

Let's Talk About COVID-19

A COVID-19 Prevention Community Workshop

Leader Guide

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Table of Contents

All materials are available on the Arkansas Immunization Action Coalition website:

<https://www.immunizear.org/vaccine-workshop-toolkits>

1. Goal and General Instructions	1
2. Prepare for the Workshop	2
a. Consider your audience	2
b. Decide on a date, time, and location	2
c. Advertise	2
d. Gather teaching tools	3
e. Prepare the classroom	3
f. Prepare yourself	3
g. Other considerations	4
3. The Workshop	5
a. Introductions	5
b. Overview	6
c. What is COVID-19?	7
• How will I know if I have COVID-19?	7
d. How can my family stay healthy?	9
• How to wash hands effectively	9
• How to use hand sanitizer	10
• What else can we do?	10
e. What should I do if I get sick?	11
• Don't spread COVID-19 – stay home	11
f. Let's talk about COVID-19 vaccines	12
• Did you know?	12
• Everyone is at risk for getting COVID-19.....	12
• Some people are more likely to get really sick	13
g. Common Questions	13
h. Let's Review	15
i. Things to consider	15
j. Where can I get a COVID-19 vaccine?	16
k. Thank you!	16
4. After the Workshop	17
a. Fill out the Leader's Summary Survey	17

1. Goal and General Instructions

Goal: Participants will be able to describe COVID-19 symptoms and explain steps they can take to prevent the spread of COVID-19. We also hope that participants will be willing and able to get a COVID-19 vaccine by the end of the workshop, if they are eligible.

Please use this Leader's Guide as a general guide for your workshop presentation.

This manual is designed to go with the *"Let's Talk About COVID-19"* PowerPoint presentation and the *"Let's Talk About COVID-19"* booklet. However, please note that this Leader's Guide can be used to present the information in the booklet without using the PowerPoint.

Feel free to customize your presentation to your audience. The workshop is designed to last no longer than one hour, but it can be flexible.

You may find that participants with higher literacy levels do not need the in-depth descriptions or demonstrations of concepts. Some instructions are designed to help explain things more fully to people that may not know some of the vocabulary words and concepts.

2. Prepare for the Workshop

Planning will help to make your workshop a great success.

A) Consider your audience.

If you are planning a workshop for people who do not speak English well, you may need to consider the following:

- Do you need to get an interpreter?
- Are the workshop materials in the appropriate language?

If you are planning for older adults, you might need to consider:

- Is your classroom handicapped accessible?
- Are the acoustics good or do you need a sound system?
- Is there easily accessible parking?
- Is morning or evening a better time?

Other considerations:

- Does your audience have special needs?
- What is the best day and time?
- Will your classroom location be convenient?
- Do you need to provide childcare?
- Are your refreshments appealing to your audience?

B) Decide on a date, time, and location.

- Check to be sure there are no other major events scheduled for your date.
- Try to locate your workshop near public transportation, if possible.
- If you have several participants from the same work location, see if the employer will let you schedule something at their work location during a lunch break or right after work.
- If you plan to use the PowerPoint Presentation provided, make sure you have access to:
 - Laptop computer
 - Projector
 - Screen or white wall

C) Advertise.

- Put an announcement in newsletters of your organization and any organizations with which your audience is likely to be affiliated.
- Emphasize that the workshop is **FREE**.
- Put up flyers where you think your intended audience might see them.
 - A flyer you can edit is on the website.
- Send a press release about your workshop to the local newspaper.
 - A press release you can edit is on the website.

D) Gather teaching tools.

- Print enough “*Let’s Talk About COVID-19*” booklets for each attendee.
- Print one copy of the “*Sign-In Sheet*”.
- Print “*Photo Release Forms*” if you are taking pictures or using quotes from participants.
- Have pens or pencils available for attendees to encourage writing in the booklet.
- Optional: Gather blank name tags and Sharpies for attendees to write their names on.

E) Prepare the classroom.

- Make sure you have signs to direct people to the classroom.
- Prepare the room so it is comfortable (temperature, right-sized chairs, etc.).
- Make sure the classroom is big enough for the anticipated number of attendees.
- Be sure that everyone can see the speaker and screen/wall (if using the PowerPoint) from his or her chairs.
- Consider setting up tables to make it easy for participants to write in their copy of the workbook.
- Make sure the lighting is good.
- Test the presentation equipment in advance.
- Set up a registration table with the following:
 - “*Sign-in Sheet*”
 - “*Let’s Talk About COVID-19*” booklets
 - Optional:
 - Name tags for participants
 - “*Photo Release Form*”
 - You may need attendees to sign this if you are taking pictures or using quotes from participants.

