



Royal Geelong Yacht Club

COVID-19 Safety Plan



COVID-19 Safety Plan

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Adoption by the Board

Prepared by:
PC

Authorised by:
RGYC Board



COVID-19 Safety Plan

Introduction

As a business, we are aware that you may have some concerns about the ongoing outbreak of the Coronavirus (COVID-19) and how it may impact your membership or visitation to the Club.

RGYC would like to take the opportunity to reassure members, contractors, participants, volunteers, families, employees, and the broader community that as a business, we are committed to ensuring the health and safety of all those who visit RGYC. We are actively taking steps to minimise any potential impact of Coronavirus and will continue to put certain measures in place.

This plan outlines our approach in detail to tackle the Coronavirus outbreak, alongside expectations that are placed upon members, contractors, visitors, employees, sailing school staff and students and the community attend our Club. To do our part in limiting the spread, we ask that you cooperate with all measures outlined in this Policy and those restrictions and regulations outlined by the State Government, World Health Organisation, Department of Education and Training Victoria and Australian Sailing. Given the potential health implications of breaches, please be aware that any breach will be taken seriously.

The purpose of this COVID Safety Plan is to provide an overarching plan for the implementation and management of procedures by RGYC to support sailing and boating, our members, visitors, and participants in the staged resumption of community sport, school excursions and club activities.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, visitors, families, employees, and the broader community. The Plan provides the framework to govern the general operation of RGYC and the facilities it controls.

At all times, this Plan is subject to all regulations, guidelines and directions of government and public health authorities.



COVID-19 Safety Plan

Key Guiding Principles

RGYC regularly check official COVID-19 information sources including, but not limited to:

- [Department of Health and Human Services](#)
- [Australian Government Department of Health](#)
- [Victorian Government](#)
- [Local Government](#)
- [World Health Organisation](#)
- [Australian Sailing](#)
- [Sport Australia](#)
- [Community Clubs Victoria](#)
- [Marina Industries Association of Australia](#)
- [Boating Industry Association of Australia](#)

The Plan accepts the following as key principles:

- The health and safety of members, contractors, participants, visitors, families, employees, sailing school staff and students and the broader community is the number one priority.
- To brief and engage members, contractors, participants, visitors, families, employees, and the broader community on RGYC's return to sailing and boating and school excursion plans.
- Assessment of facilities and the appropriate plans implemented to accommodate hygiene protocols, physical distancing, and other measures to mitigate the risk of transmission.
- Resumption of sailing and boating activities and school excursions should not compromise the health of individuals or the community.
- Resumption of sailing and boating activities will be based on objective health information to ensure they are conducted safely and do not increase the risk of COVID transmission rates.
- Decisions about the resumption of sailing and boating and school excursion will take place with careful reference to the National Principles following close consultation with Federal, State and/or Local Public Health Authorities, as relevant.
- At every stage of reopening RGYC and the returning to sailing and boating activities and school excursions we must as a collective, consider and apply all applicable State and Territory Government and local restrictions and regulations.



COVID-19 Safety Plan

Responsibilities of this Plan

The Royal Geelong Yacht Club retains the overall responsibility for the effective management and implementation of the return to sailing and boating activities and school excursions and operations outlined in this Plan.

The Board of the Royal Geelong Yacht Club is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required to ensure it reflects up to date information from government and public health officials.

The Royal Geelong Yacht Club expects all members, participants, contractors, visitors, volunteers, families, employees, sailing school staff and students and the broader community to:

- Comply with the health directions of government and public health authorities as issued from time to time.
- Understand and act in accordance with this Plan as amended from time to time.
- Comply with any testing and precautionary measures implemented by the Royal Geelong Yacht Club.
- Act with honesty and integrity regarding the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.



