# 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:* **Battling COVID-19 in 2021**

# SUGGESTED PARTICIPATORY ACTIVITIES

## ACTIVITY #1: HANDWASHING DEMONSTRATION

- Take advantage of this inservice time to go over your workplace policies on handwashing.
- 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 handwashing 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 handwashing, 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 handwashing 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?

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# 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**

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# QUIZ ANSWER SHEET

**1. When most of the people in a community are immune to an illness, the community is said to have:**

**C. Herd Immunity.** Herd immunity arises when the majority of a community (the herd) becomes immune to a disease, making the spread of disease from person to person unlikely.

**2. Which type of precautions should you follow to prevent COVID-19?**

**D. All of the above.** COVID-19 can be spread in three different ways. Follow all three PPE requirements to protect yourself and others.

**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 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. False**

***Correct Statement:*** Long-haulers are those who previously tested positive for the coronavirus but continue to experience symptoms long after they've tested negative.

**6. False**

***Correct Statement:*** The CDC has loosened some recommendations on masks and social distancing — but only for fully vaccinated people.

**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.

**8. True**

The new COVID variants are more contagious, meaning they spread faster.

**9. True**

It's common for long-haulers to experience brain fog, fatigue, and dizziness.

**10. False**

***Correct Statement:*** Even 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. |
|---|---|---|---|---|
| *Explain where COVID-19 came from and trace its spread across the United States.* | | | | |
| *List the signs and symptoms of COVID-19.* | | | | |
| *Describe the infection control precautions that should be followed to prevent the spread of COVID-19.* | | | | |
| *State three important reasons to get the COVID-19 vaccine.* | | | | |

**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?** _____

_____

_____