



HOW TO DELIVER IN THE KNOW COURSES

Prepare:

1. Read through the Learner Packet to familiarize yourself with the material.
2. Read through the Instructor Packet and decide which group activities and discussion questions you want to use.
3. Make copies of the Learner Packet and any worksheets for group activities you've chosen.
4. Gather any needed supplies. (Activities that require supplies will list exactly what is required.)

Present:

1. **Optional:** Start the meeting with one of the suggested activities to break the ice and put participants at ease.
2. Distribute the Learner Packets. Have participants follow along as you present the material.
3. Remember to add any state or agency-specific information to your presentation as the material is generalized for all states.
4. **Optional:** Do an activity that reinforces what was learned, or ask one or more of the suggested discussion questions.
5. Distribute the quiz and allow learners enough time to complete each question.
6. Collect and grade the quiz. Learner must achieve 80% or higher on the post-test to receive credit.
7. **Optional:** Distribute the Evaluation Sheet found in the Instructor Packet for each course.

Record Keeping:

1. Keep a record of attendance for all inservices.
 2. File a certificate in each Caregiver's personnel file after completing the course. A certificate template is included with each topic.
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An Infection Control Module: **Understanding Coronavirus**

SUGGESTED PARTICIPATORY ACTIVITIES

ACTIVITY #1: HANDWASHING DEMONSTRATION

- Take advantage of this inservice time to go over your workplace policies on hand washing.
- Demonstrate proper handwashing technique with **real soap and water**, if possible.
- Have each employee demonstrate how to wash hands according to your policy.
- Discuss the steps along the way and ask caregivers to explain why each step is important.

ACTIVITY #2: SPREAD SOME GERMS—A TEAMBUILDING ACTIVITY!

Explain to the group that hand washing is an “all or nothing” activity. In other words, **if just one person is not washing his or hands properly, then everyone is at risk.** Use this activity to open the discussion about hand washing, demonstrate how germs are spread, and to have a little fun!

What you'll need: Lotion, glitter and flour.

- Ask everyone to rub a little hand lotion on their hands. Then go around and place some glitter in the hands of half the class and place flour in the hands of the other half of the class.
- Ask each person to shake hands with everyone else in the room, at least once.
- After everyone has shaken hands, ask your students if they have glitter or flour on them. Discuss how shaking hands can spread germs and brainstorm ways to avoid germs and the spread of germs.
- Repeat the activity, only this time have two or three people wash their hands before they shake hands with other students. See if this makes a difference. Use this part of the activity to drive home the point that if only a few people are washing their hands - everyone can still "catch" the germs. *Everyone has to follow hand washing guidelines for them to be effective.*

DISCUSSION QUESTIONS

- What are you most concerned about when you think about COVID-19?
- What myths have you heard about coronavirus? Were those cleared up by this inservice?
- If your employer admitted a client with known or suspected COVID-19 infection (or someone who has recently recovered from it), would you feel prepared to participate in that client's care? Why or why not?



An Infection Control Module: Understanding Coronavirus

SUGGESTED TEACHING TIPS

TEACHING TIPS

- Make an overhead of the Quiz Answer Sheet.
- Take advantage of this inservice time to go over your workplace policies on following standard, contact, and droplet precautions.
- Invite an infection control specialist to your meeting, if one is available to discuss being prepared for a COVID-19 outbreak.
- Have snacks and small prizes on hand to help inspire your team. This is a stressful time and everyone is worried. Do your best to reassure your team that being prepared is the best defense.

RESOURCES

The following resources were used in developing this inservice. You might want to check them out for further information:

- Centers for Disease Control at www.cdc.gov
- World Health Organization at www.who.int

The following In the Know topics were also used as reference:

- Handwashing
- An Infection Control Update
- Standard Precautions
- Understanding Ebola

More to Learn!

Your staff may enjoy the following related In the Know inservices:

- Handling Biomedical Waste
- Standard Precautions
- An Infection Control Update
- Handwashing
- Infection Control in Home Care
- Recognizing and Reporting Abnormal Observations

If your In the Know library doesn't include these titles, they are available for purchase by calling our toll-free number:

877-809-5515



QUIZ ANSWER SHEET

1. Coronaviruses are a family of viruses that can infect:

C. Humans and animals. The first human coronavirus popped up in the mid-1960s. To date, there are seven (7) coronaviruses that can infect people.

2. Which of the following place people at greater risk of getting COVID-19:

D. All of the above. Older adults who have other medical conditions, such as obesity, heart disease, diabetes, or lung disease are at higher risk of serious illness from an infection with COVID-19.

3. While working in a client's home, you begin to run a fever. You also have a sore throat and feel achy. You should:

C. Stop working, put on a mask, contact your supervisor and go home. This recommendation comes from the new [CDC Guidance for Infection Control and Prevention Concerning Coronavirus Disease 2019 \(COVID-19\) in Home Health Agencies \(HHAs\)](#).

4. Possible symptoms of COVID-19 include:

D. All of the above. Symptoms can range from mild to severe. Most common symptoms include fever, sore throat and cough.

5. True

About 80% of people who become infected with COVID-19 will have a mild case and fully recover without complications.

6. True

It's possible to pick up the COVID-19 virus by touching an infected surface such as a doorknob or light switch.

7. True

During the Coronavirus crisis, you should wear a mask for all close personal contact with clients, even if you don't feel sick because it's possible to have the virus and spread it to others without having any symptoms at all.

8. True

The CDC recommends routine cleaning of frequently touched surfaces to prevent the spread of COVID-19. Which of the following would you consider a "frequently touched surface?"

9. False

Corrected Statement: Shortness of breath is **NOT** a common symptom of the flu.

10. False

Corrected Statement: People **WITHOUT** symptoms of COVID-19 can spread the virus to others.



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EVALUATION

Employee Name _____

Date _____

1. Put a checkmark in the box that best describes how you feel about each learning objective.

LEARNING OBJECTIVE	I am able to do this.	I might be able to do this.	I can't do this.	I'm not sure.
<i>Describe the new coronavirus (COVID-19) and discuss where it came from.</i>				
<i>List the signs and symptoms of COVID-19.</i>				
<i>Describe the infection control precautions that should be followed to prevent the spread of COVID-19.</i>				
<i>List the steps to take if you or one of your clients begins to show symptoms of coronavirus.</i>				

2. Did you learn anything new that will help you in your job? Yes No

If yes, please explain: _____

3. If you have questions about the inservice information that did not get answered, note them here:

4. Other comments? _____

