



## Facilitator Toolkit **Session Plans**

---

# **Topic Five:** How COVID-19 Spreads: A Review

# Contents

<b>Overview of Sessions</b> .....	3
<b>Facilitator Instructions</b> .....	3
Choose Your Session .....	3
Session Materials .....	3
Using the Materials .....	3
Conducting a Session .....	4
<b>Educational Content Outline</b> .....	5
Learning Objectives .....	5
Key Educational Takeaways .....	5
Content Outline .....	5
<b>Sessions at a Glance</b> .....	6
<b>60-Minute Session Plan</b> .....	7
1. Session Start .....	7
2. Agenda and Learning Objectives .....	7
3. Recap of Last Session and Discussion .....	8
4. Video .....	10
5. Reflection and Resources .....	10
6. Reconvene and Discuss .....	12
7. Wrap-Up .....	13
<b>20-Minute Session Plan</b> .....	15
1. Session Start and Agenda .....	15
2. Session Topics .....	15
3. Video .....	16
4. Discussion and Resources .....	17
5. Wrap-Up .....	19
<b>10-Minute Session Plan</b> .....	21
1. Session Start and Agenda .....	21
2. Session Topics .....	21
3. Video .....	22
4. Reflection and Resources .....	23
5. Wrap-Up .....	24

# Overview of Sessions

The following Session Plans for **Topic Five: How COVID-19 Spreads: A Review** are to help guide you, as a provider of the Project Firstline training, with the necessary support to use Project Firstline materials to create well-rounded training events and educate your audience about infection control.

## Facilitator Instructions

### Choose Your Session

There are three different session lengths for you to choose from based on time available for training:

- 60 minutes (e.g., dedicated training session)
- 20 minutes (e.g., “Lunch and Learn” or agenda add-on)
- 10 minutes (e.g., “micro-learning” or agenda add-on)

Due to time constraints, the 10- and 20-minute sessions will have less opportunity for interactive discussion. We invite you to extend sessions for greater engagement whenever possible. We have also provided recommendations for using chat functions and other activities to draw your audience into the materials when you are limited to only short amount of time.

These time lengths are not intended to be prescriptive and are instead provided simply as a tool which you may tailor to best match your specific audience and needs. When you schedule your session, use your knowledge about your audience’s availability and learning needs to adapt these materials as needed.

### Session Materials

- Three different Session Plans: 60 minutes, 20 minutes, or 10 minutes
- Corresponding PowerPoint slide deck: 60 minutes, 20 minutes, or 10 minutes
- Links to Project Firstline videos: *Inside Infection Control* by CDC’s Project Firstline

### Using the Materials

The sample materials are presented in sequence, with the expectation that participants will progress through the series. You may, however, mix and match content to meet participant needs. Things to know:

- Use the plans and slides as guides for your presentation.
- The slide numbers in the Session Plans correspond to the companion slide decks provided.
- We encourage you to customize the look of the presentations and to adapt the facilitator script to better match your own voice and audience.
- The time recommendations are provided simply as a guide for the minimum amount of time needed for each section. We encourage you to take more time, as needed, with specific sections.

## Conducting a Session

Schedule and announce the sessions according to your organization's needs and requirements.

Each session should include, at a minimum:

- Specific learning objectives
- The presentation of core content
- Opportunities to understand and engage with the key messages for each topic

Each session should also give participants the opportunity to learn more, to understand and connect internally with the content, and to act on their learning and engage with others.

Additional guidance for facilitators and information about other topics covered in the series is provided in the Project Firstline Facilitator Toolkit Guide.

# Educational Content Outline

**Topic Five:** How COVID-19 Spreads: A Review

**Content summary:** Brief review of how viruses spread by respiratory droplets and on surfaces.

**Inside Infection Control Video:** *How does COVID-19 spread? A Review.*

## Learning Objectives

After viewing this video, learners will be able to:

- Describe two (2) ways that SARS-CoV-2 spreads

## Key Educational Takeaways

- The main way that SARS-CoV-2, the virus that causes the disease COVID-19, travels between people is through respiratory droplets in our breath.
- Another way you can get sick with COVID-19 is if you touch something that has live SARS-CoV-2 virus on it, and then touch your face without cleaning your hands first.

