# 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](https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit) for helpful information and guidance

Check the Queensland Government’s COVID-19 website [www.covid19.qld.gov.au](http://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:

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| All Dance Studios have been contacted to inform them that their dances must remain in their Studio “Bubble” for the entire time they are at the Events Centre Caloundra. Strict hygiene & cleaning measures, with one responsible person over the age of 18years to be in charge of all such cleaning and hygiene. No movement through the centre unless to access the stage to dance. No changing of hairstyles or make-up. Food to be eaten outside ONLY. |

**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

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**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

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| Dance studios must remain in their Studio “Bubble” at all times. |

**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

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**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

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