that appropriate measures are being taken to consider their safety.

To proactively address any concerns that may arise from stakeholders such as landowners, neighbouring businesses or public residences, Operating Businesses should clearly communicate their intention to commence activities under the DPPA Plan and provide a channel for feedback.

Consultation with community groups should be made in good faith and with the intention to alleviate any concerns that impacted parties may have. This may include:

- Contacting landowners/landlords by phone or email to discuss their intention to operate using the DPPA Plan and requesting permission to do so.
[Template script to landlord provided in Appendix E]
- Consulting with adjoining businesses or neighbours to ensure impact of increased flow of participants does not negatively impact their own ability to operate safely.
- Communicating with participants, parents, guardians or carers to advise of the intention to operate under the DPPA plan. [Template script to participants, parents, guardians or carers provided in Appendix E]

- Installation of signage to inform the community of intentions to operate using the DPPA plan and provide contact details for individuals to voice any concerns.

4.2.6 Safety promotion

Safety promotion is how you communicate your safety measures and best practice behaviours to anyone engaging in the activities of your business or anyone who may be impacted by your business. Safety promotion includes visible display of safety procedures, best practice guidance and business compliance inside and outside your place of business. Promotion may include posters, printed material or online instructions.

Examples of safety promotion may include:

- activity times (high volume traffic)
- requirements for entering and exiting room/area (check-in and collection procedures)
- DPPA Industry COVID Safe Compliance Signage
- markings for physical distancing in waiting zones (if required)
- participant behavioural expectations in relation to good hygiene and physical distancing
- instructional posters on hand washing, hand sanitisation, physical distancing and COVID-19.

[Click here for Safe Work Australia Resource for pre-made signs and posters](#)

4.2.7 Facility Plan

Operating Businesses must create a Facility Plan to visually represent how they will comply with the directions of the DPPA. This plan is to be completed on a diagram of the facility floorplan with the below information clearly marked:

- rooms/areas
- physical distancing guidance (internal and external if applicable)
- emergency egress areas and exits
- location of sanitation areas
- location of segregation area for suspected COVID-19 cases (if applicable).

Consideration should be given to foot traffic and waiting areas external to the facility or individual room/areas and included where considered necessary on the Facility Plan. It is important that measures put in place do not inhibit existing emergency evacuation plans. An example Facility Plan can be seen in Appendix D.

4.3 Business Practices

4.3.1 General business

General business practices are to be modified as required to limit the risk of exposure to COVID-19.

- Non-contact payment methods for services are preferred.
 - Where cash payment is accepted, hands should be sanitised immediately after each transaction.
- It should be requested that deliveries to the premises/facility provide prior notice to arrival or provide contactless delivery service with a designated delivery area.

4.3.2 Check-in procedure

Check-in procedures should provide first point of contact protection by identifying, and preventing entry to, individuals who may be infected with COVID-19 and thus preventing transmission within the Operating Business.

All facilities must ensure they have clear signage of the conditions of entry and the Operating Businesses' right to refusal.

All facilities must have a check-in process for personnel, participants and guests where:

- personnel responsible for check-in should have appropriate training to identify signs or symptoms of COVID-19. Refer Section 4.3.5
- a notice should also be displayed stating that patrons should not enter the venue, if they:
 - have COVID-19 symptoms or are unwell,
 - have been in close contact with a known case of COVID-19,
 - have travelled overseas in the previous 14 days,
 - have been to a declared COVID-19 hotspot in the previous 14 days – the list of declared COVID19 hotspots can be accessed at www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19
- clear entry sign advising of right to refusal to be displayed
- any persons with signs or symptoms of COVID are to be refused entry
- on entry participants or guests should be queried if they have experienced symptoms of COVID (this may be achieved through individual or group interaction)
- non-Contact temperature testing is recommended where available. Refer Section 4.3.3.

Operating Businesses should consider that refusal of entry can cause anxiety or conflict in participants. It is important to provide personnel with guidance to assist in resolving conflict if it occurs. Techniques such as:

- remaining calm, non-defensive and respectful in reacting to the conflict
- try and empathise with the viewpoint of the complainant
- responding with clear information as to the reason for refusal.

4.3.3 Use of non-contact temperature testing

Non-contact means of temperature testing is recommended if available as COVID-19 infection may only present in some asymptomatic individuals as an elevated temperature.

During the pandemic, the temperature of individuals should be measured using:

- infra-red forehead thermometers which require no contact with the body.
- tympanic thermometers with disposable covers that limit contact of the thermometer cover to one individual.
- thermometers that required cleaning before re-use are not recommended.