F) Prepare yourself.

- Review the PowerPoint and notes.
- Customize “Introduction” slide (slide 2) of the PowerPoint with your information.
- Become familiar with the “*Let’s Talk About COVID-19*” booklet.
- Think about instances in your own life that you are willing to share related to the topics you are about to present.
 - Adults want to learn practical things that apply to real life.
 - Personalizing information helps to make it more interesting.
 - It helps to make you more warm and approachable.
- Think about potential questions that may come up and how you will answer them.
- Think about your nonverbal communication. You show warmth and friendliness through:
 - Facial expressions
 - Tone of voice
 - Body language
- Think about presenting with a positive attitude, especially for questions that you are asked.
 - **All questions are good questions!**

G) Other considerations.

- Would you like to offer refreshments during your workshop?
- Would you like to arrange for COVID-19 vaccines to be given after the workshop?
 - If so, contact an immunizing pharmacy or clinic. For more information on planning for COVID-19 vaccines to be given at your workshop, see the “Setting Up On-Site COVID-19 Clinics” document in the “Additional Documents” document in the COVID-19 Toolkit section on the website: <https://www.immunizear.org/vaccine-workshop-toolkits>
- Be prepared to let attendees know where they can get a COVID-19 vaccine.

3. The Workshop

Greet people and welcome them as they enter the classroom. Ask them to take a name tag from the registration table and fill in their first names so that you can call on them by name if they should have questions during your presentation. Ask them to fill out the “*Sign-In Sheet*” and the “*Photo Release Form*” (if you plan to take photos).

Slide 1- Let’s Talk About COVID-19

You should have this slide displayed as people arrive and get settled.

Begin the workshop on time and end it on time. The workshop is designed to take no more than one hour. By being punctual, you show your respect for your audience and their time. Once everyone has been seated and appears comfortable, go to the front of the room and begin with introductions.

Slide 2 - Introductions

Introduce yourself. Give your name, your title, and the organization that you represent. Give any additional information about your organization that you wish to share. Feel free to personalize Slide 2 of the “*Let’s Talk About COVID-19*” PowerPoint with your own picture and information about yourself.

Then, offer an introductory exercise. If you have a larger group, you may want to simply have people go around and introduce themselves. You might take different approaches with a group that is already familiar with COVID-19 vaccines than one that is anxious about getting a COVID-19 vaccine. If you have a smaller group, you can do an exercise like the following:

A Sample Introductory Exercise:

- Have people partner with someone that they do not know.
- Ask people to interview their partner and find out:
 - Their name
 - Occupation
- Have each person, in turn, introduce their partner to the group.

Slide 3 – Overview

Say: “Today, we will be talking about:

- What COVID-19 really is
- How to keep your family healthy
- What you should do if you get sick
- We will talk about COVID-19 vaccines
- Common questions and concerns

Next, you will refer to the “*Let’s Talk About COVID-19*” booklets. If the booklets were not handed out at the registration table, you will want to distribute them now. Make sure everyone has a copy.

Slide 4 – What is COVID-19? (Booklet Page 1)

Say: “Let’s talk about COVID-19. Please turn to page 1 in your booklet. Looking at the page 1, can anyone tell me what causes COVID-19?” (If no one raises their hand, refer to the first sentence – “COVID-19 is caused by a virus”.) Your response might be: “Yes, very good. COVID-19 is caused by a germ called a virus. Another type of germ is called a bacteria. Illnesses caused by a bacteria are treated with an antibiotic. You may have had a sore throat that was caused by a bacteria, like strep throat, and you would have been given an antibiotic. Antibiotics only work to get rid of bacteria. Since COVID-19 is caused by a virus, an antibiotic will not get rid of COVID-19. However, there are some treatment options for COVID-19. The flu and COVID-19 have very similar symptoms, but COVID-19 symptoms may take longer to show up after being exposed. You can be contagious for 2-3 days before you ever show symptoms of COVID-19.”

Resource: (<https://www.cdc.gov/flu/symptoms/flu-vs-covid19.htm>) accessed 5/14/24

Slide 5 – How Will I Know if I Have COVID-19? (Booklet Page 1)

Say: “Can you tell me some of the symptoms or things that you feel when you are sick with COVID-19?”
The answers you should get in, no particular order, are:

- Fever
- Chills
- Shortness of breath or difficulty breathing
- Fatigue or sleepiness
- Muscle or body aches
- Headache
- Sore throat
- Runny or stuffy nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

“Can anyone tell me what you feel like when you have fever, chills or body aches?”

