



Training Solutions, Delivered!

CORONAVIRUS: *Guarding Against* **COVID-19**

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 5096

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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

5096 CORONAVIRUS: *Guarding Against COVID-19* FACT SHEET

LENGTH: 8 MINUTES

PROGRAM SYNOPSIS:

In the midst of the COVID-19 coronavirus pandemic, it's important for everyone to have reliable information about what we should do to protect ourselves and our loved ones from infection. A lot of talking can sometimes make it harder for us to get good information, the type of information we all need to keep ourselves and our loved ones safe. What you need to know is this: There are ways to guard against catching COVID-19, the coronavirus disease. These precautions have been recommended by the World Health Organization, the Centers for Disease Control, the Mayo Clinic, university medical schools and others who know what they're talking about. This program discusses COVID-19 hazards and the safe practices that these leading healthcare authorities advocate that you follow to avoid them.

Topics include the effects, transmission methods and symptoms of COVID-19, how to effectively wash hands to avoid infection, how to practice social distancing and "respiratory etiquette" and what precautions to take to avoid spreading the virus.

PROGRAM OBJECTIVES:

After watching the program, participants should:

- Know what COVID-19 is, what its symptoms are and how it is spread;
- Know how to effectively wash their hands to avoid becoming infected;
- Understand why they should avoid touching their faces to avoid infection;
- Know how to practice social distancing and "respiratory etiquette";
- Know what precautions to take to avoid spreading the virus.

PROGRAM OUTLINE:

BACKGROUND

- You already know about the new type of coronavirus that emerged in China and its spread to other countries around the world. Everybody's talking about it in workplaces, homes and communities, in the media and on the internet.
- A lot of talking can sometimes make it harder for us to get good information, the type of information we all need to keep ourselves and our loved ones safe.
- What you need to know is this: There are ways to guard against catching COVID-19, the coronavirus disease. These precautions have been recommended by the World Health Organization, the Centers for Disease Control, the Mayo Clinic, university medical schools and others who know what they're talking about.

COVID-19: EFFECTS, TRANSMISSION & SYMPTOMS

- The coronavirus has existed for a long time, but the current version, called COVID-19, is very easily transmitted. People who are infected by COVID-19 experience fever, cough and shortness of breath.
- Depending on the patient, the effects of COVID-19 can range from mild to severe. In severe cases, COVID-19 can lead to pneumonia, kidney failure, even death.
- Those who are at risk of having a serious reaction to COVID-19 include older adults, people with underlying medical conditions and those with compromised immune systems.
- The virus can spread through airborne "respiratory droplets" that are produced by an infected person when they cough or sneeze. The droplets can infect someone directly, by landing on their nose, eyes or mouth or by contaminating a surface or object that you come into contact with later.
- Symptoms of COVID-19 typically begin to show within two days to two weeks of exposure and it can spread rapidly.
- Medical specialists are working worldwide to develop treatments for the virus and have discovered several approaches that they are testing. Work is also being done on vaccines to prevent the disease altogether.

HAND WASHING & 'TOUCH DISCIPLINE'

- While work is being done to come up with treatments for COVID-19, it is still extremely important to do everything possible to contain it. Two effective ways to avoid becoming infected are to wash your hands regularly and be careful

what you touch with them.

- To effectively wash your hands, you will need a good soap and warm running water. Scrub your hands front and back, including fingers, thumbs and lower forearms for at least 20 seconds, then dry with a paper towel.
- You can also use hand sanitizer, but it must contain at least 60 percent alcohol to be effective.
- You will need to wash your hands frequently and in a number of situations: after any type of public outing, when you touch tables and countertops, doorknobs, phones or light switches, after blowing your nose, coughing or sneezing and before you leave the restroom.
- If COVID-19 does get onto your hands, touching your face gives the virus a "free ride" to your mouth, nose and eyes which is where it can most easily infect you.
- Since we all touch our faces many times a day without even realizing it, you need to be particularly careful about this. Don't rub your eyes, pinch your lip or scratch your cheek and don't pick your nose!

SOCIAL DISTANCING & 'RESPIRATORY ETIQUETTE'

- Because COVID-19 primarily spreads from person to person, one way we can help to prevent infection is by avoiding close contact with other people. This is called "social distancing".
- To start, you should avoid restaurants, bars, movie theaters, sporting events, any location where you typically find a lot of people.
- You should also stay at least six feet away from others while passing on the street, standing in lines, even at a checkout counter.
- When you are around other people, you need to practice "respiratory etiquette". If you have to sneeze or cough, do for others what you would have them do for you.
- Turn away, so no respiratory droplets fly in their direction. If possible, cough or sneeze into a tissue held in your hand, then put the used tissue in the trash. If you don't have a tissue, turn your mouth and nose to the inside of your bent elbow or the sleeve of your upper arm.

APPROPRIATE RESPONSE TO SYMPTOMS

- The symptoms of COVID-19 infection are fever, cough and shortness of breath. If you begin to experience symptoms like these, contact your healthcare professional immediately.
- Prompt diagnosis and treatment of the virus can help to prevent it from developing into a serious medical problem.

AVOIDING SPREADING THE VIRUS

- You also have a responsibility to avoid spreading the virus, so if you feel sick, you should limit your contact with other people as much as possible. Stay at home and follow your doctor's instructions.
- When you are sneezing and coughing, wearing a facemask can help to prevent the respiratory droplets that you produce from floating free where they can infect others.
- If a mask is not available, you should always cover your mouth and nose with a tissue when you cough or sneeze.
- Remember, any facemasks that you wear and tissues you use will be contaminated with the virus. So, dispose of them safely in a covered, lined container.

SUMMARY

- The coronavirus pandemic is affecting our world in ways that we have never experienced before, but this disease is beatable.
- We can all do our part by practicing good personal hygiene, "social distancing" and respiratory etiquette. Working together, we will get through this.

CORONAVIRUS: *Guarding Against COVID-19*

ANSWERS TO THE REVIEW QUIZ

1. a
2. b
3. b
4. a
5. b
6. a
7. b
8. a
9. b
10. a

CORONAVIRUS: *Guarding Against COVID-19*
REVIEW QUIZ

Name _____ Date _____

The following questions are provided to determine how well you understand the information presented in this program.

1. People who are infected by COVID-19 experience shortness of breath.
 - a. True
 - b. False

2. If you cough or sneeze, you should do it into your hand.
 - a. True
 - b. False

3. You do not need to wash your hands after blowing your nose.
 - a. True
 - b. False

4. If COVID-19 does get on your hands, touching your face can easily transfer it to your mouth, nose and eyes, where it can most easily infect you.
 - a. True
 - b. False

5. A used face mask cannot be contaminated with COVID-19 because the virus can't live outside of your body.
 - a. True
 - b. False

6. Hand sanitizer must contain at least 60 percent alcohol to be effective at killing the COVID-19 virus.
 - a. True
 - b. False

7. In mild cases of COVID-19, patients will experience pneumonia and kidney failure.
 - a. True
 - b. False

8. If you feel sick, you should limit your contact with other people.
 - a. True
 - b. False

9. Symptoms of COVID-19 typically begin to show within a month after infection.
 - a. True
 - b. False

10. In practicing "social distancing", you should stay at least 6 feet away from other people.
 - a. True
 - b. False