Results of temperature testing are to be interpreted as follows:

- Temperature of 37.5[°]C or greater is considered High
- Temperature of 37.3[°]C or 37.4[°]C is considered borderline
- Temperature of 37.2[°]C or below is not considered elevated

Any person presenting with an elevated temperature should:

- be sent home immediately to isolate or kept in an isolated area until they can be collected
- make contact with local doctor or call 13HEALTH (13 43 25 84) for further advice
- follow the guidance for suspected COVID-19 cases as detailed in Appendix C.

Any person presenting with a borderline temperature should:

- be checked for signs or symptoms of COVID-19
- rest for 10 minutes in a segregated area then have their temperature re-checked
- if the recorded temperature remains borderline, they should be considered as having an elevated temperature and follow the guidance above.

All elevated and repeat borderline temperature measurements should be recorded on an incident report for further monitoring and risk review by the operating business.

4.3.4 Attendance records

Attendance records for any individual visiting the business must be maintained to assist in contact tracing if required. Attendance records should be detailed enough to allow thorough contract tracing if any individuals attending the businesses or participating in activities contract COVID-19 or have been in contact with COVID-19 cases.

Attendance records must be kept securely for at least 56 days and should contain at a minimum:

- Full Name
- Phone or Mobile number
- Address (or at least residential postcode)
- Date and time of visit
- Activity / Purpose of visit
- Record if a person is a minor, if so carers name and contact details must be included.

Note: Contact details may be omitted where participant database holds sufficient information.

Ausdance QLD endorses the use of the Australian Governments COVIDSafe App for all participants, personnel and guests. Where enabled individuals should ensure their device remains on with Bluetooth enabled during DPPA activities.

4.3.5 Personnel practices

The Operating Business must ensure that personnel are informed, protected and aware of their responsibilities regarding their safety and the safety of others during the activities of the business.

Responsibilities

Personnel must:

- present fit for duty. (I.e. individuals experiencing signs or symptoms of COVID-19 must not attend activities and follow the guidance of Appendix C).
- monitor the health of participants before, during and after activity.

- ensure participants maintain good hygiene and physical distancing practices and model these behaviours for others.

Education and Training

Education for personnel in the DPPA Industry about COVID-19 risk mitigation strategies is crucial and records of training in relation to COVID-19 must be kept. Many DPPA practices and social norms within the DPPA community are incongruent with the concept of physical distancing. Education will reset the expectations for the new required behaviours prior to recommencing activities.

- Personnel must be educated in:
 - hand and respiratory hygiene
 - physical distancing
 - signs and symptoms of COVID-19
 - measures to take in the event of a confirmed or suspected COVID event
 - the requirements of the DPPA plan.
- Additional recommended education for personnel:
 - conflict resolution techniques
 - workplace health and safety practices.

COVID Safe industry training can be obtained at:

- <https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses>.
- <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

4.3.6 Staying informed

Industries operating under an Industry COVID Safe Plan have obligations to keep up to date with the Chief Health Officer Directions, and update plans accordingly. Operating Businesses are responsible for staying informed of any issue or development that may increase the risk to their Participants, Personnel or Guests including:

- changes to regulations or restrictions
- outbreaks or clusters in their area
- contact with individuals who may be infected.

Operating Businesses should:

- delegate responsibility for staying informed
- check Local Health Authority Guidance prior to activities to confirm information for COVID-19 guidance is accurate and up to date
- provide a clear platform for their community to communicate changes to business practices, updated authority guidance, incidents or issues that impact the business.

Click on the below useful links for staying informed:

[Health Alerts for Queensland](#)

[Queensland Chief Health Officer – Public Health Directives](#)

[Current COVID Status Australia Wide](#)

4.4 Activity Practices

4.4.1 Interaction

Dance is a highly physical practice where instruction can often require coming into close contact with the participants to correct movement. Best practices should be maintained to ensure physical distancing measures are adequate to minimise unnecessary contact where possible.

Basic principles for interaction:

- avoid unintentional / unnecessary contact
- personnel are to be conscientious of physical distancing measures and provide instruction removed from participants personal space where possible
- activity leaders should carefully plan activities to minimise contact wherever possible
- regular sanitisation should be promoted and normalised. Personnel should role model behaviour regularly sanitising to reduce risk protecting both themselves and the participant
- consider a 'shoes off', 'clean feet' or 'specific dance shoe' policy in facilities or rooms/areas where DPPA floor work is being conducted.