## Content Outline

- The main way SARS-CoV-2 spreads is by respiratory droplets.
- When someone who's infected with the virus breathes out, coughs, or talks, the tiny droplets of water that are carrying virus particles that are in their breath can reach a person who's close by.
- Then those droplets are breathed in, or land on the other person's eyes.
- This can happen whether the infected person knows they have the virus or not.
- The virus can also get around when the droplets carrying them get on surfaces, and then from surfaces onto your hands.
- Droplets can fall onto things from a cough or sneeze, or just from just being breathed out.
- Droplets can also be spread around through someone's hands, if they're infected and touch their nose and mouth and then touch something else, like a door handle or an IV pole, without cleaning their hands first.
- Then the virus can get picked up by someone else on their hands, and make its way to their eyes, nose, or mouth, eventually infecting them and making them sick.
- The next series of videos from Project Firstline will focus on the infection control actions that are recommended to stop germs, including SARS-CoV-2, the virus that causes COVID-19, from spreading in healthcare.

# Sessions at a Glance

## Topic Five: How COVID-19 Spreads: A Review

### Session Plans and When to Use:

- 60 minutes (e.g., dedicated training session)
- 20 minutes (e.g., “Lunch and Learn” or agenda add-on)
- 10 minutes (e.g., “micro-learning” or agenda add-on)

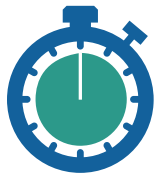
### Format:

- Online, synchronous

### Special supplies:

- Registration list
- Participant booklet
- Session feedback form
- Gentle chime or timekeeper





# 60-Minute Session Plan

## 1. Session Start



### Slide 1: Opening slide

Participants log in and get settled.

## 2. Agenda and Learning Objective



**5 minutes**



### Slides 2 and 3: Agenda and Learning Objective



#### Facilitator Notes:

- Spend five minutes welcoming everyone, reviewing housekeeping items, and building rapport with your group.
- Provide the following housekeeping information either orally or via chat:
  - ▶ We'll meet today for one hour.
  - ▶ Please keep your videos on, to the extent possible, so that we can see each other as we engage in this important conversation.
  - ▶ You may use your mute/unmute button at any time to contribute to the discussion, but when you're not speaking, please keep your microphone muted.
  - ▶ Great to see you all here today!



#### Sample Script

"Welcome back to Project Firstline. We'll meet today for one hour. Please keep your videos on, to the extent possible, and keep your microphone muted when you are not contributing to the discussion. It's great to see you all here today!"

### 3. Recap of Last Session and Discussion



**10 minutes**



**Slide 4: Thinking back to last session**



#### **Facilitator Notes:**

- Remind participants that we've spent the last two sessions talking about how COVID-19 spreads, including by respiratory droplets and from surfaces.
- Spend a few minutes recalling key messages and gaining insights from participants about the action steps they have taken since our last session.
- You may wish to pose questions such as:
  - ▶ Would anyone like to share key messages or ideas from our last session that stand out in your memory?
  - ▶ Who was able to share thoughts and ideas with others about the importance of protecting against the spread of virus by respiratory droplets?
  - ▶ Did you find yourself more aware of others?
  - ▶ Did you find it easier to protect yourself regularly?
- Using a tool like webinar chat or polling, or simply by calling on volunteers, ask participants to share their thoughts.
  - ▶ You don't need answers from everyone but give participants a moment to reflect before moving on.
  - ▶ Wait for and affirm participant responses.



#### **Sample Script**

"Last time, we focused on how viruses spread from surfaces to people. **Would anyone like to share key messages or ideas from the last session that stand out in your memory?**

*[Pause for a minute, allowing time for responses]*

"Great, thank you for those responses. Today we will focus on a review of how COVID-19 spreads."





## Slide 5: Session Topics



### Facilitator Notes:

- Review topics covered in previous sessions.
- Ask the audience to speak to the topics that they understand better now.
  - ▶ Thank participants for contributing and probe further, asking them to explain why they are answering in that way.
- Affirm that we've covered a lot, and still have a lot more to come.



### Sample Script

"Today we're going to review these concepts and think about what questions have been answered, and what new questions we have. You may remember a slide similar to this from our very first session. On the left are the topics we've started to cover. On the right are broader themes and topics included across the training series. **Which topics on the right do you think you understand better than you did before?**

*[after audience has answered]*

"Now look at the list on the left. Hopefully, we've all learned together some new information together. Let's take a minute to reflect on that learning."



