

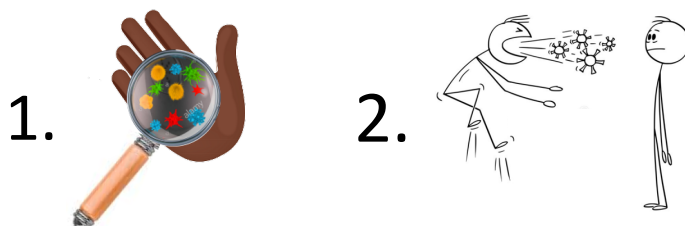
COVID-19 Staff Health and Safety Training – field training guidance

Preparation before the training

- ☐ Invite the training group for a day, time and place for the training (+/- 1 hour)
- ☐ Keep group sizes small and make sure people can keep 2 meters distance
- ☐ Print this guidance for the trainer to use
- ☐ Print leaflets, which people can take home
- ☐ Arrange / bring a smartphone to show the videos (do not pass on the phone or sanitize each time when passing on)

Training

1. Say a welcome to everyone
2. What will we discuss today?
 - Today we will discuss how you can protect yourself and others from getting the corona virus
 - The goal is to keep ourselves safe, and to continue production, to be able to provide the farmers in Zambia with the much needed seeds
 - We all have an important role in this, we all need to participate. If only 1 person does not participate, it can endanger us all.
3. What is the coronavirus? (this is an important part, please take time to convey the information)
 - It spreads easily from human to human
 - The coronavirus is not a living organism but a particle, which can easily be destroyed by soap.
 - The virus can enter the body through the eyes, nose and mouth, but NOT through the skin (for example your hands).
 - Once inside the human body, the virus can multiply quickly, causing a response of the defence mechanism, which makes people ill.
 - It will make most people ill – >1 week in bed with a high fever
 - Death rate is about 3%, which means that 3 out of 100 persons will not survive, meaning the disease is dangerous.
4. How can you get the corona virus? (this is an important part, please take time to convey the information)
 - 1. By touching surfaces that contain the coronavirus, then touching your eyes, nose or mouth.
 - 2. By inhaling droplets which are spread when a person with COVID-19 coughs or exhales.
 - Show the leaflet:



5. How can you prevent getting and spreading the virus? (this is an important part, please take time to convey the information)

Show leaflet:



- **Washing hands is important**, since the virus may be on your hands. You want to wash your hands before touching your face. Rule of thumb is to wash hands after touching surfaces of objects of which you do not know if they are clean. Demonstrate how to wash hands for 20 seconds with water and soap (see instructional video in the training slides how to cover all parts of the hands)
- **Not touching your face is important**, since you may have the virus on your hands, which can enter your body through your nose, eyes or mouth. It is safe to touch your face with washed hands (20 seconds with water and soap).
- **Cleaning surfaces is important**. If the virus is there, you will remove it and therefore preventing you get it on your hands and then touching your face. Cleaning with a household detergent or with alcohol is sufficient. (explain what is required from staff, eg cleaning certain surfaces according to a cleaning schedule)
- **Keeping a distance is important** (demonstrate what this looks like). Keep at least 2 meters distance from everyone, to prevent catching the virus from someone who has it. (explain if activities or processes are / will be adjusted to be able to adhere to the 2 metres distance).
- **Cough and sneeze in a tissue, in your elbow, or mask** (demonstrate what this looks like). IF you have corona (you can have it without showing symptoms) you prevent further spread of the virus.

6. Let's see if you all can remember the things you need to do to keep yourself and others safe (ask the group to repeat the 5 behaviours of above: washing your hands, don't touch your face, disinfect surfaces, keep your distance, cough and sneeze. Keep repeating until people are memorizing it)
7. Let's discuss how you can do this in different situations (ask the group how they would behave in the following circumstances:

At work (answer: Wash your hands when coming in and going out and during the day, each time when you touch surfaces/objects. Don't touch your face, keep 2m distance, disinfect high touch surfaces and cough in your elbow.)

When shopping at the (super)market (answer: Wash your hands when coming in and going out of the (super)market or apply hand sanitizer, don't touch your face, keep 2m distance and cough in your elbow. Avoid this place when too busy.)

In church (answer: Wash your hands when coming in and going out of the church or apply hand sanitizer, don't touch your face, keep a distance and cough in your elbow. If keeping 2m distance is not possible, consider to worship at home.)

When traveling (to work, the supermarket, church) (answer: Apply hand sanitizer, don't touch your face, keep 2m distance and cough in your elbow. If this is not possible, consider alternative ways of traveling and consult your supervisor.)

At home (answer: Wash your hands when coming in and leaving your home, don't touch your face, clean surfaces regularly and cough in your elbow. It is best to stay at home as much as possible and not to visit neighbours, family and friends or at minimum keep 2m distance.)

8. Should you wear a mask or gloves?
 - **Gloves**. Wear gloves when disinfecting surfaces and when advised as PPE. They are not useful to protect you from getting the virus.
 - **Face Mask**. Yes, it is mandatory in Zambia. A simple mask of any fabric is sufficient to prevent spreading the virus when coughing and sneezing. It is not useful to protect you from getting the virus.
9. What are symptoms of the corona virus?
 - Coughing, fever, shortage of breath
 - Not everyone, who have the illness, get symptoms
 - If you have symptoms, you need to stay at home, and consult with your supervisor and the clinic through the phone. Do not go to the clinic unless they tell you to come in.

10. Quiz / Discussion Questions (ask these to the group, request an answer and promote discussions)

- **You have a fever at home, what do you do?** (stay at home, call you doctor and your supervisor)
- **You have a cough at home, what do you do?** (stay at home, call you doctor and your supervisor)
- **Someone in your household has a fever, what do you do?** (stay at home, call you doctor and your supervisor)
- **You see someone at work having a cough, what do you do?** (keep your distance, ask for a supervisor, investigate if there are more corona symptoms present)
- **Do you prevent getting Corona by drinking alcohol?** (No)
- **Do you prevent getting Corona by drinking tea with lemon or ginger?** (No)
- **Do you prevent getting Corona by keeping 2 metres distance?** (Yes it helps)
- **Do you prevent getting Corona by wearing a mask?** (No, it will prevent the spread of the virus when someone coughs, it will not protect you from getting the virus)
- **Do you prevent getting Corona by washing your hands without soap?** (No, the virus can only (but easily) be destroyed by soap or alcohol)
- **Do you prevent getting Corona by spraying people or vehicles with bleach or alcohol?** (No, the virus lives in the lungs of people. Disinfecting hands and disinfecting high-touch areas is very useful, but spraying whole vehicles or the full body of people is not useful)
- **Do you prevent getting Corona by washing your hands with soap and water for 20sec?** (Yes)
- **Do you prevent getting Corona by wearing gloves?** (No, you still needs to wash your gloves with soap and water for 20sec, just like bare hands. Gloves do not protect you)
- **Do you prevent getting Corona by not touching your face?** (Yes)
- **Do you prevent getting Corona by taking antibiotics?** (No)
- **Do you prevent getting Corona by not getting on a plane?** (No)
- **Do you prevent getting Corona by regularly cleaning surfaces with detergent?** (Yes this helps)

Activities after the training

- ☐ Plan small meetings every day to repeat guidelines
- ☐ Observe behavior by walking around
- ☐ Discuss behavior and listen to challenges, concerns and questions
- ☐ Start discussion topics, for example 'what are your biggest challenges?', or 'how do you adhere to the guidelines at home, on the market, etc?'