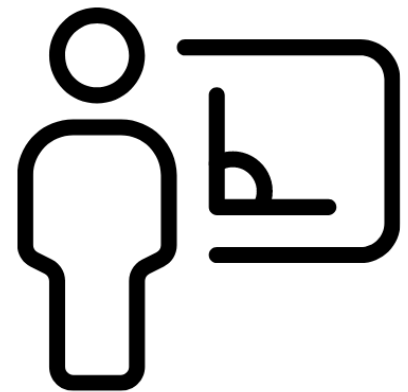


# Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



*Sickness is the vengeance of nature for the violation of her laws.*

**Charles Simmons**

## Module Two: Common Winter Illnesses (I)



Although many common illnesses can strike any time of the year, they are typically seen in the winter months. Just because they are common, doesn't mean that you have to allow yourself to fall victim to them. Here is Part 1 of sicknesses you want to be on the look-out for.

### Cold



The common cold is an infection that can be caused by several different viruses (e.g., rhinovirus, respiratory syncytial virus, and adenovirus). It attacks the upper respiratory tract, particularly the nose and throat. While it typically lasts a week or two, and is relatively mild, it is highly contagious and can spread to the point that work productivity is drastically slowed down or even halted.

<b>Estimated Time</b>	<b>8 minutes</b>
<b>Topic Objective</b>	Review the various viruses that cause the common cold.
<b>Topic Summary</b>	<b>Cold</b> Discuss the viruses that cause the common cold.
<b>Materials Required</b>	<b>Flipchart/Board</b>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Have each participant research the viruses that cause the common cold. List

	the viruses on the flipchart/board.
<b>Stories to Share</b>	Share any personal, relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	How long does the common cold generally last?

## Cold Sores



These are small blisters that appear on the lips or around the mouth. They are likely the result of the herpes simplex virus strain HSV-1. Although cold sores can come from a herpes virus strain, that does not mean the individual is necessarily a carrier of the Genital Herpes STD. Cold sores, also known as fever blisters, usually go away on their own in 7 to 10 days, but can still be passed from person-to-person, with direct contact.

<b>Estimated Time</b>	<b>7 minutes</b>
<b>Topic Objective</b>	Understand cold sores.
<b>Topic Summary</b>	<b>Cold Sores</b> Discuss cold sores and what causes them, how long they last, as well as how contagious they are.
<b>Materials Required</b>	<b>None</b>
<b>Planning Checklist</b>	None.
<b>Recommended Activity</b>	As a group, discuss what each person “knows” about cold sores. Discuss whether you think these ideas are myth or fact, and why.
<b>Stories to Share</b>	Share any personal, relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	What herpes strain causes cold sores?

## Influenza



Influenza is commonly called the flu. It too is caused by a virus, and infects the nose, throat, and lungs. For many people, the flu can resolve on its own within a couple of weeks. For others, such as those with weakened immune systems, pregnant women, children under the age of 5, and adults over the age of 65, complications of the flu can be fatal.

<b>Estimated Time</b>	<b>8 minutes</b>
<b>Topic Objective</b>	Review Influenza.
<b>Topic Summary</b>	<b>Influenza</b> Discuss Influenza.
<b>Materials Required</b>	<b>Flipchart/Board</b>
<b>Planning Checklist</b>	None.
<b>Recommended Activity</b>	As a group, discuss risk factors other than the ones listed in this lesson that can increase the likelihood of someone suffering from deadly complications of the flu. List these risk factors on the flipchart/board.
<b>Stories to Share</b>	Share any personal, relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	What does the flu infect?

## Pneumonia



This illness specifically affects the alveoli of one or both lungs, which makes it difficult to breathe. Pneumonia can be caused by a virus, but it can also be caused by bacteria and fungi. Persons with viral and bacterial pneumonia are contagious, but fungal pneumonia is not spread from person-to-person. It is important to note that fungal pneumonia is less common than viral and bacterial pneumonia.

It is common for pneumonia to last two weeks. It can be even longer for those who have other chronic conditions, are very young, or part of the elderly population. Even those who are otherwise healthy can experience after-effects of pneumonia for up to a month or so.

<b>Estimated Time</b>	<b>7 minutes</b>
<b>Topic Objective</b>	Review pneumonia.
<b>Topic Summary</b>	<b>Pneumonia</b> Discuss pneumonia.
<b>Materials Required</b>	<b>Flipchart/board, marker</b>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Have participants perform brief research on the similarities and differences of viral, bacterial, and fungal pneumonia. As a group, discuss and write some of these points on the flipchart/board?
<b>Stories to Share</b>	Share any personal, relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	Can individuals still be affected after the pneumonia has cleared from the lung(s)?