## Slide 6: What I know and still want to know ...



### Facilitator Notes:

- Lead participants through an exercise of writing down what they have learned, and what they still want to know.
- Allow 3-5 minutes for participants to work individually.
- Set your timekeeper to chime gently at the conclusion of this time.



### Sample Script

"Please turn your participant booklets to the blank journaling space for this session and make a simple table for yourself like the one on the screen. Please take a moment to fill it in, based on the content we've covered so far. This is your chance to jot down what you've learned, and what you still want to know. Please try to fill in all three columns."

## 4. Video



**5 minutes**



**Slide 7**



**Video: *Inside Infection Control by CDC's Project Firstline***



### **Facilitator Notes:**

- Play video "[How does COVID-19 spread? A Review](#)" (2:38 min)
- After the video concludes, invite participants to make any changes or additions to their list if they would like, to any column.



### **Sample Script**

"We're going to come back to these lists in a moment. First, let's see how Dr. Carlson would sum up 'what we know' collectively, based on the sessions we've had so far.

*[after video]*

"If you'd like to make any changes to your lists, please feel free to do so!"

## 5. Reflection and Resources



**20 minutes**



**Slide 8: What I want to know**



### **Facilitator Notes:**

- Ask audience to reflect on the infection control concepts that they want to know more about.
- Challenge participants to find more information about these topics from Project Firstline's online resources.
  - ▶ [Project Firstline Resources](#)
- Be sure to explain to participants that they can go off mute or send you a message in chat if they have questions.

- Set your timekeeper to chime gently at the end of 15 minutes.
  - ▶ Halfway through the allotted time, remind participants how many minutes they have remaining.
- At the end of time, reconvene the group.



### **Sample Script**

“Now let’s talk about the last column, what we want to know. As we discussed in the first session, CDC is actively collecting participant questions and will generate future videos and other resources to answer these questions. Some of them will also be a direct focus of future sessions, such as a closer look at specific recommendations for PPE, hand hygiene, triage and screening, source control, and disinfection and environmental cleaning. But there’s a lot we can learn now, too.

“Instead of breaking into groups today, we’re going to each take some focused individual time to investigate something you want to know from the list generated today. Here’s how this will work. I’m going to give you 15 minutes. In this time, please visit CDC’s Project Firstline Resources Page to become familiar with what resources are available.

“There you will find graphics, *Inside Infection Control* videos, and partner resources where Project Firstline has answered questions from frontline healthcare workers and public health staff across multiple topics. CDC will continue to update this page as new resources are released, so make sure to bookmark it and check back often.

“If you do not see resources that could help answer questions you still have, try to find related questions that have been answered and see what you learn. You can use your Participant Booklet to write down what you find. Everyone should be ready to report back helpful resources that they found.”

## 6. Reconvene and Discuss



**15 minutes**



**Slide 9: Let's reconvene**



### **Facilitator Notes:**

- Invite volunteers to share helpful resources.
  - ▶ Use the prompts on the slide to assist participants in describing their findings.
- It is not necessary to hear from everyone but invite as many as you have time for to contribute.
  - ▶ You may wish to call on individuals who less often contribute to large group discussions to share their findings (giving them an opportunity to decline or respond via chat, if they prefer not to speak in large group settings).
- If there are questions that were not answered that were not already submitted to the Project Firstline team following Session One, generate a list of those questions to submit after today's session.
- Thank everyone for their time and contributions.



### **Sample Script**

"Let's reconvene and see what we've learned."



**Slide 10: Job aids available to you**



### **Facilitator Notes:**

- Remind participants of the job aids that they already have access to:
  - ▶ Virus Lock and Key
  - ▶ The Parts of Viruses
- Remind participants that we have many more sessions together and we will continue exploring these topics and strategies for keeping everyone safe and healthy.



### **Sample Script**

"A reminder that you have the Virus Lock and Key and The Parts of Viruses job aids available to you to help explain these concepts to others."

## 7. Wrap-Up



**5 minutes**



### Slide 11: Reflection



**Facilitator Notes:**

Give 60 seconds for concentrated personal reflection and identification of personal goals and action steps.



**Sample Script**

“Take 60 seconds to reflect and identify personal goals and action steps that you would like to take to help stop disease from spreading.”



### Slide 12: Key Messages



**Facilitator Notes:**

- Reinforce Key Messages.
  - ▶ Be ready to add to the list, as needed.