Stage 3 (July 3rd 2020)

Contact based activities and skills training are allowed to recommence in Stage 3.
Contact for Dance and Physical Performing Arts includes partnering and group activities.

4.4.2 Children and Young People

The unique challenges working with children and young people can present when creating a risk management strategy has been considered in the development of the DPPA Plan. When working with children practical measures of preventing transmission should be applied wherever possible. It is equally important to ensure personnel model this behaviour for children and young people.

Measures to be considered in application of risk controls:

- ensure the children and young people use hand sanitiser or wash hands as often as practical, especially:
 - after eating
 - before and after using shared equipment
 - on entry, exit to the room/area and when required during activities
- be creative with activities and consider incorporating physical distancing and good hygiene practices into the activity
- limit physical contact with others wherever possible
- encourage and praise individuals who display good hygiene practices
- have attending parents and guardians assist through modelling and encouraging good hygiene practices.

Considerations should be made to modify best practice guidance where beneficial:

- check-in processes may need to be modified by communicating with parents or guardians prior to activities.

4.4.3 At Risk Participants

The unique challenges working with at risk participants creates in a COVID environment have been considered in the development of the DPPA Plan. In close consultation with businesses working directly with at risk participants, the following benefits to restarting DPPA activities as soon as possible were identified:

- Activity forms an important function as remedial therapy in many cases.
- Activity is important in the mental health and wellbeing of participants.

Considerations when applying a best practice for at risk participants:

- first and foremost, medical advice should be sought by participants / parents / guardians / carers before resumption of activities
- contact with participants is required in many cases for immediate personal safety
- businesses working with at risk participants must adhere to the highest conditions of COVID-19 protection possible while ensuring immediate physical risks are controlled as priority.

It is recommended that businesses working with at risk participants use rigorous WHS Plans to assist with risk management and review. Ausdance QLD can provide assistance to any business seeking WHS Safety Management templates.

[QLD Health – Guidance to protecting aged care residents](#)

4.4.4 First Nations Participants

Dance for First Nations people in Australia is integral part of passing on cultural heritage to the next generations and forms an important part of education for the young and emerging.

First Nations consultation during the creation of this DPPA Plan identified unique needs Operating Businesses should consider prior to commencing activities:

- limitations to native language can create barriers to communicating risk and safety promotion
- family Groups often travel and attend activities together which may affect projected numbers of attendants to facilities
- limited knowledge in workplace health and safety practices may require additional training for personnel to achieve best practice guidance.

When applying best practice guidance to First Nations participants the Operating Business should consider:

- enhanced communication strategies to overcome potential language barriers for risk and safety promotion. These could include:
 - the use of pictorial representations of risk and safety information. A range of Posters can be accessed at: <https://www.australia.gov.au/covidsafe-resources>.
 - direct conversations with participants and family groups
- establishing estimated attendance numbers prior to activities through communication with family groups
- developing internal training or seek external guidance for education in workplace health and safety standards.

4.4.5 Spectators and Guests

Stage 3 (July 3rd 2020)

Spectators and Guests are allowed to watch DPPA practice/performance both indoors and outdoors.

- The number of spectators allowed at an indoor venue will be determined by the 1 person per 4 square metre rule.
- Contact information must be collected through the Check-In process. Information must include:
 - First and last name
 - Mobile number
 - Email
 - Address (or at least residential postcode)
- Spectators and Guests are not to engage in contact activities with participants or other guests from outside their household group and must observe the 1.5 metre social distancing rule.

5 EXEMPTION DETAILS

5.1 Existing plans and capacity assessment

DPPA Businesses are considered restricted businesses, activities or undertakings under the Queensland Health COVID directives. All businesses seeking an exemption to operate within the Stage 3 guidance detailed below **must** operate under this DPPA Plan.

Stage 3 (July 3rd 2020)

Businesses working under the DPPA Industry COVID Safe Plan are able to increase the scope of their activities and the number of individuals as follows:

Maximum Numbers Exemption –

For venues (facilities) or rooms of up to 200 square meters, no more than one person per 2 square metres, up to a maximum of 50 people.

For venues (facilities) or rooms larger than 200 square metres, No more than one person per 4 square metres. Maximum capacity to be determined by individual room/area capacity assessment.

Contact Activities –

Standard contact including partnering and group activities where the conditions of this DPPA Plan are applied.

An operating business may choose to operate **without** the use of the DPPA Plan or applicable COVID Safe checklist, however they must have a maximum of 50 people per **facility**, with no more than one person per 4 square metres and physical distancing observed.