The answers might be:

- Fever
 - Your body feels hot
 - Temperature over 100.4 F
 - Your body feels cold (followed by a feeling of warmth)
 - Sweating
- Chills
 - Feeling cold
 - Shaking
- Body aches
 - Muscles or bones hurting

Slide 5 – How Will I Know if I Have COVID-19? (Booklet Page 1)

Say: “Other symptoms of COVID-19 might be:

- Fatigue
 - Feeling really tired or sleepy
- Headache (Point to head)
 - Pain in the head
 - Pain in the neck
- Sore throat (Point to throat)
 - Pain in throat
 - Funny sounding voice
- Runny or stuffy nose (Point to nose)

“If you have any combination of these symptoms, especially if you have a fever, you should go to the doctor’s office or pharmacy and get tested for COVID-19. Some pharmacies offer COVID-19 testing and can prescribe treatment. Getting tested is the only way to know if you have COVID-19.”

Slide 6 – How Can My Family Stay Healthy? (Booklet Page 2)

Say: “Please turn to page 2 in your booklet. COVID-19 can be spread very easily from one person to another. Germs may pass around easily through a sneeze or touching surfaces with germs on them. It is important to prevent this spread in order to keep you and your family healthy. If one person gets sick, it puts all others around at risk of getting COVID-19, including family and loved ones. Thankfully, there are simple ways to prevent us all from getting sick and experiencing those symptoms that we just learned about. You should wash your hands with soap and water, but if soap and water are not available, you can use an alcohol-based hand sanitizer. Cough or sneeze into your elbow, or use a tissue. Stay up to date on COVID-19 vaccines that are recommended for you.”

Slide 7 – How To Wash Hands Effectively (Booklet Page 2)

Say: “I am sure you all know how to wash your hands, but let’s take a closer look at how to wash your hands to get rid of germs.

1. Try to use warm water to wet your hands under running water.
2. Rub your hands together so that the soap gets lathery or bubbly.
3. Does anyone know how long to wash your hands? You want to rub your hands together with the soap and water for at least 30 seconds, or as long as it takes to sing the “Happy Birthday” song twice.
4. After singing and rubbing your hands together for 30 seconds, rinse your hands thoroughly with water.”

Note for Presenter: You might consider using a timer to show how long 30 seconds is, while you sing “Happy Birthday”. This may help people get an idea of how long 30 seconds really is. If you have a specific ethnic group and know of a song that would be more culturally appropriate, use that. Or, you could ask the group to come up with another song that they would prefer to use.

Slide 8 – And... (Booklet Page 2)

Say: “Once your hands are clean, use a paper towel or air dryer to dry them. Use the paper towel to also shut off the water if you can. Does anyone know why that is a good idea?”

Answers may include:

- There may be germs on the handle that someone else put there.
- You touched the handle with your germy hands before washing them and now will get those germs back on your hands.

Say: “If your hands are really dirty and you can see how dirty they are, you should wash with soap and water.”

Slide 9 – How To Use Hand Sanitizer (Booklet Page 2)

Say: “If you cannot use soap and water to wash your hands, you can use hand sanitizer. It works quickly and also gets rid of germs on your hands.

To use hand sanitizer:

- Put it in the palm of your hand (show the palm of your hand) and make sure you use enough to cover both hands completely.
- Rub your hands together.
- Rub it all over your hands including your fingers.
- Continue rubbing your hands together until your hands are dry.”

Slide 10 – What Else Can We Do? (Booklet Page 2)

Say: “So we know how to get rid of the germs once they get on our hands, but what should we do to avoid spreading the germs if you cough or sneeze? What should you do?”

Answers should include:

- Cover your cough or sneeze with a tissue
- Cough or sneeze into your elbow

Say: “If you cough or sneeze into a tissue, throw away the tissue immediately and wash your hands afterwards. To avoid spreading germs, DO NOT cough or sneeze into your hands.”

Slide 11 – And... (Booklet Page 2)

Say: “If you know that someone has COVID-19, stay away from them. Try to stay at least 6 feet from someone who is sick. If someone has COVID-19 symptoms, don’t take a chance on catching it too. Just stay away from them.”

Say: “People with COVID-19 can actually spread it to others a few days **before** they have any symptoms, so that makes it hard to avoid everyone with COVID-19.”

