

### What's the best way you can prevent the spread of novel 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. That 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.
- **Maintain a social distance:**
  - Try to stay at least 1.5 metres away from people, and refrain from physical touch such as shaking hands or hugging.
  - Avoid contact with anyone who has symptoms such as fever, a cough, sore throat, fatigue, and shortness of breath.
- **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 appointment. Tell your doctor about your symptoms, travel history and any recent close contact with someone who has COVID-19.
- **Self-isolate when required:**
  - Stay home if you are unwell. Do not attend work, volunteering, events, or meetings.
  - 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.
- **Look after your health:**
  - Looking after yourself by eating a healthy, balanced diet, getting regular physical activity, sleeping well and reducing stress is important at this time, and all the time.

# Stop the Spread

## COVID-19: Resource 4



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:

### Stay informed

- [Victorian Government Public Health 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).*



*Also see Volunteering Victoria COVID-19 page  
All resources available online.*