Where there is existing venue specific plan:

Operating businesses conducting activities at venues with an existing plan, that are seeking to operate with more than 50 people at their premises, must ensure that they conduct business in accordance with this DPPA Plan. Where conflicts exist between the two plans. This plan **must** override the existing venue plan.

Where there is no venue specific plan:

To calculate the allowable number of persons within a single room/area under this Industry COVID Safe plan the Operating Business is to:

1. Calculate the total floorspace available (not to include fixtures).
2. Subtract from the total floorspace 1.5m walkways to all emergency egress points.
3. Divide the remaining space by the 4m² physical distancing guidelines.

The importance for each participant to have the ability to leave their designated space without infringing on the space of those around them must be considered as part of the floorspace plan. The Operating Business must also ensure that cleaning and hygiene standards can be achieved and maintained for the number of people determined.

5.2 Risk Management and Review

- An Operating Businesses seeking exemptions must be able to demonstrate DPPA Plan governance.
- A responsible person at the Operating Business is to be appointed to deal with COVID-related safety matters.
- Operating Business must detail how complaints relating to COVID-19 will be managed.
- It is recommended that Operating Businesses form a committee of stakeholders to regularly review and maintain record of:
 - the effectiveness and currency of DAPP Plan
 - any identified or potential cases within personnel or participants
 - the effectiveness of emergency measures.
 - any changes to status of Heath Authority Guidance
 - the status of current COVID controls in place
 - any barriers to COVID Controls (E.g. unable to procure supplies).
 - Meetings should be recorded by a checklist of items to ensure all items are covered and issues addressed as soon as reasonably practicable.

Operating Businesses with established WHS or Safety Management Systems may be able to absorb the COVID Plan governance function within their current safety governance structure.

Ausdance recommends the application of the Model Code of Practice [‘How to manage work health and safety risks’](#) for operational risk management.

Ausdance QLD also has multiple resources and templates to assist Operating Businesses with Health and Safety Management systems and can provide advice on risk management and review processes. More information can be found on the [Ausdance QLD website](#).

6 ACKNOWLEDGEMENT

The DPPA Plan was developed in consultation with the Dance and Physical Performing Arts individuals and businesses across Queensland. The consultation process was thorough; including diversity and depth of subsectors, needs, opportunities for engagement, integration of learnings into the final document and checking of final document by sector representatives.

Ausdance QLD would like to thank the following individuals and organisations for their contributions to this document:

Queensland Ballet

Felicity Mandile, Zara Gomes, Lucas Gilroy, Will Wallace

BlakDance

Merindah Donnelly, Shannon King, Joella Warkill,

Nintiringanyi Cultural Training Centre

Pauline Lampton

Pryce Centre

Rita Pryce

Aboriginal Centre for the Performing Arts

Wesley Aird, Madeleine Price

Australasian Dance Collective

Nick Engler

Ausdance Queensland

Stephen Stewart, Dr Jordin Steele, Julie Englefield, Jackie Meaney, Dr Nerida Matthaai, Gail Hewton, Stephanie Pokoj, Erika Goldsmith