COVID-19 Safety Plan

COVID-19 Safe Team

RGYC has appointed the following people as the COVID-19 Safe Coordinator Team to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

Department / Operation	Name
COVID-19 Officer	General Manager, Phil Clohesy
Clubhouse / Facility Operations	Finance Manager, Robert McLay
Administration / Offices	Clubhouse Operations Administrator, Tanya Roberts
Boating Operations / Assets	Sailing and Regatta Manager, Peter Kirman
Victorian Sailing School (VSS)	Dave Matthews
Yard / Marina Operations	Marina Manager, Paul Walters
Food Operations	TBA
Beverage Operations	Finance Manager, Robert McLay

The role of the RGYC COVID Safe Team is to oversee the development and implementation of the club's return to sailing and boating and club operations and Victorian Sailing School programs by:

- Periodically reviewing the effectiveness of the COVID-19 Safety Plan and amend, update, or improve, as necessary.
- Advise the board of RGYC on the effectiveness of COVID-19 Safety Plan arrangements and seek assistance where required.
- Assist RGYC operationally to safely ramp up activity through the three phases of the Australian government's "Roadmap to a COVID Safe Australia" and as permitted by the relevant State Government.
- Act as the contact point for RGYC members, participants, coaches, officials, administrative, volunteers, families, employees, sailing school staff and the broader community; particularly regarding questions relating to the return to sailing and boating and the reopening and operation of club facilities and sailing school activities.
- Communicate all relevant information regarding this policy to RGYC stakeholders as appropriate.



COVID-19 Safety Plan

Government Regulations

All stakeholders of RGYC are expected to follow the State Government recommendations and regulations regarding the public health authority's advice on COVID-19 measures.

Victorian Restrictions

The current restriction levels are regularly updated on the Victorian Government website.

Click [HERE](#) to view **Victoria's current restriction levels**.

The services offered at RGYC vary across several industry sectors, therefore the relevant information tabs are relevant. These include:

- Restaurants, cafes, bars, pubs, and nightclubs
- Community facilities
- Sport & exercise
- Entertainment and culture

On-Water Regulations

RGYC will continue to be guided by the interpretation Australian Sailing make regarding the relevant guidelines of the day pertinent to our on-water services including racing and training. As things progress or retract, RGYC will respond accordingly.

Click [HERE](#) to go directly to the **Australian Sailing's COVID-19 Information Hub**. Here you will find the most relevant links to information and support for clubs as well as an archive of COVID-19 related news stories and updates.

Direct and current links to the Australian Sailing COVID-19 guidance can be found via www.rgyc.com.au/coronavirus.



COVID-19 Safety Plan

Government Regulations

Hospitality Guidelines (Food & Beverage Outlets)

RGYC Food and Beverage outlets remain closed due to COVID-19 and the appointment of a Café & Catering Contractor for the club. When RGYC reopens to members and the public, we will be operating in line with the industry guidelines as set out by the Chief Health Officer.

Click [HERE](#) to view the current Hospitality Industry Guidelines for COVID-19

The Hospitality Industry Guidelines include but are not limited to:

- Latest restrictions
- Operating rules and regulations
- Training and operating guidelines
- Reopening checklists and factsheets
- Visitor and patron contact logs
- Venue setup and physical distancing guidelines
- Cleaning and sanitising
- Signage and posters

The RGYC Hospitality Guidelines will be communicated upon appointment of the RGYC Cafe and Catering Contractor.

This document will set out key important key information such as:

- Number of persons per enclosed room
- Number of people per square metre
- Max number of patrons per table
- Space requirements in-between tables
- Service model
- Booking requirements
- Record keeping and contact tracing
- Cleaning and hygiene



COVID-19 Safety Plan

Member & Stakeholder Communication

RGYC is committed to ensuring our members and stakeholders are aware of the club's service offering and COVID-19 measures and will communicate these measures in a clear, accurate and well-timed manner on a wide range of platforms. Including but not limited to:

- RGYC Website
- Social Media
- Weekly eNews letter
- Onsite noticeboards and signage
- Verbally and in-person during onsite or Video Conferencing

RGYC is committed to providing updates as necessary by the State Government, local restrictions and regulations, and Australian Sailing.