## Practical Illustration



Cindy, in HR, noticed each winter many employees call in sick with illnesses that seem to be pretty common. She decided to put together a handbook of some of the most common sicknesses that she sees in the workplace, so others can be on the look-out for them. Once she distributed the handbook, she realized not many employees were interested in reading it. She met with Beverly, another employee in HR to get her take on why the handbook did not go over so well. Beverly said the illnesses mentioned were not really as common as Cindy thought, and recommended that she redo the handbook, talking about colds, cold sores, the flu, and pneumonia. Once she did, almost 100% of employees read the handbook, and asked follow-up questions.

## Module Two: Review Questions

1.) Which of these is NOT mentioned as a virus that can cause the common cold?

- a) **Astrovirus**
- b) Rhinovirus
- c) Respiratory syncytial virus
- d) Adenovirus

**Astrovirus causes illnesses related to diarrhea.**

2.) How long does the common cold usually last?

- a) 5 to 7 days
- b) **1 to 2 weeks**
- c) 2 to 3 weeks
- d) 1 month

**This is typically a mild illness in terms of symptoms, and typically runs its course through the body in 1 to 2 weeks.**

3.) Cold sores are typically caused by:

- a) HSV-4
- b) HSV-3
- c) HSV-2
- d) **HSV-1**

**The two HSV (herpes simplex virus) strains are HSV-1 and HSV-2. Strain 1 is typically associated with cold sores, while Strain 2 is typically associated with genital herpes.**

4.) What is another name for cold sores?

- a) Canker sores
- b) Thrush
- c) **Fever blisters**
- d) Leukoplakia

**Canker sores usually occur on the inside of the mouth, while the cold sores are on the outside of the mouth. Leukoplakia is a patch that's white or gray in color and appears on the inside of the mouth. Thrush creates red and white patches that are due to a fungal infection.**

5.) Cold sores usually last how long?

- a) 3 to 5 days
- b) 5 to 7 days
- c) 7 to 10 days
- d) 10 to 14 days

During the 7 to 10-day period, cold sores can be contagious, with direct, person-to-person contact.

6.) Influenza is caused by which of the following?

- a) Bacteria
- b) Fungus
- c) Virus
- d) Bacteria, fungus, or virus

The virus infects the nose, throat, and lungs.

7.) Complications from the flu can affect anyone, but they are least likely to occur in:

- a) A 3-year-old child
- b) A 40-year-old man
- c) A pregnant woman
- d) A man with a weakened immune system

For individuals such as those with weakened immune systems, pregnant women, children under the age of 5, and adults over the age of 65, complications of the flu can be fatal.

8.) What does pneumonia attack?

- a) One lung
- b) Both lungs
- c) Both lungs and the stomach
- d) One or both lungs

One can suffer from pneumonia (one lung) or double pneumonia (both lungs).



9.) Pneumonia can be caused by what?

- a) Virus or bacteria
- b) Bacteria or fungus
- c) Virus, bacteria, or fungus
- d) Fungus or virus

Pneumonia can be caused by a virus, bacteria, or fungus. However, it is most commonly an infection due to virus and bacteria.

10.) Bob has pneumonia caused by a fungus. Which of the following is true?

- a) He is not contagious
- b) He is only contagious if he kisses someone
- c) He is contagious for the first two days, then becomes non-contagious
- d) He is not contagious for the first two days, then becomes contagious

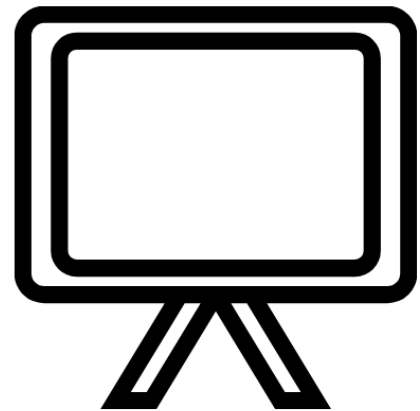
Pneumonia caused by a virus or bacteria is contagious, while fungal pneumonia is not contagious.