Slide 12 – What Should I Do if I Get Sick? (Booklet Page 3)

Say: “Let’s look at page 3 in your booklet. It is important for you to stay home and rest if you get sick with COVID-19.”

Ask: “What might be a good reason for going out of the house even though you have COVID-19?”

After listening to responses, you might say: “One of the only reasons to go out would be for a medical appointment. Most doctor’s offices and some pharmacies can do a COVID-19 test and may prescribe medicine for you to take. If you are sick, please be sure to wear a mask whenever you leave the house, including at the doctor’s office and pharmacy.”

Slide 13 – Don’t Spread COVID-19 - Stay Home (Booklet Page 3)

Say: “Stay home until your symptoms have improved AND your fever is gone for a full 24 hours, which is one full day. Those 24 hours only count when you are not taking medicine that lower your fever, like Tylenol or ibuprofen. It is important to limit contact with others while having COVID-19, to protect them from getting sick. This means staying at home from whatever your commitments are (work, school, etc). And, while at home, it is important to stay away from others in the household or they will be at high risk of getting COVID-19 too. Take your temperature during this time with a thermometer. Normal temperature for most adults and children is 98.6 F. Once your temperature is back to normal (without taking medicines that lower your fever) AND your symptoms have improved, wait one full day before leaving the house. Until then, you still place others at risk to get COVID-19.”

Slide 14 – And... (Booklet Page 3)

Say: “It is important that you rest as much as you can while you are at home. You might also take over-the-counter medications for your symptoms, including to lower your fever. However, you should talk to a pharmacist before taking any over-the-counter medicine. Be sure to drink plenty of water. Wash your hands regularly.”

Slide 15 – Let’s Talk About COVID-19 Vaccines (Booklet Page 4)

Say: “Now let’s look at page 4 in the booklet and talk about COVID-19 vaccines. COVID-19 vaccines are recommended for everyone 6 months of age and older. You and your doctor, nurse, or pharmacist should talk about which COVID-19 vaccine is the best for you.”

Say: “**Staying up to date on recommended COVID-19 vaccines are the best way to stay protected from COVID-19.** These vaccines are safe and work well to keep you from getting really sick from COVID-19.”

Slide 16 - Did You Know? (Booklet Page 4)

Say: “COVID-19 vaccines teach your body to fight against the COVID-19 virus. They teach your immune system, the part of your body that fights sickness, to recognize and kill COVID-19. So, hopefully, if a person who has received a vaccine comes into contact with the virus, their body will know exactly what it is and kill the COVID-19 germs, which should keep them from getting sick.

Sometimes the vaccine is not enough to keep a person from getting sick from COVID-19. But, in that case, the vaccine **can** help the body fight the COVID-19 virus enough to keep someone out of the hospital or keep them from dying.”

Slide 17 – Everyone is at risk for getting COVID-19 (Booklet Page 5)

Say: “Let’s look at page 5 in your booklet.

Everyone is at risk for getting sick with COVID-19. This includes people who have been sick with COVID-19 in the past. There is no way of knowing how sick you’ll be. If you had COVID-19 before and didn’t feel very bad, if you get it again, you might have worse symptoms. However, if you stay up to date on recommended COVID-19 vaccines, you are much less likely to end up in the hospital or die from a COVID-19 infection.”

Slide 18 – Some people are more likely to get really sick... (Booklet Page 5)

Say: “Some people are more likely to get really sick with COVID-19 if they get it. This includes the following groups of people:

- People ages 65 years and older
- People who have weakened immune systems
- People who smoke
- Pregnant persons
- African Americans
- Hispanics
- American Indians or Alaskan Natives
- People with certain health problems, which includes people with:
 - Cancer
 - Diabetes
 - Down syndrome
 - Heart problems
 - High blood pressure
 - Kidney or liver problems
 - Obesity
 - Sickle cell disease

Take a second to think about this... Who do you know that may be more likely to get really sick from COVID-19?”

Slide 19 – Common Questions (Booklet Page 6)

Say: “Now, we’re going to go through some common questions about COVID-19 vaccines. If you have further questions about these, please ask your doctor, pharmacist, or other trusted health care provider.

Is it better to get a COVID-19 vaccine or to get natural immunity from getting sick with COVID-19?

It is much safer to get a COVID-19 vaccine. If you get sick with COVID-19, you will get some “natural” immunity. Natural immunity is the protection you get from a disease when you actually get sick. Doctors do not know how long natural immunity will last or how well it protects you.

