Facilitator’s Guide

CORONAVIRUS and COVID-19
PREVENTION and MANAGEMENT

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Coronavirus and COVID-19
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INTRODUCTION TO THE FACILITATOR’S GUIDE

Coronavirus and COVID-19 – Prevention and Management

The aim of this Facilitator’s Guide, when used in conjunction with the Video program, is to provide the facilitator with discussion points important to the overall development of the program and to allow participants the opportunity of discussing the impact the program may have on current work practices and whether in fact changes may be required.

The time allocated to the program will be determined by which areas are seen as important to each Organisation, the time taken to develop the points made in the program and whether other data specific to your own environment is included in addition to, or instead of, the program examples.

EACH FACILITATOR SHOULD CAREFULLY READ THE GUIDE DISCUSSION NOTES SUGGESTED AND PREPARE THEIR OWN INPUT ACCORDINGLY.

The program transcript is included to allow your Organisation to fully research the program content and develop specific examples critical to the performance of your own workforce.

Where the Video program is made available to small or remote sections of your Organisation, some other examples or discussion points may be preferred to suit the needs of these people and if so, should be developed prior to distribution of the program. Maximum benefit will then be obtained by your people.

All information included in the Facilitator’s Guide may be copied and distributed with the exception of the transcript of the Video program. Any information which is copied or distributed must only be used internally by the Organisation that purchased the guide.
INTRODUCTION TO THE VIDEO PROGRAM

Duration: 10 minutes

CORONAVIRUS and COVID-19 – PREVENTION AND MANAGEMENT

Coronaviruses are a large group of viruses that can cause illnesses ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

As a family, coronaviruses are common across the globe. Recently, a new strain of coronavirus was discovered that has not previously been identified in humans. This new coronavirus, sometimes referred to as the novel coronavirus, leads to Coronavirus disease, also known as COVID-19.

This program covers:

- Common Symptoms
- Who is at most risk?
- How Coronaviruses are spread
- Control Measures
- Hand Washing
- What to do if you experience symptoms

The objective of this program is to increase awareness of Coronaviruses in general, and COVID-19 more specifically, and by so doing, increase awareness of the standards for worker responsibility in observing and being active in daily safety procedures.

Following procedures that have been laid down will go a long way to protect you from infection.
What are Coronaviruses?

Coronaviruses are a large group of viruses that can cause illnesses ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

Coronaviruses can be transmitted between animals and people. Several known coronaviruses are circulating in animals that have not yet infected humans.

As a family, coronaviruses are common across the globe. Recently, a new strain of coronavirus was discovered that has not previously been identified in humans. This new coronavirus, sometimes referred to as the novel coronavirus, leads to Coronavirus disease, also known as COVID-19.

Common symptoms

Common signs of infection include respiratory symptoms such as

- breathing difficulties and shortness of breath,
- a cough or,
- a fever.

Infection can also lead to the much more severe consequences of

- pneumonia,
- severe acute respiratory syndrome,
- kidney failure
- and even death.

Certain types of people are more at risk of developing severe symptoms than others. The risk increases if you are an older person, if you have a weakened immune system, if you have a pre-existing medical condition, such as heart disease, high blood pressure, chronic lung disease, diabetes or cancer.

How is it spread?

There are two main ways that the infection can be spread.

Having close contact (within 2 metres or less) with an infected person puts you at risk. When a person coughs, sneezes or even just exhales, they expel respiratory droplets which can then land on nearby people or also be inhaled into their lungs. For this reason, the longer your close contact with an infected person is, the more likely it is that your risk of exposure increases.
In the early stages of the disease, many people display only mild symptoms and while the risk of catching an infection from someone who does not display any symptoms is low, you could still be exposed even if a person does not feel ill or only has a mild cough.

The other main way in which people are exposed is through coming into direct contact with a contaminated surface, object or the hand of an infected person and then touching their own mouth, nose or eyes. Surfaces and objects, for example, a door knob can be easily contaminated with respiratory secretions. Shaking the hand of an infected person will likely spread contamination to your own hand and if you proceed to touch your face afterwards, you will likely be exposed to infection.

Studies have indicated that coronaviruses can survive on surfaces for a few hours or even up to several days. The temperature, humidity of the environment and type of surface all play a part in determining how long the virus can persist for.

