HOW TO USE THE TOOLKIT
THE TRAINING KIT

- Read all instructions on use
- Kit materials complement and support each other
- Presentation supported by Facilitator guide
- Objectives and Self-assessments in FG to be taken up by the trainer
- Pocket Book of Five is a Reference material for the FLW based on the presentation
THE TRAINING KIT CONTENTS

Presentation with speaker notes

Facilitator Guide to help in using presentation

Pocket Book of Five Reference to help ANM/ASHA in using the training
### Facilitator Guide

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2. WHAT SHOULD I KNOW ABOUT COVID-19 3
3. WHAT ARE THE SAFE PRACTICES TO BE PROMOTED 4
4. WHO IS A SUSPECT 5
5. WHO IS A CONTACT CASE 6
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### Pocket Book

**Training Agenda**

Session 1: Introduction to COVID-19 Communication for Preparedness and Response 7
Session 2: Prevention; Safe Practices in the Community 8
Session 3: Community Surveillance 9
Session 4: Supportive Public Health Services: Community and Households 10
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Session 6: Personal Safety for Frontline Workers 12
Session 7: Special Communication Needs in Urban Areas 13
FAQs Things I need to know about COVID-19 14
Annexure 1: Trainer Notes for the Slides 17
Learning outcomes before each session must be explained to participants.

Slides will give you explanation in brief about the slide.

End of session self assessment must be taken up with participants to help you understand if input has been received by them.

Trainer notes for important slides given here for easy reference.
1. Use Facilitator guide to understand the overall use of slides
2. Important Slides have speaker notes for trainer to explain the slides
3. At end of each session use the self-assessment from Facilitator guide to check understanding of the session
HOW TO USE POCKET BOOK OF FIVE

**Five things to remember**

**Used on the phone by the FLW**

**Handy reference for the FLW**

**The Index can be navigated to the page**

**Five important points on How to Do**

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**COVID-19**

1. Always be polite, anyone can get affected by COVID-19. Do not discriminate, shout, or use rude language. Tell people about the purpose of your visit and what you will do with the answers you are seeking, so that this is the support that the government is going to all citizens.

2. Keep distance of 1 meter. When you meet people, avoid touching or close physical contact. This is true for sitting on benches or on public places. If you have to sit in the open and speak with the family members in public, maintain the social distance.

3. Interview: Ask questions and get very specific answers. When you are writing, make sure your wording is clear and complete information (addresses, names, contact numbers) is written clearly.

4. Reconfirmation: Check if people have understood your thought correctly by summarizing the information. If it is not clear, then restate what you have shared or shared.

5. Clarifications: If there are questions and you know the answers, you must share this with the community members. However, if you do not have the answers, do not hesitate to say so. A lot is still unknown about COVID-19.
Virtual Training Protocols

- Everyone is aware of where to login
- Specific people are given the message for connecting
- Good internet connection
- Time for the session
- Registration

- Be focused
- Keep your voice balanced
- Have interactions with as many trainees as possible
- Set protocols for discussions and Q/A
- Participants to keep their cameras off until they start speaking