RGYC emphasise the importance of the actions we are taking and the impact we know it will have on members, contractors, visitors, volunteers, and staff. We are open to receiving feedback and will listen and respond in accordance to the health and safety of all those concerned.

We encourage everyone to stay safe, recognise the risks, and ask that everyone abides by the rules and regulations set out by both the Club, the State and Federal Governments.



COVID-19 Safety Plan

How COVID-19 is Transmitted

COVID-19 is a respiratory illness caused by a new virus. Symptoms include headache, fever, coughing, a sore throat, and shortness of breath. The virus can spread from person to person. Currently there is no cure nor vaccine for COVID-19, however some treatments are available i.e. symptom management, anticoagulants, hospital admission, ventilation.

COVID-19 spreads through close contact with an infected person and is typically transmitted via respiratory droplets (produced when an infected person coughs or sneezes). It may also be possible for a person to acquire the disease by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes, but this is not thought to be the main way that the virus is spreading in this pandemic.

Current evidence suggests the virus causing COVID-19 may remain viable on surfaces for many hours and potentially for some days. The length of time that COVID-19 survives on inanimate surfaces will vary depending on factors such as the amount of contaminated body fluid (e.g. respiratory droplets) present, and environmental temperature and humidity. In general, coronaviruses are unlikely to survive for long once droplets produced by coughing or sneezing dry out.



COVID-19 Safety Plan

Recommended Transmission Control Measures

The following recommendations will help us slow the spread of COVID-19. Click [HERE](#) for more information and resources on the DHHS website on how to stay safe and well including quarantine, isolation and mental health.

- Practice good hygiene and health management protocols
- Maintain physical distancing, keep at least 1.5 metres away from others
- Understand the risk and symptoms
- If you display early signs/symptoms of COVID-19, get tested
- Stay home and avoid contact if you are feeling unwell
- Take care wherever you go, assume others may be carrying the virus
- Download the COVID-19 Safe App
- Undertake frequent cleaning and disinfection of frequently touched surfaces
- Avoid physical greetings such as handshaking
- Utilise tap and go instead of cash



COVID-19 Safety Plan

Hygiene & Behaviour Requirements

RGYC asks that all employees, members, contractors, visitors, and the general public to get tested if you are feeling unwell and have any symptoms of COVID-19, no matter how mild, you should get tested for the health and wellbeing of our community.

The symptoms to watch out for are:

- Headache
- Fever
- Chills or sweats
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Loss of sense of smell or taste

In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhea may also be considered. Diagnosing coronavirus (COVID-19) early, even when symptoms are mild, will help us to slow the spread. Getting tested also means that you can take informed action to protect yourself, your loved ones, and the community. You will be doing your bit to protect all Victorians.

What we all need to keep doing:

- Practice good hygiene
- Maintain physical distancing, keep at least 1.5 metres away from others
- Wear a mask or face covering
- Understand the risk and symptoms
- Help continue to slow the spread of COVID-19 by getting tested, even if you have mild symptoms
- Stay home and avoid contact if you are feeling unwell
- Take care wherever you go, assume others may be carrying the virus

RGYC advises all regular members, visitors, contractors, and employees to be vigilant with hygiene measures including social distancing, and monitoring for symptoms of COVID-19,



COVID-19 Safety Plan

Hygiene & Behaviour Requirements

specifically fever and acute respiratory illness. We ask that you remain home when unwell, and to observe any self-quarantine requirements. We also encourage you to visit your nearest testing centre.