**Control Measures**

There are a number of simple precautions that can help prevent you from becoming infected or spreading the infection:

- Cleaning your hands regularly and thoroughly by washing them with soap and water, for at least 20 seconds or using an alcohol-based hand rub can kill viruses that may be on your hands.
- Maintain a distance of at least 2 metres (or about 6 feet) between yourself and anyone who is coughing or sneezing.
- Avoid touching your face. Your eyes, nose and mouth can act as conduits for the virus to enter your body. For example, if your hands have been contaminated and you rub your eyes, this provides a high risk of infection.
- Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze. Do not sneeze or cough into your hands. Used tissues must be disposed of immediately into a closed bin and your hands should be washed afterwards.
- Frequently touched surfaces or any object or surface you think may be infected should be thoroughly cleaned with a simple disinfectant to kill the virus and protect yourself and others.
- Avoid travelling if you can. You increase your risk of infection when you travel as your amount of close contact with other people increases.

To correctly wash your hands, do the following:

- Wet your hands with water
- Apply enough soap to cover all hand surfaces
- Rub hands palm to palm
- Rub the back of each hand with the palm of the other hand with the fingers interlocked
- Rub palm to palm with the fingers interlocked
• Rub with the backs of fingers to opposing palms with fingers interlocked
• Rub each thumb clasped in opposite hand using a rotational movement
• Rub the tips of fingers in the opposite palm in a circular motion
• Rub each wrist with the opposite hand
• Rinse hands with water
• Use your elbow to turn off the tap or if not possible, use a disposable towel
• Dry your hands thoroughly with a second disposable towel
• Your hands are now clean

This process can be repeated when using an alcohol-based hand rub, however, the steps involving water and disposable towel can be ignored.

Any items that have potentially been exposed to the virus should be thoroughly cleaned or disposed of.

For cleaning of surfaces and objects, a simple disinfectant will do. Surfaces that are used and touched regularly should be cleaned regularly. Appropriate Personal Protective Equipment should be worn whenever cleaning takes place.

The risk of infection from contact with commercial goods and packages is low. Packages and commercial goods that have been moved, travelled, and exposed to different conditions and temperatures are unlikely to spread infection.

You should only wear a face mask if you are ill, display symptoms of infection, especially coughing, or are looking after someone who may be infected. There is no evidence that a face mask will protect you from infection but it may prevent you from infecting others. Face masks are most suitable in healthcare environments and have limited relevance to the general public.

**Treatment**

If you show any of the symptoms mentioned earlier such as, difficulty breathing and shortness of breath, a cough or a fever, you should stay home.

Do not go directly to your GP or other healthcare environment. If you are concerned about your symptoms, you should call your local health authority and follow their directions.

There is currently no specific treatment for COVID-19. Antibiotics do not work against viruses. Healthcare professionals will attempt to relieve your symptoms while your body fights the illness. If you have become infected you will need to stay away from other people until you have recovered.

The current recommendation if you have coronavirus symptoms is to self-isolate for at least 7 days or until you know more.
You should seek help if you feel you cannot cope with your symptoms at home, your condition gets worse or your symptoms do not get better after 7 days.

If someone in your workplace has fallen ill, all waste that has been in contact with an infected individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. Then place this plastic bag inside a second plastic rubbish bag and tie it shut. As a precautionary measure, it should be put in a safe place and clearly marked as hazardous until more is known about the infected person. If the individual tests negative, it can be disposed of as normal waste.

If the individual tests positive, your local health authority can instruct you on what to do with the waste.

You must make every effort to prevent a virus from finding a direct route of entry into your body. Observing good hygiene practices and using protective equipment is essential.

Adhering to procedures that are in place and following advice from your local health authority will go a long way towards protecting you from infection.
PART ONE
WHAT ARE CORONAVIRUSES?

Coronaviruses are a large group of viruses that can cause illnesses ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

Coronaviruses can be transmitted between animals and people. Several known coronaviruses are circulating in animals that have not yet infected humans.

As a family, coronaviruses are common across the globe. Recently, a new strain of coronavirus was discovered that has not previously been identified in humans. This new coronavirus, sometimes referred to as the novel coronavirus, leads to Coronavirus disease, also known as COVID-19.