**Sample Script**

“I hope you enjoyed today’s conversation. I’ve captured some key messages here, which you can review at your leisure after the session today.”



### Slide 13: Resources and future training sessions



**Facilitator Notes:**

- Preview the next session.
- Add details to this slide for participants about the next training session (date, time, location/URL).



### **Sample Script**

“Please keep exploring these topics on your own, using the resources on this slide. You can also follow us on social media.”



### **Slide 14: Feedback form**



#### **Facilitator Notes:**

- Collect feedback.
- Digitally distribute feedback form through a means of your choosing (online survey, fillable form to return to you, etc.).
- Tell participants that you are available to answer questions or discuss further as needed.
  - ▶ Share with them the best way to connect with you (e.g., stay after the session ends, or call or email you?).



### **Sample Script**

“And finally, please let us know how you enjoyed today’s session by completing the following feedback form. Thanks again for joining us today.”

### **After the session**

Send list of participant questions compiled during this session to: [ProjectFirstline@cdc.gov](mailto:ProjectFirstline@cdc.gov).



# 20-Minute Session Plan

## 1. Session Start and Agenda



### Slide 1: Opening slide



### Slides 2 and 3: Agenda and Learning Objective



#### Facilitator Notes:

- Welcome
- Overview of this session's goals and topics



#### Sample Script

"Welcome back to Project Firstline. Today, we'll review what we've learned over the past few sessions about how COVID-19 spreads."

## 2. Session Topics



### Slide 4: Session topics



#### Facilitator Notes:

- Review topics covered in previous sessions.
- Ask the audience to speak to the topics that they understand better now.
  - ▶ Thank participants for contributing and probe further, asking them to explain why they are answering in that way.
- Affirm that we've covered a lot, and still have a lot more to come.



#### Sample Script

"Today we're going to review these concepts and think about what questions have been answered, and what new questions we have. You may remember a slide like this from our very first session. On the left are the topics we've started to cover. On the right are broader themes and topics included across



the training series. **Which topics on the right do you think you understand better than you did before?**

*[after audience has answered]*

“Now look at the list on the left. Hopefully, we’ve all learned together some new information together. Let’s take a minute to reflect on that learning.”



### **Slide 5: What I know and still want to know...**



#### **Facilitator Notes:**

- Lead participants through an exercise of writing down what they have learned, and what they still want to know.
- Allow 3-5 minutes for participants to work individually.
- Set your timekeeper to chime gently at the conclusion of this time.



#### **Sample Script**

“Please turn your participant booklets to the blank journaling space for this session and make a simple table for yourself like the one on the screen. Please take a moment to fill it in, based on the content we’ve covered so far. This is your chance to jot down what you’ve learned, and what you still want to know. Please try to fill in all three columns.”

## 3. Video



### **Slide 6**



#### **Video: *Inside Infection Control* by CDC’s Project Firstline**



#### **Facilitator Notes:**

- Play video “[How does COVID-19 spread? A Review](#)” (2:38 min)
- After the video concludes, invite participants to make any changes or additions to their list if they would like, to any column.



### Sample Script

“We’re going to come back to these lists in a moment. First, let’s see how Dr. Carlson would sum up ‘what we know’ collectively, based on the session we’ve had so far.

*[after video]*

“If you’d like to make any changes to your lists, please feel free to do so!”

## 4. Discussion and Resources



### Slide 7: What I know...



#### Facilitator Notes:

- Lead discussion of infection control topics that the audience finds interesting or compelling.
- Wait for responses.
- Invite participants to contribute further in chat.
- You may wish to use the list of key messages provided for this session to help you affirm correct responses.
  - ▶ The main way that SARS-CoV-2, the virus that causes the disease COVID-19, travels between people is through respiratory droplets in our breath.
  - ▶ Another way you can get sick with COVID-19 is if you touch something that has live SARS-CoV-2 virus on it, and then touch your face without cleaning your hands first.
- Time permitting, you may continue to the middle column of “what we think we know;” be sure to kindly correct any mistaken answers.
- Invite participants to update their written list as desired, as a result of this discussion.



### Sample Script

“Let’s look again at the first column in your table. **Would anyone like to share what they find most interesting or compelling about the items you’ve listed in this column?**”



### Slide 8: What I want to know...



#### Facilitator Notes:

- Direct participants to available resources and links for more information about infection control.
  - ▶ [Project Firstline Resources](#)
- Time permitting, you may want to give participants a few minutes to begin exploring these links.



