

Company details

Business name: Circa Contemporary Circus

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Circa's Covid-19 Safe Plan operates under the Dance and Physical Performing Arts Industry Covid Safe Plan (DPPA Plan Appendix G) <https://static1.squarespace.com/static/5dba251d2c56d12c23c7b9cf/t/5f050077adf9984d8a53c1be/1594163326554/Amended+COVID+Safe+Plan+for+the+Dance+and+Physical+Performing+Arts+Industry+-+Stage+3.pdf> approved by the Queensland Chief Health Officer and is read in conjunction with the Return to Dance Framework (Appendix H) <https://ausdance.org.au/publications/details/return-to-dance-principles-and-framework-for-restarting-dance-activities-po>

The DDPA Plan Operating conditions are an exemption for contact activities and maximum numbers. 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

About COVID-19

At present there is no vaccine or cure. The best way to prevent and protect yourself and others from infection is by physical distancing, washing your hands or using an alcohol based rub frequently and not touching your face.

In the workplace, we can prevent the spread of infection by identifying and controlling high risk activities, distancing and ensuring high risk objects and surfaces are cleaned regularly to reduce contamination.

Overriding principle - Treat everything and everyone including yourself as if they are already infected.

Category	Procedures overview	Personnel	Appendix	Reference
Education				
<p>General Education for staff on Health and Hygiene practices</p>	<ul style="list-style-type: none"> • Staying home when unwell and to go home immediately if they become unwell. • Requirement to be tested for Covid-19 if any symptoms present for acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. Person must remain in isolation at home until a negative result is returned. • Handwashing • Hand sanitiser use • Cover coughs and sneezes • Avoid touching face • Cleaning and disinfecting surfaces • Personal washing • Physical distancing • Avoid public transport wherever possible. Wear a facemask if catching public transport • Flu shot is recommended <p>Additional hygiene protocols for performers will be implemented including</p> <ul style="list-style-type: none"> • hand washing before and after physical contact. 		C	SafeWork Australia Covid-19 Good hygiene Checklist

Covid Safe Plan DPPA

Category	Procedures overview	Personnel	Appendix	Reference
	<ul style="list-style-type: none"> Hourly wash breaks will be implemented for all acrobats. Refreshing of clothing at regular intervals or when it has become wet with sweat. Equipment: Sanitise after use. If you can't sanitise it, don't share it. Store it in your storage area. This includes rollers and warm up gear. Strong recommendation for flu shot 			
Biosecurity Education	<p>A biosecurity training session will be held for all Circa staff.</p> <p>Refresher courses will be held as required and ongoing training will be undertaken including a weekly survey to ensure currency of knowledge.</p>		C & H	<p>SafeWork Australia Covid-19 Good hygiene Checklist</p> <p>DPPA 4.3.5 Education and Training</p>
Cleaning and Hygiene Protocols				
General Workplace	<p>Instruction in cleaning procedures for workers</p> <ul style="list-style-type: none"> Cleaning products purchase and use Hand hygiene while cleaning Disposing of cleaning materials <p>Daily adherence to Routine Cleaning checklist</p> <ul style="list-style-type: none"> Frequently touched surfaces Personal property <p>Communal kitchen</p> <ul style="list-style-type: none"> Keep kitchen use to a minimum. Sanitise surfaces after use. Wash hands before use. 	Supervisors	B & C	<p>SafeWork Australia Covid-19 Cleaning Checklist</p> <p>https://swa.govcms.gov.au/collection/covid-19-resource-kit</p>

Covid Safe Plan DPPA

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	<ul style="list-style-type: none"> • Zip boil in kitchen is a good source of hot water for cleanup. <p>Bathrooms</p> <ul style="list-style-type: none"> • Performers use level 3 male and female bathroom and level 4 showers. • Disabled bathroom will be for other staff. <p>All spaces</p> <ul style="list-style-type: none"> • doors to remain open for airflow 			
Rehearsal studio	<p>Cleaning</p> <ul style="list-style-type: none"> • supplies are stored in the ArTour office with mops, buckets and gloves allocated to separate groups • The space needs to be hot mopped with disinfectant (diluted 1:20) at the end of each session. • Studio floor must be dry before it is re-entered. • Door handles including bathroom and kitchen need to be sanitised at the end of sessions. • All cleaning activities need to be undertaken wearing gloves and are to be followed by handwashing. 		B & C	<p>SafeWork Australia Covid-19 Cleaning Checklist https://swa.govcms.gov.au/collection/covid-19-resource-kit</p> <p>Gymnastics Australia Equipment Cleaning Guidelines https://www.gymnastics.org.au/uploadedfiles/Club_Surface_and_Equipment_Cleaning_Guidelines.pdf</p>