RGYC is committed to limiting the spread of COVID-19 and will continue to implement COVID safe practices were necessary to reduce the risk of transmission. To reduce the risk of spreading COVID-19 we have already implemented the following:

- Deep clean of the entire clubhouse and OTB building
- Installation of physical barriers, such as sneeze guards
- Continue to routinely clean frequently touched surfaces with detergent and disinfectant
- Installation of alcohol-based hand sanitiser stations for employees and members
- Implement touch free protocol were possible, sanitary units, hands free door latches
- Installation of additional soap dispensers for hand washing in; bathrooms, bar, and cafe
- Train employees on COVID safe practices
- Installation of infection prevention control and hygiene requirement signage
- Conducting daily health and temperature checks of all employees
- Implemented good hygiene measures
- Implementing policies and practices for social distancing in the workplace
- PPE equipment where required
- Staggered, rotated and or remote employee work arrangements



COVID-19 Safety Plan

Return to Sport Resources

The following resources provide important information we all need to consider when returning to Sailing and Boating. Keeping up to date with, and ensuring we rely on, official COVID-19 information will avoid relying on hearsay or rumour:

Agency	Online Resource
Australian Sailing COVID-19 Hub	www.sailingresources.org.au/covid-19
Australian Government Department of Health	www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert
Australian Institute of Sport	www.ais.gov.au/health-wellbeing/covid-19
Australian Health Protection Principal Committee (AHPCC)	www.health.gov.au/committees-and-groups/australian-health-protection-principal-committee-ahppc
Victorian Government Department of Health and Human Services	www.dhhs.vic.gov.au/state-emergency
VicHealth	www.vichealth.vic.gov.au
Vicsport	www.vicsport.com.au
Local Government Victoria	www.localgovernment.vic.gov.au
Other key regulators – e.g., Worksafe Victoria	www.worksafe.vic.gov.au



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Training & Education

All RGYC staff and Cafe & Catering Contractor's staff are required to complete the Government training requirement – Operating a hospitality business in a Covid-19 environment. This covers: Understanding Covid-19; Workplace health and safety in a Covid-19 environment; Preparing the business for operations; and Operating the business.

Member, visitor and employee safety and wellbeing is paramount. General inductions have been provided to staff explaining that it is the responsibility of every individual to help reduce risks by following the guidelines and rules, including conducting pre-shift health checks.

Processes have been set out that deal with arrival at work, personal hygiene, hand cleaning and sanitization prior to entering shared zones, temperature checks, etc. Additionally staff have been advised and educated on symptoms, the requirement to stay at home if unwell, the use of work areas, shared workstations and the reporting requirements should it become known they have been in close contact with a confirmed case of coronavirus (COVID-19) have all been implemented.

Note: close contact, is considered when someone who has spent greater than 15 minutes face-to face, cumulative, or the sharing of a closed space for more than two hours, cumulative, with a confirmed case of coronavirus.

Area specific inductions will be completed for our respective trading areas in food and beverage both front and back of house once we have appointed the Café and Catering Contractor.

RGYC encourage you to familiarise yourself with the following hygiene practices as suggested by the Australian Government and WHO resources:

- [Good hygiene for coronavirus \(COVID-19\)](#)
- [Hand washing guidance](#)
- [Keep that cough under cover](#)
- [Self-isolation \(self-quarantine\) for coronavirus \(COVID-19\)](#)
- [Advice for people at risk of coronavirus \(COVID-19\)](#)
- [Coronavirus \(COVID-19\) resources](#)



COVID-19 Safety Plan

Training & Education

The following guidelines provide additional hygiene practices and behaviors that should be considered as Sailing and Boating and School Excursions return:

- Eliminate sharing drink bottles, towels, and limit the shared use of equipment.
- Equipment that touches the head of face or cannot be effectively cleaned (for example, if made from soft materials or clothing) should not be shared.
- Where sharing of equipment cannot be avoided, equipment with smooth surfaces should be cleaned between sessions, lifejackets, winch handles, beach trolleys, tractor etc.
- We recommend that members download the Australian Government COVID-19 contact tracing app (COVIDSafe).
- Arrive dressed and ready to sail
- There should be no use of communal facilities (with the exception for those who work on the premises) except for toilets, until advised otherwise. Sailors should shower at home instead of at the club.
- Participants should maintain at least 1.5m distance apart.
- Any tasks that can be done at home, should be done at home (e.g. stretching, debriefing, online meetings).
- Protocols for people who present to sailing and boating with symptoms consistent with COVID-19 (fever or respiratory symptoms such as cough, sore throat and shortness of breath). In an environment of community transmission of COVID-19, any individual with respiratory symptoms (cough, sore throat, fever or shortness of breath), even if mild, should be considered a possible case of COVID-19. Anyone who is unwell should be isolated and referred to a doctor in accordance with local Public Health Authority guidelines.
- Any gatherings will maintain the social distancing protocols in accordance with DHHS recommendations.
- All protocol should be taken to ensure participants are free of coronavirus (COVID-19) symptoms. Community sailing members, staff, volunteers, officials, spectators and parents should not return to sport if in the last 14 days they have been unwell or had close contact with a known or suspected case of COVID-19. A participant with a possible case of COVID-19 should refrain from training (even at home) until they have been cleared to do so by a doctor.



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Planning for a COVID-19 Diagnosis at RGYC

In preparation for, or in the event of a confirmed case of coronavirus (COVID-19) outbreak associated with RGYC, the following measures will be in place in advance to be ready to respond:

- Maintenance of good record keeping on what shifts staff have worked, and in which physical locations. This will help support the Department of Health and Human Services (DHHS) with contact tracing if required.
- Staff and members are required to stay home when unwell, particularly if they are awaiting a coronavirus (COVID-19) test result or have been confirmed to have coronavirus (COVID-19)
- Visitors to the workplace who are not staff and not essential to its functioning are limited.
- Staff and members are provided with clear information and appropriate training and instruction on measures that will reduce their risk of contracting COVID-19 which could include but is not limited to; hand washing, how to clean and disinfect surfaces, and when to stay at home.
- Staff and members know what to do if they feel unwell or suspect they have been infected, according to the information provided by DHHS
- Increased hygiene measures have been implemented for staff, members and patrons.
- RGYC will keep a record of patrons who visit RGYC premises, this will include the date and time at which the person attended the facility. Where the patron/ patrons spend most of their time in a single space (i.e. a café, bar, marina). Records will be kept electronically or in hard copy for at least 28 days. This Information may be given to DHHS should contract tracing be required.
- Department of Health and Human Services (DHHS) may contact RGYC if anyone who had visited the club was a confirmed case of coronavirus (COVID-19). RGYC would in this instance work with DHHS to implement the recommended protocols.



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Response to a Suspected Case of COVID-19

Members, employees, patrons, or contractors with suspected or confirmed COVID-19 require appropriate healthcare support. Special considerations in the management of a suspected or confirmed COVID-19 case in RGYC include:

- Immediate isolation to minimise interaction and the spread.
- If COVID-19 is suspected, medical review and testing should be sought.
- We will identify and implement enhanced infection control measures.
- RGYC will implement surveillance for further cases and contact tracing.
- Review outbreak plans and requirements for implementation.
- If required, closure and cease operations for a period while there is an investigation underway and/or to assist with transmission reduction.
- As required, additional cleaning and disinfection of the premises as required by DHHS.
- Furthermore, the DHHS may request information from us to assist with contact tracing and we will make this freely available. DHHS will contact anyone who is identified as a close contact of the case.
- RGYC would remain closed until the satisfactory cleaning, disinfecting and sanitation has taken place and DHHS is happy with the appropriate preventative measures taken for the RGYC reopen.
- RGYC will respect the privacy of people with a confirmed case of coronavirus and treat their condition with understanding and compassion. If a staff member is isolating, we will check in on their wellbeing regularly and monitor their mental health.

Anyone who tests positive for coronavirus (COVID-19) should remain in home isolation until they have been notified by DHHS that they are no longer required to isolate and have met its criteria for release.