### Sample Script

“Now let’s talk about the last column, what we want to know. As we discussed in the first session, CDC is actively collecting participant questions and will generate future vlogs and other resources for answering these questions. Some of them will also be a direct focus of future sessions, such as a closer look at specific recommendations for PPE, hand hygiene, triage and screening, source control, and disinfection and environmental cleaning. But there’s a lot we can learn now, too.

“Please take a moment to visit and bookmark CDC’s Project Firstline Resources Page to become familiar with what resources are available.

“There you will find graphics, *Inside Infection Control* videos, and partner resources where Project Firstline has answered questions from frontline healthcare workers and public health staff across multiple topics. CDC will continue to update this page as new resources are released, so make sure to bookmark it and check back often.”



### Slide 9: Job aids available to you



#### Facilitator Notes:

- Remind participants of the job aids that they already have access to:
  - ▶ Virus Lock and Key
  - ▶ The Parts of Viruses
- Remind participants that we have many more sessions together and we will continue exploring these topics and strategies for keeping everyone safe and healthy.



### Sample Script

“A reminder that you have the Virus Lock and Key and The Parts of Viruses job aids available to you to help explain these concepts to others.”

## 5. Wrap-Up



### Slides 10: Reflection



#### Facilitator Notes:

Give 60 seconds for concentrated personal reflection and identification of personal goals and action steps.



#### Sample Script

“Take 60 seconds to reflect and identify personal goals and action steps that you would like to take to help stop disease from spreading.”



### Slide 11: Key Messages



#### Facilitator Notes:

- Reinforce Key Messages.
  - ▶ Be ready to add to the list, as needed.



#### Sample Script

“I hope you enjoyed today’s conversation. I’ve captured some key messages here, which you can review at your leisure after the session today.”



### Slide 12: Resources and future training sessions



#### Facilitator Notes:

- Preview the next session.
- Add details to this slide for participants about the next training session (date, time, location/URL).



#### Sample Script

“Please keep exploring these topics on your own, using the resources on this slide. You can also follow us on social media.”



## Slide 13: Feedback form



### Facilitator Notes:

- Collect feedback.
- Digitally distribute feedback form through a means of your choosing (online survey, fillable form to return to you, etc.).
- Tell participants that you are available to answer questions or discuss further as needed.
  - ▶ Share with them the best way to connect with you (e.g., stay after the session ends, or call or email you?).



### Sample Script

“And finally, please let us know how you enjoyed today’s session by completing the following feedback form. Thanks again for joining us today.”

### After the session

Send list of participant questions compiled during this session to: [ProjectFirstline@cdc.gov](mailto:ProjectFirstline@cdc.gov).



# 10-Minute Session Plan

## 1. Session Start and Agenda



### Slide 1: Opening slide



### Slide 2: Agenda and Learning Objective



### Facilitator Notes:

- Welcome
- Overview of this session's goals and topics



### Sample Script

"Welcome back to Project Firstline. Today, we'll review what we've learned over the past few sessions about how COVID-19 spreads."

## 2. Session Topics



### Slide 3: Session topics



### Facilitator Notes:

- Review topics covered in previous sessions.
- Ask the audience to reflect on the topics that they understand better now.
- Affirm that we've covered a lot, and still have a lot more to come.



### Sample Script

"We're going to think about what questions have been answered, and what new questions we have. You may remember a slide similar to this from our very first session. On the left are the topics we've started to cover. On the right are broader themes and topics included across the training series. **Which topics on the right do you think you understand better than you did before?** Hopefully, we've all learned together some new information together. Let's take a minute to reflect on that learning."



#### Slide 4: What I know and still want to know...



##### Facilitator Notes:

- Lead participants through an exercise of writing down what they have learned, and what they still want to know.
- Allow 1 minute for participants to work individually.
  - ▶ Set your timekeeper to chime gently at the conclusion of this time.
- Explain that they can continue to fill in the table throughout today's session.



##### Sample Script

"Please turn your participant booklets to the blank journaling space for this session and make a simple table for yourself like the one on the screen. Please take a moment to begin filling in the table, based on our sessions so far."

