



Training Solutions, Delivered!

PROTECTING YOURSELF AGAINST COVID-19 AND OTHER CONTAGIOUS ILLNESSES

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

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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.

5087 PROTECTING YOURSELF AGAINST COVID-19 AND OTHER CONTAGIOUS ILLNESSES FACT SHEET

LENGTH: 13 MINUTES

PROGRAM SYNOPSIS:

Every year, like clockwork, the cold and flu season arrives and people all over the globe fall ill after becoming infected with a virus borne contagious illness. New types of coronaviruses and influenza viruses can periodically manifest and begin spreading around the world leading to local, regional and global outbreaks of illness. The most recent example of this is the outbreak of “Coronavirus Disease 2019” or COVID-19 that started in Wuhan, China. Your health and wellness, as well as the health and wellness of your co-workers, friends and loved ones, depends on your ability to control the spread of COVID-19 and other strains of corona and influenza viruses. This program discusses the simple and practical measures we all can take to help prevent contagious illnesses from spreading in our homes, workplaces and communities.

Topics include various types of contagious illnesses, how a person can be infected with the COVID-19 virus, precautions for preventing the spread of viruses to others, how to reduce the risk of infection while caring for a sick person, how countries and regions of the world may respond to a pandemic and how to develop a pandemic preparedness plan.

PROGRAM OBJECTIVES:

After watching the program, the participant will be able to explain the following:

- What the common types of contagious illnesses are;
- How a person can be infected with the COVID-19 virus;
- What precautions to take to prevent becoming infected with any type of contagious virus;
- What measures to take to reduce the risk of spreading any type of virus to others;
- Which steps caregivers should take to avoid infection when caring for a sick person;
- How various countries and regions of the world might respond to a pandemic;
- How to develop a pandemic plan for your family.

INSTRUCTIONAL CONTENT:

COMMON TYPES OF CONTAGIOUS ILLNESSES

- Every year, like clockwork, the cold and flu season arrives and people all over the globe fall ill after becoming infected with a virus borne contagious illness.
- For example, the common cold and the seasonal flu are two examples we are all too familiar with. The seasonal flu is caused by an influenza virus and the common cold is caused by a coronavirus.
- Both of these types of viruses, influenza and corona, have the ability to evolve and change.
- Because of this, the virus that causes the seasonal flu is slightly different each year and a new vaccine must be developed annually to help prevent a widespread outbreak of the flu.
- In addition, new types of coronaviruses and influenza viruses can periodically manifest and begin spreading around the world leading to local, regional and global outbreaks of illness.
- The most recent example of this is the 2019 outbreak of a coronavirus borne respiratory disease that started in Wuhan, China and has quickly spread around the world.
- Known as “Coronavirus Disease 2019” or COVID-19 for short, this illness is highly contagious and there is currently no vaccine which can be used to stop its spread.
- In prior years, other new strains of corona and influenza viruses such as SARS and the H1N1 flu manifested and also spread around the world in a similar manner.

HOW A PERSON CAN BE INFECTED WITH THE COVID-19 VIRUS

- To prevent the spread of COVID-19, the seasonal flu and similar contagious illnesses, all employees, healthcare workers and members of the general public must understand how these viruses are spread and what measures must be taken to prevent becoming infected.
- COVID-19 can spread from person to person in the same manner as other coronaviruses and influenzas.

- When an infected person sneezes or coughs, tiny droplets of fluid containing the virus are expelled into the air. When these droplets come in contact with the eyes, nose or mouth of a nearby person, that person can become infected with the virus.
- In addition, the COVID-19 virus can survive on surfaces for several hours or longer. When a person touches an item or object that has been contaminated with a virus and then touches his or her face, eyes, nose or mouth, that person may also become infected.

PRECAUTIONS FOR PREVENTING INFECTION

- To prevent becoming infected with any type of contagious virus such as COVID-19 or the seasonal flu, you must avoid close contact with an infected person, and you must be vigilant in practicing good hygiene.
- Our hands can quickly become a source of infection because of the frequency with which we touch commonly-used objects and then touch our face, eyes, nose or mouth.
- To prevent becoming infected in this manner, we must wash our hands frequently and we must also avoid touching our face with our hands.
- In order to kill viruses and germs, you must wash your hands with soap and warm water for 20-25 seconds.
- You must be thorough when washing. Be sure to wash between each finger as well as the back of the hand. Wash your hands frequently and always after a potential exposure.
- When soap and water are not available, an alcohol-based hand sanitizer that contains at least 60 percent alcohol may also be used to clean your hands.
- It's also important to periodically sanitize commonly-used items such as door handles, telephones, light switches and similar objects, especially if there have been confirmed cases of contagious illness in your workplace or an outbreak in your local area.
- There are a variety of sanitizing agents available for this purpose. The Centers for Disease Control recommends a simple solution of one quarter cup bleach per gallon of water.
- It's important to note that it is not necessary, or recommended, for a healthy person to wear a surgical mask or N95 respirator in an attempt to prevent being infected. The use of these masks should be limited to infected persons and their healthcare providers.