If you are determined as being in close contact of a person with coronavirus, you should not visit RGYC for 14 days after your last close contact and must quarantine during this period as directed by DHHS. During quarantine, you should watch for COVID-19 symptoms, seek medical assessment and get tested.

In an event that RGYC Contractors and/or Members who have visited the grounds or employees of RGYC are directed to be quarantined, the Club will need to consider its operational capacity to trade.



COVID-19 Safety Plan

Wellbeing Support Services & Health Tips

The following suggestions will also enhance your mental health and physical wellbeing:

- Maintain basic hygiene, particularly frequently washing your hands with soap and or using hand sanitizer.
- Maintain a healthy diet, exercise, and sleep regime.
- Talk to loved ones about worries and concerns.
- Engage in hobbies and enjoyable activities.
- Be prepared, ensure you have enough food, supplies and medication on hand. Ask for help collecting these items where possible.
- Avoid or reduce your use of alcohol and tobacco.
- Make sure you receive information through trusted and credible sources.
- Stay connected with friends and family via phone and or video technology.

If you are affected by coronavirus (COVID-19), it is important to look after your mental health as well as your physical wellbeing. Click [HERE](#) for a list of mental health resources and useful information on how to identify the signs of stress and support services that are available if you and those around you need someone to talk to.





Stop the spread.
Keep yourself safe.
Keep your community safe.



SOCIAL DISTANCE



WASH YOUR HANDS



SANITISER STATIONS



CONTACTLESS PAY



CAPACITY LIMITS



COVIDSAFE APP

STAY COVIDSAFE

For more information about Coronavirus (COVID-19), please visit **[health.gov.au](https://www.health.gov.au)**. For RGYC updates, please visit **rgyc.com.au/coronavirus**.

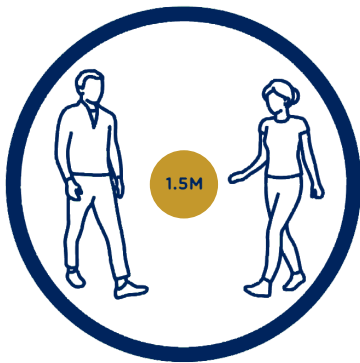




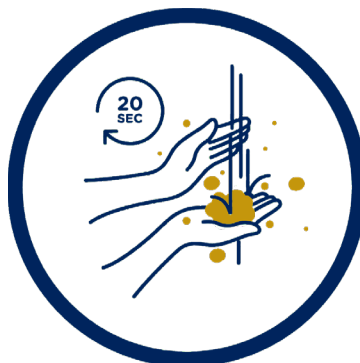
Protect yourself and others.

Staying apart keeps us together.

You can help to slow the spread.



SOCIAL DISTANCE



WASH YOUR HANDS



COVER COUGH & SNEEZE



AVOID TOUCHING FACE



HEALTHY HABITS



STAY HOME IF SICK

STAY COVIDSAFE

For more information about Coronavirus (COVID-19), please visit **[health.gov.au](https://www.health.gov.au)**. For RGYC updates, please visit **rgyc.com.au/coronavirus**.





Please do not enter this venue
if you are experiencing:



FEVER



CHILLS OR SWEATS



COUGH



SORE THROAT



SHORTNESS OF BREATH



RUNNY NOSE



LOSS OF SENSE OF SMELL

STAY COVIDSAFE

For more information about Coronavirus (COVID-19),
please visit **health.gov.au**. For RGYC updates, please
visit **rgyc.com.au/coronavirus**.

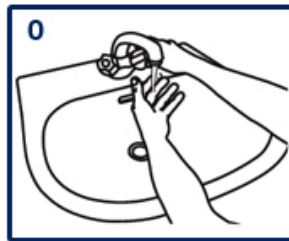




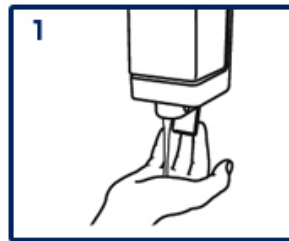
Clean hands protect against infection.