If you get sick with COVID-19 and are not up to date on recommended vaccines, you are more at risk of:

- Severe symptoms
- Long-term health problems, even after you get better
- Hospitalization
- Death”

Slide 20 – Common Questions (Booklet Page 6)

Say: **“Will COVID-19 vaccines cause long-term effects?”**

Long-term effects are rare for any vaccine. That also includes COVID-19 vaccines.

If you have a reaction to a vaccine, it will likely happen within 6 weeks of getting it.

During clinical trials for COVID-19 vaccines, they monitored people for more than 6 weeks to make sure there were no harmful long-term effects.”

Slide 21 – Common Questions (Booklet Page 6)

Say: **“Can COVID-19 vaccines change my DNA?”**

No. Vaccines, including those called “mRNA vaccines”, cannot change your DNA in any way.

The vaccines teach your immune system to fight the COVID-19 virus. After this happens, your body no longer needs the vaccine’s ingredients. Your body breaks them down and gets rid of them.”

Slide 22 – Common Questions (Booklet Page 6)

Say: **“What are the ingredients in COVID-19 vaccines?”**

Most of the ingredients in the COVID-19 vaccines are also found in foods. These include fats, sugars, and salts. Other ingredients are like those in other vaccines.

All COVID-19 vaccines are free from metals (such as aluminum or mercury). None of the COVID-19 vaccines have eggs, gelatin, preservatives, or latex.”

Slide 23 – Common Questions (Booklet Page 7)

Say: **“Can I get a COVID-19 vaccine if I am pregnant, trying to get pregnant, or breastfeeding?”**

Yes. COVID-19 vaccines are safe and recommended for women who are pregnant, trying to become pregnant, or breastfeeding.

Can I still get sick with COVID-19 if I get a vaccine?

Yes, you can still get sick with COVID-19 even after you’ve had a COVID-19 vaccine. However, you are much less likely to get very sick and end up in the hospital if you get a vaccine.”

Slide 24 – Let’s Review (Booklet Page 7)

Say: “Look at page 7 in your booklet. See the questions under True or False? Circle the correct answer as I read the question.”

Slide 25 – Let’s Review (Booklet Page 7)

Say:

“1. You should wash your hands with soap and water or use hand sanitizer to get rid of germs. Circle T if you think this is true or F if you think this is false.

2. You can’t get sick with COVID-19 if you’ve been sick with COVID-19 before. T or F?

3. You are more likely to get really sick from COVID-19 and end up in the hospital if you are not up to date on COVID-19 vaccines. T or F?

4. COVID-19 vaccines are proven to be safe and effective at protecting people from getting seriously sick from COVID-19. T or F?”

Slide 26 – Let’s Review (Booklet Page 7)

Say: “Now, let’s correct this little quiz.” (You might ask the group what the correct answer is and why before giving the correct answer.)

1. Is True.

2. Is False.

3. Is True.

4. Is True.”

Slide 27 – Things to Consider (Booklet Page 8)

Say: “Turn to page 8 in your booklet and think about these things. What does your doctor say about COVID-19 vaccines? Who do you trust with your health and why? Only YOU can decide what to do for your family. It is normal to have questions and concerns about vaccines. Talk to your doctor, nurse, or pharmacist about your concerns. Ask questions.”

Slide 28 – Where Can I Get a COVID-19 Vaccine? (Booklet Page 9)

Say: “Talk to your local doctor, a nurse, pharmacist, or public health clinic to find out more information about where you can get a COVID-19 vaccine. A COVID-19 vaccine is quick and easy to get and will help keep you and your family healthy.”

Note for Presenter: If no arrangements have been made to give vaccines to participants at the end of the workshop, it would be helpful for you to research the times and locations of local clinics and/or pharmacies that give vaccines.

Share whatever information you have about locations near you or instruct people to contact their local clinic about where to get vaccines. Workshop participants can record information about where they can get a COVID-19 vaccine on page 9 in the booklet.

Slide 29 – Thank you!

Say: “We would like to thank the Arkansas Immunization Action Coalition for making this workshop possible.

If applicable, say: “If you would like to get your COVID-19 vaccine before you leave, we have staff from _____ clinic or pharmacy set up in the back of the room to give it to you.”

4. After the Workshop

After your workshop, please fill out the Leader's Summary Survey. This survey is available on our website:

<https://www.immunizear.org/vaccine-workshop-toolkits>

Survey:

- Leader's Summary Survey: <https://www.surveymonkey.com/r/covid19-leader-summary>

