



## COVID-19 INFORMATION

What's the best way you can prevent the spread of coronavirus (COVID-19)?

- **Keep your hands clean:**
  - Washing your hands often and properly for at least 20 seconds means that you can prevent viruses from entering your body. This means washing your hands when you've been out and about, before you eat, and after you use the restroom.
  - Use an alcohol-based hand sanitiser if soap and water are not available. Remember to then wash your hands with soap and water as soon as possible.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
- **Avoid non-essential travel and activities**
  - It is advised to stay inside and limit all non-essential activities and travel, staying in your home where possible.
  - If you have the capacity to work from home you should.
  - Avoid traveling and larger gatherings.
- **Maintain a social distance:**
  - Stay at least 1.5 metres away from people, and refrain from physical touch such as shaking hands or hugging.
  - If in a large space such as an office maintain 4 meters squared space between you and the next person.
  - Avoid contact with anyone who has symptoms such as fever, a cough, sore throat, fatigue, and shortness of breath.
  - Do not travel.
- **Practice good respiratory etiquette:**
  - Cover your nose and mouth with a tissue or flexed elbow when coughing or sneezing. Discard tissue immediately into a closed bin and wash your hands with soap and water.
- **Only use a surgical mask if needed:**
  - Surgical masks are only helpful if you have COVID-19 symptoms to prevent it spreading to others. If you're well, you do not need to wear a surgical mask. Please note: If you are a person who touches their face often, you may consider wearing a mask as a barrier to touching.
- **Keep your environment clean:**
  - Viruses can live on hard surfaces for up to 48 hours. Clean and disinfect frequently touched objects and surfaces in the home and work environment.
- **Keep your doctor informed:**
  - If you are unwell with COVID-19 symptoms, call ahead of time to book a doctor's



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appointment. Tell your doctor about your symptoms, travel history and any recent close contact with someone who has COVID-19.

- **Self-isolate:**

- If you can stay home as much as possible and limit the amount of time you spend outside and around people.
- If you can, work from home.
- If you are unwell, continue to self-isolate and contact your GP
- You should self-isolate for 14 days if you have travelled overseas, or if you have been in close contact with a person with a confirmed case of COVID-19. If you are concerned contact the National Coronavirus Health Information Line on 1800 020 080

- **Look after your health:**

- Look after yourself by eating a healthy, balanced diet, staying mentally active, sleeping well and reducing stress is important at this time, and all the time.

## Stay informed:

As COVID-19 restrictions continue it's important to keep updated. The two links below outline the restrictions on public outings and activities for individuals and organisations:

- [What you can do](#)
- [What you can't do](#)

We hope this has given you a starting point for planning your COVID-19 response. We encourage you to continue to follow health and safety guidelines as advised by appropriate and relevant authorities:

- [NSW Government website](#)
- [Australian Government Department of Health website](#)
- [World Health Organisation website](#)

*References + Credit: Thank you to Volunteering Queensland and Volunteering Tasmania for their support in developing this resource & information gained from NCVO (The National Council for Voluntary Organisations).*