Covid Safe Plan DPPA

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	<ul style="list-style-type: none"> Use the Zip boil in the kitchen to fill the mop bucket. <p>Sound system.</p> <ul style="list-style-type: none"> Do not use the PA in the room. There is a Bluetooth speaker provided on one side of the room. Use gloves to set up with Bluetooth to individual devices. <p>Apparatus</p> <ul style="list-style-type: none"> Sanitise after use as per gymnastics guidelines. If you can't sanitise it, don't share it. Store it in your storage area <p>Director's desk</p> <ul style="list-style-type: none"> Table in the rehearsal studio with sound and video control gear to be used solely by the directors. Table area is marked out with hazard tape to ensure physical distancing Table and gear cleaned after every session 			
Physical Distancing				
Physical distancing principle	<p>Physical distancing will be maintained to minimise contact with others where possible</p> <ul style="list-style-type: none"> 1.5m distance between each person except in contact based activities and skills training For venues (facilities) or rooms of up to 200 square 		D & G	SafeWork Australia Covid-19 Physical Distancing & DPPA Plan

Covid Safe Plan DPPA

Category	Procedures overview	Personnel	Appendix	Reference
	<p>meters, no more than one person per 2 square metres, up to a maximum of 50 people.</p> <ul style="list-style-type: none"> • 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. • Work from home priority • Staggered office use when working from home is not possible 			
Unavoidable Close contact work tasks - staff	<p>Identification and implementation of measures to reduce the amount of time workers spend in close contact</p> <ul style="list-style-type: none"> • Minimise the number of people within an area at any time • Staggered start, finish and break times • Separate workers into dedicated teams to work the same shift or work in a particular area. • Personal Protective Equipment (PPE) where possible if workers, despite other control measures will be in close contact with each other or other people for longer than 		D	SafeWork Australia Covid-19 Physical Distancing

Covid Safe Plan DPPA

Category	Procedures overview	Personnel	Appendix	Reference
	the recommended time (ie more than 15 mins face to face cumulative over the course of a week or more than 2 hours in a shared closed space)			
Unavoidable Close contact work tasks - performers	<p>‘Get in, train and get out’.</p> <p>Strategies to limit time and person-to-person contact on site :</p> <ul style="list-style-type: none"> • Arrive dressed and ready to train • Minimise use of change rooms, bathrooms and communal areas • Thorough full body shower with soap before and after training (preferably at home). • Between training effort and during non-physical contact sessions and at all times when suitable during rehearsals, maintain at least 1.5m apart • Any tasks that can be done at home, should be done at home (e.g. recovery sessions, online meetings). 		G	<p>DPPA Plan</p> <p>AIS Framework for rebooting sport https://ais.gov.au/_data/assets/pdf_file/0008/730376/35845_AIS-Framework-for-rebooting-sport_FA.pdf</p>
Measures to reduce possible spread of Covid-19				
Temperature checking	All acrobats and support staff will have their temperature checked at the beginning each session.		G	DPPA Plan 4.3.3

Covid Safe Plan DPPA

Category	Procedures overview	Personnel	Appendix	Reference
	<p>Results of temperature testing are to be interpreted as follows:</p> <ul style="list-style-type: none"> ▪ 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 <p>Any person presenting with an elevated temperature should:</p> <ul style="list-style-type: none"> ▪ 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. <p>Any person presenting with a borderline temperature should:</p> <ul style="list-style-type: none"> ▪ 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. 			

Covid Safe Plan DPPA

Category	Procedures overview	Personnel	Appendix	Reference
	All elevated and repeat borderline temperature measurements should be recorded on an incident report for further monitoring and risk review by the operating business.			
Sickness protocols	Anyone presenting with a temperature, cold or flu symptoms or who is feeling unwell will be required to not attend work or leave work immediately (as applicable) and remain in quarantine until either cleared by testing or having the symptoms clear for 72 hours.		C	SafeWork Australia Covid-19 Good hygiene Checklist
Contact log	Any contact between the groups, across groups or with high risk or people with the virus need to be kept in a log. The survey incident form is used.			http://freeonlinesurveys.com/s/KiPDdU7J
CovidSafe App	Recommendation for Circa staff to download and use the Australian Government CovidSafe App			
Community contact - Performers	Performers will be asked to limit contact with the wider community above and beyond current directions under the home confinement and essential business provisions of the public health act 2005. The level of contact will be monitored and refined weekly.		C	SafeWork Australia Covid-19 Good hygiene Checklist
Three (3) day weekends where possible- Performers	Three (3) days is the typical window for infection prior to symptoms appearing. Having a three day weekend enhances the chances for containing outbreaks by		C	SafeWork Australia Covid-19 Good hygiene Checklist