Follow process below to wash properly.
Clean your hands regularly.

*Use alcohol-based handrub if no immediate access to soap and water.



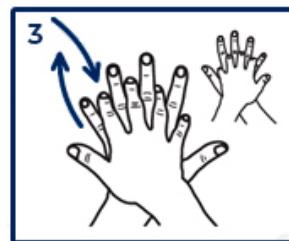
Wet hands with water



apply enough soap to cover all hand surfaces.



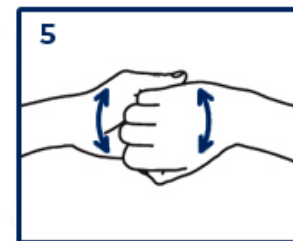
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



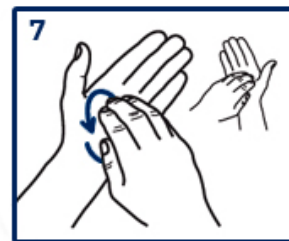
palm to palm with fingers interlaced



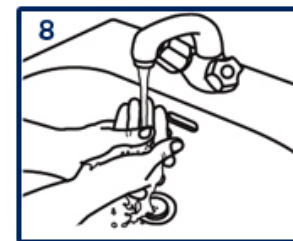
backs of fingers to opposing palms with fingers interlocked



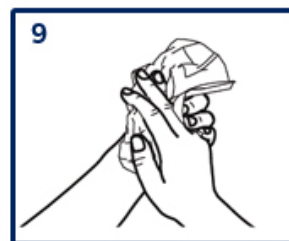
rotational rubbing of left thumb clasped in right palm and vice versa



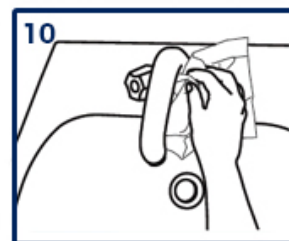
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



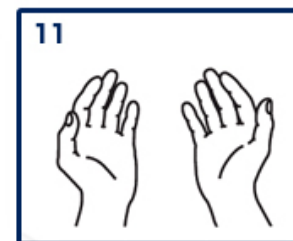
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

STAY COVIDSAFE

For more information about Coronavirus (COVID-19), please visit [health.gov.au](https://www.health.gov.au). For RGYC updates, please visit rgyc.com.au/coronavirus.



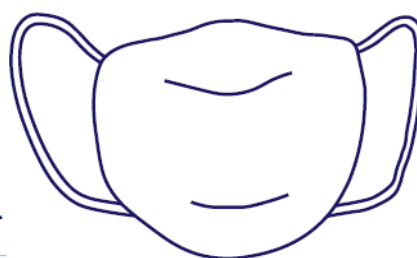


Face coverings are compulsory from 11.59pm on Sunday 2 August 2020.

To stay COVID free, do the 3:

1. Wash or sanitise your hands
2. Physical distancing (1.5m)
3. Have the COVIDSafe app

Also stay at home if you're unwell and get tested.



If you choose to wear a mask, it is important:

- ✓ Wash your hands before putting on the mask
- ✓ Make sure it covers your nose and mouth and fits snugly under your chin, over the bridge of your nose and against the sides of your face.
- ✓ Do not touch the front of the mask while wearing it or when removing it. If you do touch the mask, wash or sanitise your hands immediately. Do not allow the mask to hang around your neck.
- ✓ Wash or sanitise your hands after removing the mask.



***Single-use masks should not be re-used and should be discarded immediately after use.**

STAY COVIDSAFE

For more information about Coronavirus (COVID-19), please visit **health.gov.au**. For RGYC updates, please visit **rgyc.com.au/coronavirus**.