SYMPTOMS OF COVID-19

- The symptoms of COVID-19 are similar to those of other respiratory infections, including fever, cough and shortness of breath. Health officials have noted that symptoms usually begin between two and 14 days after exposure.
- COVID-19 is most contagious during the period when symptoms are evident.
- Some patients infected with COVID-19 exhibit little or no symptoms, while others become severely ill and die.
- While the mortality rate of COVID-19 is not yet defined, it appears to be similar to the seasonal flu in that COVID-19 has a greater impact on the very young, the elderly and those with a compromised immune system or pre-existing health conditions.

PRECAUTIONS FOR PREVENTING THE SPREAD OF VIRUSES TO OTHERS

- To prevent the chance of spreading any type of virus to others, you should always cover your mouth and nose when you cough or sneeze.
- One method is to use a tissue or paper towel for this purpose and then immediately throw it away and then thoroughly wash your hands.
- Another method is to cough or sneeze into your elbow or shoulder to contain any expended droplets and then thoroughly wash your hands.
- Any person who has symptoms of COVID-19, the seasonal flu or other contagious illness has a responsibility to avoid contact with others to prevent spreading the illness.
- Voluntary isolation is a responsible way to minimize the spread of contagious infections.
- If you are sick, do not report to work. If your children are sick, do not send them to school or to childcare. Isolate yourself at home and contact your physician or other healthcare provider.
- Report your symptoms to the doctor and let them know if you have traveled to any areas of known COVID-19 outbreaks or if you have knowingly been exposed to the COVID-19 virus.
- If you plan on visiting the doctor's office, it's important that your healthcare provider know in advance if you suspect you have COVID-19 or other contagious illness.

- This will allow them to be prepared and implement infection control practices to protect other patients and caregivers from exposure. You will likely be asked to wear a mask and you may be isolated from other patients.

REDUCING THE RISK OF INFECTION WHILE CARING FOR A SICK PERSON

- When caring for a sick person in your home that may have COVID-19 or other contagious illness, it is critical to take steps reduce the risk of transmission from the patient to the caregiver.
- Ideally, only one person, in good health, should be assigned to care for the patient. No visitors should be allowed.
- Anytime the caregiver and patient are in close proximity, at a minimum, the patient should wear a surgical type mask to help control the spread of the virus by cough or sneeze.
- Ideally, the caregiver will wear a N95 respirator mask and disposable gloves. These masks should be disposed of after each use.
- The caregiver must always avoid touching their face with their hands while caring for the patient.
- When removing disposable gloves, carefully hold the glove by the cuff without touching your skin and pull the glove off while allowing it to turn inside out. While continuing to hold the removed glove in your fingers, slide a finger under the cuff of the remaining glove without touching the outside surface of the glove. Then use your finger to roll the glove inside out and dispose of both gloves in a segregated biohazard waste container.
- Always wash your hands immediately after removing disposable gloves.
- The caregiver should wash their hands with soap and water or disinfect them with a solution of at least 60 percent alcohol after each contact with the ill person and their immediate environment.
- Drying the hands with paper towels and then discarding them is recommended.
- Clean and disinfect all surfaces that are frequently touched by the patient or caregiver. Use a regular household disinfectant or a solution of one quarter cup of bleach to one gallon of water.

PANDEMIC RESPONSE MEASURES

- The fast, global spread of COVID-19 has governments and health officials concerned that the outbreak may reach pandemic status.
- A pandemic occurs when a highly contagious infectious disease emerges quickly throughout a large human population and causes serious illness on a global scale.
- Different countries and regions of the world will react differently to a pandemic occurring.
- Restricting travel to and from certain regions and requiring quarantine for new arrivals or those showing symptoms will be one of the first measures taken to control an outbreak or pandemic.
- More restrictive regional measures may also be taken in areas of an outbreak, such as cancelling public events, restricting large gatherings or closing public transportation.
- During a severe outbreak, school may be canceled and workplaces may be forced to close or severely reduce the number of employees allowed to report to work.
- Talk to your manager or supervisor to determine if it is possible to work from home or from a remote location during an outbreak.

DEVELOPING A PANDEMIC PREPAREDNESS PLAN

- You need to be prepared in the event a local outbreak or pandemic occurs and you are required to remain isolated in your home.
- Develop a pandemic preparedness plan for your family much like you would for severe weather or fire.
- Your home plan should include the storage of a two-week supply of water and food. It should also ensure that you have a continuous supply of all household members' regular prescription drugs on hand for a two-week duration.
- Make sure you have an ample supply of any nonprescription drugs and any other health or hygiene necessities that you may need.
- Get copies and maintain electronic versions of your health records.
- Talk with family members and loved ones about how they would be cared for if they got sick or determine what would be needed to care for them in your home.
- For general preparedness, agree on a point of contact where all family members can check in and report their wellbeing.
- Stay informed about the pandemic through web sites such as the Center for Disease Control, through local and national pandemic hotlines and through radio and television broadcasts.

SUMMARY

- Your health and wellness, as well as the health and wellness of your co-workers, friends and loved ones, depends on your ability to prevent and control the spread of contagious illnesses such as COVID-19, the seasonal flu and other strains of corona and influenza viruses.
- As we have learned in this program, frequent hand washing and avoiding touching your face, sanitizing frequently-touched objects, covering your coughs and sneezes and staying home when you are ill or have symptoms are the simple and practical things you can do to help control the spread of contagious illness in your home, workplace and community.
- If an outbreak does occur in your area, stay calm and follow the instructions of local and national health officials. After all, preventing the spread of contagious illness or infection is everyone's responsibility.