Covid Safe Plan DPPA

Category	Procedures overview	Personnel	Appendix	Reference
	providing a window of time for symptoms to show.			
Building and space access procedures				
JWCOCA building access	Process for entering the studio: <ul style="list-style-type: none"> • Entry from Berwick street forecourt. • Sign in via JWCOCA form and mailbox • Take care with stairwell door handles or lift buttons. These have been identified as a crossover risk. • Wash hands thoroughly on arrival. 		C	SafeWork Australia Covid-19 Good hygiene Checklist
Rehearsal studio entry	Process for entering the studio: <ol style="list-style-type: none"> 1. Put a of pair disposable gloves on. The gloves box is located under the key box on the right-hand-side of the studio door 2. Access the key box and get the three keys out. Those keys are for the ArTour office, toilet and studio door 4. Once inside the studio and ready to work put your gloves in the bin 		C	SafeWork Australia Covid-19 Good hygiene Checklist
Rehearsal studio exit	Process for exiting the studio: <ol style="list-style-type: none"> 1. Put another pair of disposable gloves on 2. use the cleaning products found in the dressing room area to clean everything you touched 3. put the key back in the lock box 		C	SafeWork Australia Covid-19 Good hygiene Checklist

Covid Safe Plan DPPA

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	4. dispose of your gloves once you have left the studio in the bin in the corridor			
Suspected or confirmed case of Covid-19 in the Workplace				
Cleaning	Adherence to the Cleaning for a suspected or confirmed case of Covid-19 checklist		B	SafeWork Australia Covid-19 Cleaning Checklist https://swa.govcms.gov.au/collection/covid-19-resource-kit
Process if the person is at the workplace	Steps to follow <ul style="list-style-type: none"> • Isolate • Seek Advice • Transport • Clean • Identity and Inform • Review 		F	https://swa.govcms.gov.au/collection/covid-19-resource-kit
Process if the person was recently at the workplace	Steps to follow <ul style="list-style-type: none"> • Seek advice • Identity and Inform • Clean • Review 		F	https://swa.govcms.gov.au/collection/covid-19-resource-kit
DPPA COVID Plan compliances				
Checklist	Complete the DPPA Plan Checklist		G	DPPA COVID Safe Plan Appendix A
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.		G	DPPA COVID Safe Plan 1.3 & Appendix B https://www.covid19.qld.gov.au/_data/assets/pdf_file/0030/129927/Statement-of-compliance.pdf
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,		G	DPPA COVID Safe Plan 4.2.4

Covid Safe Plan DPPA

Category	Procedures overview	Personnel	Appendix	Reference
	<p>or leaving activities to limit the possibility of gatherings and reduce exposure.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p>Operating Businesses should consider controlling the flow of participants when completing their facility/premises plan.</p>			
Community Consultation	It is important that the community (landowner, neighbours, and participants) feel safe when returning to activity and that appropriate		G	DPPA COVID Safe Plan 4.2.5

Covid Safe Plan DPPA

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	<p>measures are being taken to consider their safety.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> ▪ 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 DPPA Plan 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] 			

Covid Safe Plan DPPA

Category	Procedures overview	Personnel	Appendix	Reference
	<ul style="list-style-type: none"> 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. 			
Safety Promotion	<p>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.</p> <p>Examples of safety promotion may include:</p> <ul style="list-style-type: none"> 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. 		G	DPPA COVID Safe Plan 4.2.6
Facility Plan	<p>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:</p>		G	DPPA COVID Safe Plan 4.2.7

Covid Safe Plan DPPA

Category	Procedures overview	Personnel	Appendix	Reference
	<ul style="list-style-type: none"> ▪ 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). <p>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 DPPA Plan Appendix D.</p>			
Check in Procedure	<p>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.</p> <p>All facilities must ensure they have clear signage of the conditions of entry and the Operating Businesses' right to refusal.</p> <p>All facilities must have a check-in process for personnel and participants where:</p> <ul style="list-style-type: none"> • personnel responsible for check-in should have appropriate training to identify signs or symptoms of COVID-19. Refer Section 4.3.5 		G	DPPA COVID Safe Plan 4.3.2