Arts Queensland

Tania Hall, Susan Richer, Alex Wagner

Ausdance National

Lizzie Vilmanis

Dancenorth

Kyle Page, Hillary Coyne

Flipside Circus

Robert Kronk

Gold Moves Australia

Gail Hewton

Julie Chenery

Cross sector individuals and businesses

Graham Black

Ashleigh Christenson

Shelle Conroy – Conroy Dance Centre

Melanie Denny – Studio 53

Desley Donaldson – Desley Donaldson Ballet Academy

Lauren Georgiou – Vibe Dance Studio

Sue Gillingham - River City Ballroom

Donna Henry – Hipa Studios

Michelle Hood – Creative Dance Industries

Erica-Rose Jeffrey – Dance for Parkinsons Australia

Emma Keating – LeStep Gold Coast

Ruth Keenan – Movements Dance

Melissa Lanham – LJ Projects

Danielle Lennon – The Studio of Performing Arts Springfield

Matt Lyons – Butterfly Ballet

Stacy Marlow – Hy-Fidelity Dance

Rose Martin – Genesis Dance and Drama Academy

Dr Nerida Matthaai – Phluxus 2 Dance Collective

Lauren McKean – Prestige Dance Centre

Sarah Thorne – FNQ Dance Academy

Loren Pennisi – Dansing

Allison Reilly – Reilly Dance Academy

Katrina and Danika Sayce – TAPA

Maria Shanks – Sunshine Coast Dance Eisteddfod

Allan Skinner – Raw Connection Swing

Tina Sparks – Sparks DC

Katrina Spencer – Allstars Performing Arts

Alison Valette – Dance Central

Lizzie Vilmanis – Prying Eye

Stacey Walvin – Generation Dance Centre

Belinda Williamson – Northside School of Dance

D

A

APPENDICES

N

C

E

Appendix A – DPPA Plan Checklist

Link to the online printable version of the Checklist
Stage 3 amendments in red

Dance and Physical Performing Arts – Industry COVID Safe Plan Checklist

This checklist has been developed for Dance and Physical Performing Arts (DPPA) Operating Businesses to assist in assessing their readiness to resume activities. The checklist should be used in conjunction with the DPPA Plan. The checklist should be completed and retained for risk management and review purposes.

- Read/complete the resources to the industry including the DPPA Industry COVID Safe Plan, Ausdance Return to Dance Framework and DPPA COVID Safe Checklist
- Check the Safe Work Australia [COVID resource kit](#) for helpful information and guidance
- Check the Queensland Government's COVID-19 website www.covid19.qld.gov.au to review up to date information on specific restrictions in place.

Exemption Categories (DPPA Section 3)

Operating Businesses should assess their individual circumstances and select all applicable exemption categories in the section below.

- Operating Business on Single Premises/Facility with multiple Rooms/Areas (Maximum numbers exemption) – Numbers for premises exceeding current Roadmap Stage 2 guidance based on individual internal room/area capacity assessments.
- Operating Businesses within shared premises (Maximum numbers exemption) – Numbers for premises exceeding current Roadmap Stage 2 guidance based on individual internal room/area capacity assessments, considerations for flow of participants through premises and facilities.
- Stage 3** – Contact Activities
- Stage 3** – Maximum numbers exemption – 1 person per 4m² (maximum to be determined by individual capacity assessment)

(Continue checklist on following pages)

Preparation of facility (DPPA Section 4.2)

- Consult with your landlord / landowner / facility manager on the conditions to restarting your activities including the use of the DPPA Plan best practice guidance and exemptions. (DPPA 4.2.5)
- Inform adjoining businesses, tenancies or neighbours of resumption of activities. This could include direct contact, informational posters, promotional materials or social media releases. (DPPA 4.2.5)
- Ensure participants, parents or guardians have been communicated about conditions / restrictions on restarting activities, for example:
 - Changes to activities
 - Limitations to allowable numbers on premises
 - Check-in procedure and health requirements for attendance
 - Physical distancing and personal hygiene expectations
- If your facility has been closed, check the condition of the equipment and amenities are fully functioning, such as gas, electricity, toilets and hand washing amenities.
- Cleaning protocols created for frequently touched areas and surfaces to be cleaned between activities with detergent or disinfectant (including shared equipment, tables, counter tops and sinks). Surfaces used by participants, such as chairs, flooring where 'floor work' is conducted, and tables must also be cleaned between clients. (DPPA 4.2.1)
- Enhanced cleaning protocols put into place for toilets, change-rooms and showers this may include cleaning records to monitor frequency, shared responsibilities and effectiveness of cleaning. (DPPA 4.2.1)**
- Ensure hand washing basins are available including clean running water, liquid soap, paper towels suitable for expected use. (DPPA 4.2.2)
- Ensure hand sanitising stations available and for personnel and participants to easily sanitise hands before and after (and during if required) their activities. (4.2.2)
- Ensure sufficient sanitation supplies are available for personnel and participants. Consider keeping additional stock or local supplier contact lists to reduce the risk of running out. (DPPA 4.2.2)
- Physical distancing markings made by placing floor or wall markings or signs to identify 1.5 metres distance between persons in activity areas, common spaces, walkways and waiting areas. (4.2.3)
- Seating / furniture spaced at least 1.5 metres apart or removed / restricted where adequate spacing is not possible (4.2.3)
- Signs and posters positioned within activity areas, common spaces, walkways and waiting areas where able to inform and promote safe practices, such as:
 - Activity schedules
 - Check-In and collection procedures
 - Physical distancing & good hygiene guidance
 - Behavioural expectations
 - Entry and exit signs or path indicators to control flow of participants within room/area
- Facility plan prepared as detailed in DPPA Plan (4.2.7)
- Maximum allowable participants have been calculated as detailed in DPPA Plan (5.1)
- Record any additional measures taken to reduce risk in the preparation of the facility:

Personnel Practices (DPPA 4.3.5)