DISCUSSION

What is the name of the new strain of Coronavirus? Can anyone remember any previous Coronavirus events?
PART TWO
COMMON SYMPTOMS

Common signs of infection include respiratory symptoms such as
- breathing difficulties and shortness of breath,
- a cough or,
- a fever.

Infection can also lead to the much more severe consequences of
- pneumonia,
- severe acute respiratory syndrome,
- kidney failure
- and even death.

Certain types of people are more at risk of developing severe symptoms than others. The risk increases if you are an older person, if you have a weakened immune system, if you have a pre-existing medical condition, such as heart disease, high blood pressure, chronic lung disease, diabetes or cancer.

DISCUSSION

What pre-existing medical conditions make some people more prone to developing severe symptoms?
**PART THREE**

**HOW IS IT SPREAD?**

**How is it spread?**

There are two main ways that the infection can be spread.

Having close contact (within 2 metres or less) with an infected person puts you at risk. When a person coughs, sneezes or even just exhales, they expel respiratory droplets which can then land on nearby people or also be inhaled into their lungs. For this reason, the longer your close contact with an infected person is, the more likely it is that your risk of exposure increases.

In the early stages of the disease, many people display only mild symptoms and while the risk of catching an infection from someone who does not display any symptoms is low, you could still be exposed even if a person does not feel ill or only has a mild cough.

The other main way in which people are exposed is through coming into direct contact with a contaminated surface, object or the hand of an infected person and then touching their own mouth, nose or eyes. Surfaces and objects, for example, a door knob can be easily contaminated with respiratory secretions. Shaking the hand of an infected person will likely spread contamination to your own hand and if you proceed to touch your face afterwards, you will likely be exposed to infection.

**DISCUSSION**

What are the two main ways the infection can be spread?
There are a number of simple precautions that can help prevent you from becoming infected or spreading the infection:

- Cleaning your hands regularly and thoroughly by washing them with soap and water, for at least 20 seconds or using an alcohol-based hand rub can kill viruses that may be on your hands.
- Maintain a distance of at least 2 metres (or about 6 feet) between yourself and anyone who is coughing or sneezing.
- Avoid touching your face. Your eyes, nose and mouth can act as conduits for the virus to enter your body. For example, if your hands have been contaminated and you rub your eyes, this provides a high risk of infection.
- Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze. Do not sneeze or cough into your hands. Used tissues must be disposed of immediately into a closed bin and your hands should be washed afterwards.
- Frequently touched surfaces or any object or surface you think may be infected should be thoroughly cleaned with a simple disinfectant to kill the virus and protect yourself and others.
- Avoid travelling if you can. You increase your risk of infection when you travel as your amount of close contact with other people increases.

DISCUSSION

What are some of the ways you can prevent becoming infected or from spreading the infection?
PART FIVE
TREATMENT

If you show any of the symptoms mentioned earlier such as, difficulty breathing and shortness of breath, a cough or a fever, you should stay home.

Do not go directly to your GP or other healthcare environment. If you are concerned about your symptoms, you should call your local health authority and follow their directions.

There is currently no specific treatment for COVID-19. Antibiotics do not work against viruses. Healthcare professionals will attempt to relieve your symptoms while your body fights the illness.

If you have become infected, you will need to stay away from other people until you have recovered.

The current recommendation if you have coronavirus symptoms is to self-isolate for at least 7 days or until you know more.

You should seek help if you feel you cannot cope with your symptoms at home, your condition gets worse or your symptoms do not get better after 7 days.

DISCUSSION

What should you do if you show any of the symptoms such as a cough or a fever, or difficulty breathing?
ASSESSMENT –
CORONAVIRUS and COVID-19 - PREVENTION & MANAGEMENT

Name: …………………………………………………

Date: …………………………………………………

I.D. (if applicable): …………………………………

Score

1. What are the names of some of the Coronaviruses?
   a) COVID-19 (Coronavirus Disease)
   b) MERS-CoV (Middle East Respiratory Syndrome)
   c) SARS-CoV (Severe Acute Respiratory Syndrome)
   d) All of these answers

2. What is not a symptom of Coronavirus Disease (COVID-19)?
   a) Cough
   b) Difficulty in breathing
   c) Rash
   d) Fever

3. Coronavirus Disease (COVID-19) can be spread person to person by
   __________________
   a) Respiratory droplets expelled by an infected person who is coughing or sneezing
   b) Looking at each other
   c) Not wearing a mask
   d) Regular hand washing