Covid Safe Plan DPPA

Category	Procedures overview	Personnel	Appendix	Reference
	<ul style="list-style-type: none"> • a notice should also be displayed stating that patrons should not enter the venue, if they: <ul style="list-style-type: none"> ○ 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 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. <p>Operating Businesses should consider that refusal of entry can cause anxiety or conflict in participants. It is important to provide personnel with</p>			

Covid Safe Plan DPPA

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	<p>guidance to assist in resolving conflict if it occurs. Techniques such as:</p> <ul style="list-style-type: none"> ▪ 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. 			
Attendance Records	<p>Attendance records for any individual visiting the business should 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.</p> <p>Attendance records must be kept securely for at least 56 days and should contain at a minimum:</p> <ul style="list-style-type: none"> ▪ Full Name ▪ Phone or Mobile number ▪ Address ▪ 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. <p>Note: Contact details may be omitted where participant database holds sufficient information.</p>		G	DPPA COVID Safe Plan 4.3.4

Covid Safe Plan DPPA

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	<p>Ausdance QLD endorses the use of the Australian Governments COVIDSafe App for all participants and personnel. Where enabled individuals should ensure their device remains on with Bluetooth enabled during DPPA activities.</p>			
Staying Informed	<p>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:</p> <ul style="list-style-type: none"> ▪ changes to regulations or restrictions ▪ outbreaks or clusters in their area ▪ contact with individuals who may be infected. <p>Operating Businesses should:</p> <ul style="list-style-type: none"> • 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 		G	DPPA COVID Safe Plan 4.3.6

Covid Safe Plan DPPA

Category	Procedures overview	Personnel	Appendix	Reference
	<ul style="list-style-type: none"> Click on the below useful links for staying informed: <p>Health Alerts for Queensland https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19</p> <p>COVID Status Australia Wide https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-current-situation-and-case-numbers</p>			
Interaction	<p>Basic principles for interaction:</p> <ul style="list-style-type: none"> 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. 		G	DPPA COVID Safe Plan 4.4.1

Covid Safe Plan DPPA

Category	Procedures overview	Personnel	Appendix	Reference
Children and Young People	<p>Measures to be considered in application of risk controls:</p> <ul style="list-style-type: none"> 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. <p>Considerations should be made to modify best practice guidance where beneficial:</p> <ul style="list-style-type: none"> check-in processes may need to be modified by communicating with parents or guardians prior to activities. 		G	DPPA COVID Safe Plan 4.4.2
At Risk Participants	<p>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</p>		G	DPPA COVID Safe Plan 4.4.3

Covid Safe Plan DPPA

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	<p>DPPA activities as soon as possible were identified:</p> <ul style="list-style-type: none"> ▪ Activity forms an important function as remedial therapy in many cases. ▪ Activity is important in the mental health and wellbeing of participants. <p>Considerations when applying a best practice for at risk participants:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>			
First Nations Participants	First Nations consultation during the creation of this DPPA Plan identified unique needs		G	DPPA COVID Safe Plan 4.4.4

Category	Procedures overview	Personnel	Appendix	Reference
	<p>Operating Businesses should consider prior to commencing activities:</p> <ul style="list-style-type: none"> • 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. <p>When applying best practice guidance to First Nations participants the Operating Business should consider: <ul style="list-style-type: none"> ▪ enhanced communication strategies to overcome potential language barriers for risk and safety promotion. These could include: <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ▪ establishing estimated attendance numbers prior to activities through communication with family groups ▪ developing internal training or seek </p>			

Covid Safe Plan DPPA

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	external guidance for education in workplace health and safety standards.			
Spectators and Guests	<p>Spectators and Guests are allowed to watch DPPA practice/performance both indoors and outdoors.</p> <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ○ First and last name ○ Mobile number ○ Email ○ Address (or at least residential postcode) <p>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.</p>		G	DPPA Covid Safe Plan 4.4.5
Risk Management and Review	<p>An Operating Businesses seeking exemptions must be able to demonstrate DPPA Plan governance.</p> <p>A responsible person at the Operating Business is to be appointed to deal with COVID-related safety matters therefore a Circa responsible person has been appointed on a weekly roster to deal with COVID related safety matters.</p> <p>Operating Business must detail how complaints relating to COVID-19 will be managed.</p>		G	DPPA COVID Safe Plan 5.2

Covid Safe Plan DPPA

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	<ul style="list-style-type: none"> • Signage at Circa premises direct complaints and questions to covidsafe@circa.org.au. This email address is monitored by the Circa responsible person and escalated to Circa's Management group according to the situation. <p>Circa's Covid safe responsible person's scope of responsibility is to regularly review and maintain record of:</p> <ul style="list-style-type: none"> • 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. 			