- Personnel have been provided guidance on their responsibilities on resumption of activities, for example:
 - presenting fit for duty,
 - monitoring the health of participants,
 - modelling and encouraging good hygiene and physical distancing practices.
- Personnel have been trained or provided guidance on:
 - hand and respiratory hygiene,
 - physical distancing,
 - signs and symptoms of COVID-19,
 - measures to take in the event of a confirmed or suspected case of COVID event,
 - the requirements of the DPPA plan
 - new business processes such as check-in procedure
- Additional education or guidance has been considered, such as:
 - workplace health and safety practices
 - dealing with conflict
- Record and additional training, guidance or behavioural expectations for personnel

Business Practices

- Deliveries coordinated for contactless service or scheduled to minimise contact on deliveries or (4.3.1)
- Contactless payment methods should be preferred, where cash transactions take place ensure to wash hands or sanitised immediately after. (4.3.1)
- Check-In procedure conducted on arrival for all participants and personnel to identify signs and symptoms of COVID-19. Any individuals showing signs or symptoms are to be refused entry. (4.3.2)
- Participant attendance to be recorded to assist in health authority contact tracing in the event of a suspected COVID-19 exposure. Records are to be stored securely for a minimum of one month. (4.3.2)
- Personnel and participants are to be encouraged to download and activate the Australian Government COVID Safe app. Devices must be left switched on, and with Bluetooth enabled while in activities.
- Activity times are staggered / changed when required to reduce number of participants in common areas or using amenities at the same time. Ensure participants are informed of arrival and completion times to minimise waiting or unintentional gatherings. (4.3.2)

Risk Management and Review (DPPA 5.2)

- Establish a COVID committee or group of stakeholders to monitor and review levels of risk and the effectiveness control measures put in place. (5.2)
- Delegate responsibility for local / government health authority alert monitoring to ensure up to date with current guidance. (4.3.6)
- Establish communication protocols to advise community, participants and personnel of updates to business practices, updated authority guidance, incidents or issues that impact the operating business. (4.3.6)

Activity Practices (DPPA 4.4)

- Ensure activities have been carefully planned and physical instruction of participants is provided by demonstration wherever possible to minimise physical contact. (4.4.1)
- Encourage participants to bring their own water bottles to limit water bubbler/tap use. (4.2.2)
- Encourage hand sanitation on entry, exit and as required during activity (4.2.2)

Children and Young People (DPPA 4.4.4)

Note: Only complete this section where working with children and young people

- Encourage participants to sanitise frequently
- Unnecessary physical contact is actively discouraged
- Consider developing activities that incorporate physical distancing and good hygiene practices
- Attending parents, guardians or caretakers assist in monitoring and encouraging behavioural requirements
- Record any additional measures used for working with children and young people

At Risk Participants (DPPA 4.4.5)

Note: Only complete this section when working with at risk participants

- Medical approval has been obtained by participants / parents / guardians / carers for resumption of activity
- Individual circumstances have been assessed for any risks to participants that may prevent safe resumption of activities
- Record any additional measures for working with at risk participants

First Nations Participants (DPPA 4.4.6)

Note: Only complete this section where working with First Nations participants

- Elders and family groups have been consulted and informed on the risks of COVID-19
- Language barriers have been considered when communicating risk and safety promotion
- Elders and family groups have been advised of the restriction guidelines and recommended to advise of attending numbers in advance of activities
- Record any additional measures put in place for working with First Nations participants

Appendix B – Statement of Compliance

On completion of DPPA Industry COVID Safe Plan Checklist a statement of compliance should be printed and displayed at the Operating Business. This compliance certificate indicates to the public and local authorities that a COVID Safe Industry plan is in use.

Link: [Queensland Government COVID-18 Industry Statement of Compliance](#)

Appendix C – Suspected COVID Case Response Plan

This action plan is intended to:

- be read in conjunction with the DPPA Industry COVID Safe Plan
- support Operating Businesses to manage the various scenarios that may arise due to COVID-19
- be applied in conjunction with any organizational or site-specific considerations as a part of an approved DPPA Industry COVID Safe Plan.