4. Which of these activities is not recommended?
   a) Having close contact with people
   b) Regular Hand Washing
   c) Covering your mouth when coughing and sneezing
   d) Sneeze or cough into the bend of your elbow

SAFETYCARE
5. You can reduce your chances of being infected or spreading COVID-19 by ____________
   a) Avoiding touching your eyes, nose and mouth
   b) Regularly and thoroughly cleaning your hands with soap and water or an alcohol-based hand rub
   c) All of these answers
   d) Maintaining at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing

6. What isn’t considered part of correctly washing your hands?
   a) Wet your hands with water
   b) Apply moisturiser
   c) Rub hands palm to palm
   d) Apply enough soap to cover all hand surfaces

7. If you show any of the symptoms such as difficulty breathing and shortness of breath, a cough or a fever, you should stay at ____________
   a) Home
   b) Work
   c) Overseas
   d) Outdoors

8. What are some simple precautions to help prevent you from becoming infected?
   a) Avoid touching your face
   b) Cover your mouth when coughing or sneezing
   c) Wash your hands
   d) All of these answers

9. Any items that have potentially been exposed to the virus should be ____________
   a) Thoroughly cleaned or disposed of
   b) Used
   c) Ignored
   d) Handed to a supervisor

10. The current recommendation if you have Coronavirus symptoms is to self ____________ for at least 7 days or until you know more.
    a) Loathe
    b) Isolate
    c) Serve
    d) Medicate
**ANSWERS**

1. **D) All of these answers**  
*Hint: Coronavirus are a large group of viruses that can cause illnesses ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).*

2. **C) Rash**  
*Hint: Common signs of infection include respiratory symptoms such as breathing difficulties and shortness of breath, a cough or, a fever.*

3. **A) Respiratory droplets expelled by an infected person who is coughing or sneezing**  
*Hint: Having close contact (within 2 metres or less) with an infected person puts you at risk. When a person coughs, sneezes or even just exhales, they expel respiratory droplets which can then land on nearby people or also be inhaled into their lungs.*

4. **A) Having close contact with people**  
*Hint: The longer your close contact with an infected person is, the more likely it is that your risk of exposure increases.*

5. **C) All of these answers**  
*Hint: Avoiding touching your eyes, nose and mouth, regularly and thoroughly cleaning your hands with soap and water or an alcohol-based hand rub and maintaining at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing reduce your chances of being infected or spreading COVID-19.*

6. **B) Apply moisturiser**  
*Hint: To correctly wash your hands, do the following: Wet your hands with water, apply enough soap to cover all hand surfaces, rub hands palm to palm, rub the back of each hand with the palm of the other hand with the fingers interlocked, rub palm to palm with the fingers interlocked, rub with the backs of fingers to opposing palms with fingers interlocked, rub each thumb clasped in opposite hand using a rotational movement, rub the tips of fingers in the opposite palm in a circular motion, rub each wrist with the opposite hand, rinse hands with water, use your elbow to turn off the tap or if not possible, use a disposable towel, dry your hands thoroughly with a second disposable towel.*

7. **A) Home**  
*Hint: If you show any of the symptoms mentioned earlier such as, difficulty breathing and shortness of breath, a cough or a fever, you should stay home. Do not go directly to your GP or other healthcare environment. If you are concerned about your symptoms, you should call your local health authority and follow their directions.*

8. **D) All of these answers**  
*Hint: You can also maintain a distance of at least 2 metres (or about 6 feet) between yourself and anyone who is coughing or sneezing as well as covering your mouth and nose with your bent elbow or tissue when you cough or sneeze.*
9. A) Thoroughly cleaned or disposed of
   
   *Hint:* Any items that have potentially been exposed to the virus should be thoroughly cleaned or disposed of. For cleaning of surfaces and objects, a simple disinfectant will do. Surfaces that are used and touched regularly should be cleaned regularly. Appropriate Personal Protective Equipment should be worn whenever cleaning takes place.

10. B) Isolate
   
   *Hint:* If you show any of the symptoms mentioned earlier such as, difficulty breathing and shortness of breath, a cough or a fever, you should stay home. Do not go directly to your GP or other healthcare environment. If you are concerned about your symptoms, you should call your local health authority and follow their directions.