### 3. Video



#### Slide 5



#### Video: *Inside Infection Control* by CDC's Project Firstline



##### Facilitator Notes:

- Play video [How does COVID-19 spread? A Review](#). (2:38min)
- After the video concludes, invite participants to make any changes or additions to their list if they would like, to any column.
- You may wish to use the list of key messages provided for this session to help you affirm correct responses.
  - ▶ The main way that SARS-CoV-2, the virus that causes the disease COVID-19, travels between people is through respiratory droplets in our breath.
  - ▶ Another way you can get sick with COVID-19 is if you touch something that has live SARS-CoV-2 virus on it, and then touch your face without cleaning your hands first.



##### Sample Script

"As we watch the following video, please feel free to continue to fill in the table. In this episode, Dr. Carlson sums up 'what we know' collectively, based on the sessions we've had so far."



## 4. Reflection and Resources



### Slide 6: What I want to know



#### Facilitator Notes:

- Direct participants to available resources and links for more information about infection control.
  - ▶ [Project Firstline Resources](#)
- Time permitting, you may want to give participants a few minutes to begin exploring these links.



#### Sample Script

“Now let’s talk about the last column, what we want to know. As we discussed in the first session, CDC is actively collecting participant questions and will generate future vlogs and other resources for answering these questions. Some of them will also be a direct focus of future sessions, such as a closer look at specific recommendations for PPE, hand hygiene, triage and screening, source control, and disinfection and environmental cleaning. But there’s a lot we can learn now, too.

“Please take a moment to visit and bookmark CDC’s Project Firstline Resources Page to become familiar with what resources are available.

“There you will find graphics, *Inside Infection Control* videos, and partner resources where Project Firstline has answered questions from frontline healthcare workers and public health staff across multiple topics. CDC will continue to update this page as new resources are released, so make sure to bookmark it and check back often.”



### Slide 7: Job aids available to you



#### Facilitator Notes:

- Remind participants of the job aids that they already have access to:
  - ▶ Virus Lock and Key
  - ▶ The Parts of Viruses
- Remind participants that we have many more sessions together and we will continue exploring these topics and strategies for keeping everyone safe and healthy.



### Sample Script

"A reminder that you have the Virus Lock and Key and The Parts of Viruses job aids available to you to help explain these concepts to others."

## 5. Wrap-Up



### Slides 8: Reflection



#### Facilitator Notes:

Give 60 seconds for concentrated personal reflection and identification of personal goals and action steps.



### Sample Script

"Take 60 seconds to reflect and identify personal goals and action steps that you would like to take to help stop disease from spreading."



### Slide 9: Key Messages



#### Facilitator Notes:

- Reinforce Key Messages.
  - ▶ Be ready to add to the list, as needed.



### Sample Script

"I hope you enjoyed today's conversation. I've captured some key messages here, which you can review at your leisure after the session today."



### Slide 10: Resources and future training sessions



#### Facilitator Notes:

- Preview the next session.
- Add details to this slide for participants about the next training session (date, time, location/URL).



### Sample Script

“Please keep exploring these topics on your own, using the resources on this slide. You can also follow us on social media.”



### Slide 11: Feedback form



#### Facilitator Notes:

- Collect feedback.
- Digitally distribute feedback form through a means of your choosing (online survey, fillable form to return to you, etc.).
- Tell participants that you are available to answer questions or discuss further as needed.
  - ▶ Share with them the best way to connect with you (e.g., stay after the session ends, or call or email you?).

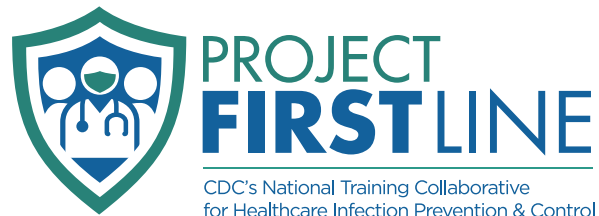


### Sample Script

“And finally, please let us know how you enjoyed today’s session by completing the following feedback form. Thanks again for joining us today.”

### After the session

Send list of participant questions compiled during this session to: [ProjectFirstline@cdc.gov](mailto:ProjectFirstline@cdc.gov).



**For more information please contact**  
Centers for Disease Control and Prevention  
1600 Clifton Road NE, Atlanta, GA 30329-4027  
Telephone: 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-6348  
Web: [www.cdc.gov/projectfirstline](http://www.cdc.gov/projectfirstline)