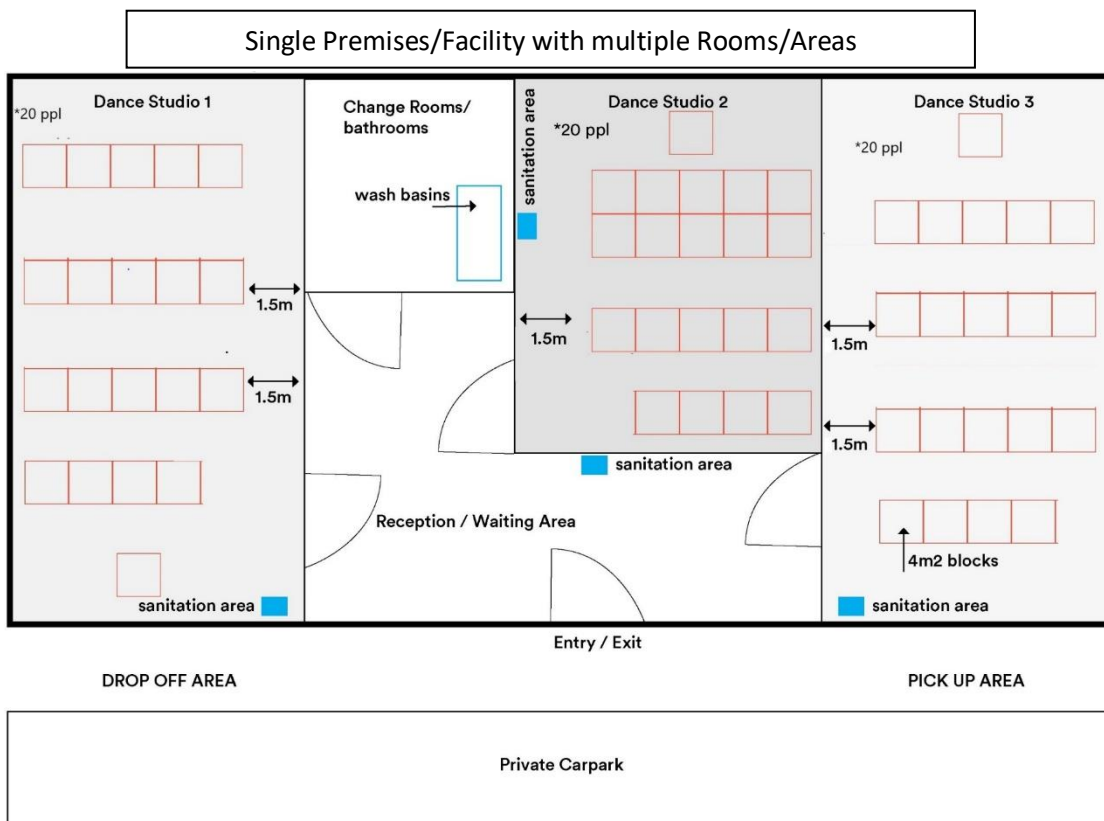
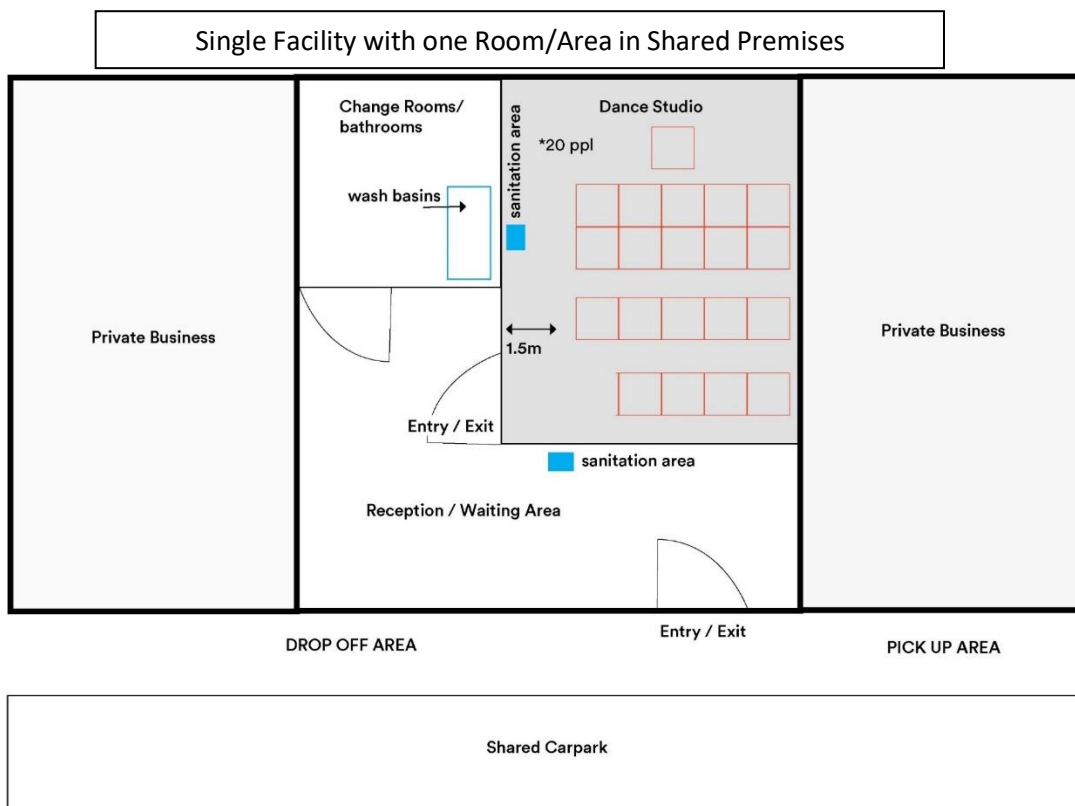
A participant or personnel member with symptoms:

1. For severe symptoms contact emergency services immediately (000)
 - Health Direct [COVID-19 Symptom Checker](#).
2. Immediately notify the operating business of their concerns (if the individual is not at the facility at the time, they must not attend the site and should contact by phone or email)
 - The Operating Business should record the reported concern on an incident report for further monitoring and review.
3. Must be sent home immediately to isolate or kept in an isolated area until they can be collected
 - Department of Health [COVID-19 Isolation Guide](#).
4. Must contact local doctor or call 13HEALTH (13 43 25 84) for further advice.
5. [Queensland specific COVID-19 testing and fever clinics information](#).
6. If testing is required, the personnel member or participant must remain in isolation until the results of the testing is known.
7. If a positive test result is confirmed, the individual must follow all advice from Australian and State Government in relation to the management of COVID-19. They must also inform the operating business of the positive result.
 - The operating business should use this information to review the current risk level to their other participants and personnel.
8. If a negative test result is confirmed, the individual may be permitted return to activities after notifying the operating business of the result.

A personnel member or participant comes into contact with a known or probable COVID-19 case: (as per the case definition in the Communicable Diseases Network Australia Guidelines for Public Health Units)

1. On confirmation that they have come into contact with a known COVID-19 case, the personnel member or participant is to be immediately quarantined treated and tested if they satisfy the definition of a probable, suspected or close contact case, as directed by the Public Health Unit.
2. This includes if they receive notification of contact via the Australian Government's contact tracing app.
3. The relevant Public Health Unit will direct further management of the individual.
4. The individual should notify the operating business of the confirmation of probable contact with the operation business.
 - The operating business should record the reported event on an incident report for further monitoring and risk review.'
5. If a positive test result is confirmed, the individual must follow all advice from Australian and State Government in relation to the management of COVID-19. They must also inform the operating business of the positive result.
 - The operating business should use this information to review the current risk level to their other participants and personnel.
6. If a negative test result is confirmed, the individual may be permitted return to activities after notifying the operating business of the result.

Appendix D – Facility Plan Examples



Appendix E – Communication Templates

Template for Landlords

Dear (insert name of landlord, property manager)

_____ (name of company/business) am intending to commence trading, teaching and operating on _____ (insert date). We look forward to returning to work with renewed focus on our students, staff and families' health and safety.

We will be operating the Industry COVID Safe Plan for Dance and Physical Performing Arts which can be found at www.covid19.qld.gov.au/government-actions/covid-safe-businesses AND www.ausdanceqld.org.au. This plan has been approved by Queensland Health, and a copy of our compliance certificate and checklists are attached to this letter.

We have a strong commitment to ensuring our community's health. If you have any concerns or questions about our processes and procedures, or any aspect of managing _____ (name of business or company) in this transition period, please don't hesitate to contact us on _____ (phone/ email)

Signed

Template for Parents, Guardians and Carers

Dear parents, guardians and carers,

Thank you for being part of our dance community. We are returning to dance with renewed focus on the health and safety of all families and staff and are grateful for your patience and understanding during this time.

Either:

_____ (name of business/ company) will be operating within current government restrictions applying to _____ (insert Stage 1,2,3)

OR

_____ (name of business/ company) will be operating under the Industry COVID Safe Plan for Dance and Physical Performing Arts developed by Ausdance QLD which can be found at www.covid19.qld.gov.au/government-actions/covid-safe-businesses AND www.ausdanceqld.org.au. This plan allows for compliant businesses and organisations to have the following exemptions;

(list exemptions eg: number of people on premises, contact dance)

We have a strong commitment to ensuring our community's health. If you have any concerns or questions about our processes and procedures, or any aspect of managing _____ (name of business or company) in this transition period, please don't hesitate to contact us on _____ (phone/ email)

Signed