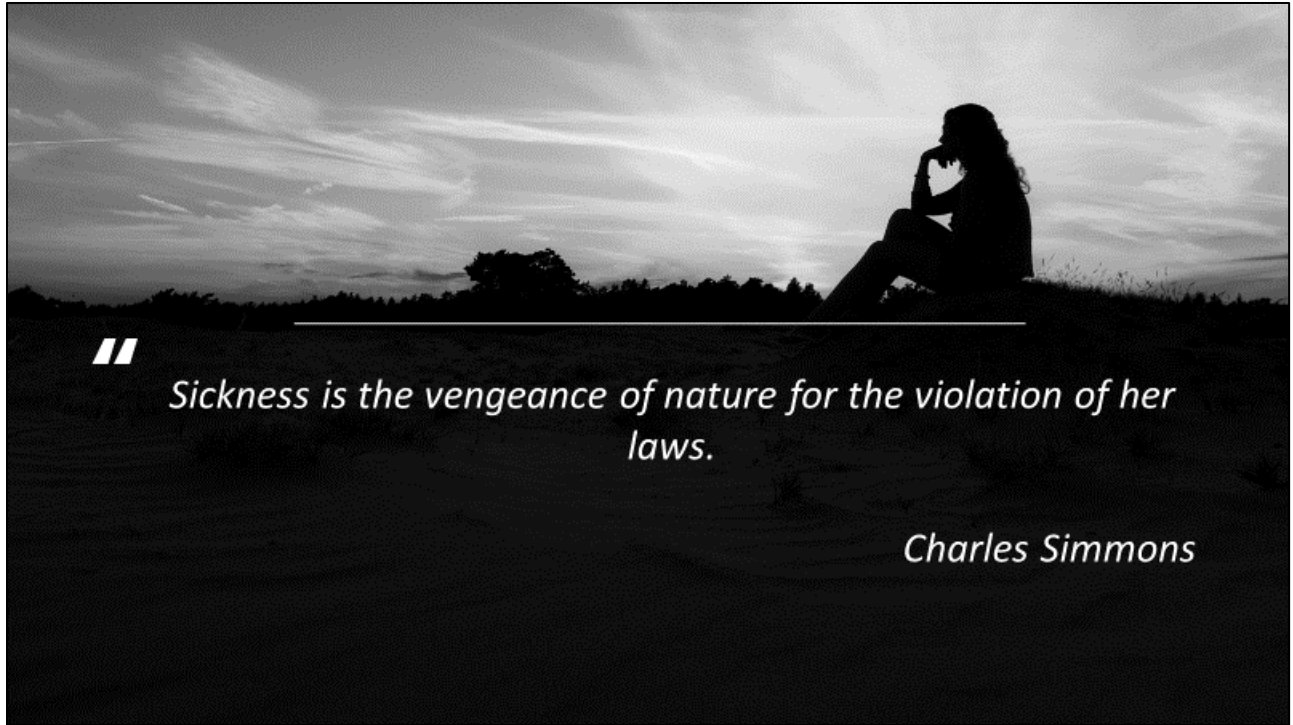
# PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.





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*Sickness is the vengeance of nature for the violation of her laws.*

*Charles Simmons*

## MODULE TWO

# Common Winter Illnesses (I)

Although many common illnesses can strike any time of the year, they are typically seen in the winter months.



## Cold

---

Rhinovirus

Respiratory syncytial virus

Adenovirus

## Cold Sores

---

Cold sores, also known as fever blisters, usually go away on their own in 7 to 10 days.





## Influenza

---

Influenza is commonly called the flu. It too is caused by a virus, and infects the nose, throat, and lungs.

## Pneumonia

---

Even those who are otherwise healthy can experience after-effects of pneumonia for up to a month or so.



## Practical Illustration



- Cold
- Cold Sores
- Influenza
- Pneumonia

## Module Two: Review Questions

1. Which of these is NOT mentioned as a virus that can cause the common cold?

A. Astrovirus

B. Rhinovirus

C. Respiratory syncytial virus

D. Adenovirus

# Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.





# Office Health and Safety

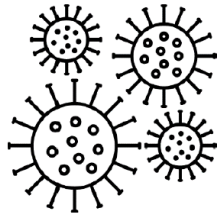
## Quick Reference Sheet



### Offer Paid Sick Days

When an epidemic breaks out in the workplace, the company wants to do everything it can to make the hurdle as painless as possible. Some employees have paid time off from the general benefits package, and would gladly stay home in order to recover. Others may not have the time and cannot afford to go without pay. What should the company do? Although it is not required by law, it shows goodwill for a company to allow employees to miss work due to this extenuating circumstance, and not miss pay.

Employees may be required to provide a note from their doctor, stating that they have been diagnosed with a highly contagious illness. How many days they will be paid is up to the company, but as a guide, they should pay the number of days that according to the CDC, the employee is likely contagious.



### Disinfecting Surfaces

Regularly cleaning surfaces with a chemical such as bleach is an easy and cost-effective way to prevent the spread of germs. Use the instructions on the product you are using to properly disinfect. Disinfecting surfaces should be a daily practice, but during the peak of illnesses such as the cold and flu, these efforts should be done more frequently. This may go without saying, but after disinfecting, be sure to thoroughly wash your hands with soap and water.

Some items that should be disinfected are:

- Phone
- Desk
- Computer
- Keyboard
- Pen holder
- Door knobs
- Restrooms (toilet handle, stall door handle, faucets)
- Break rooms (tables, sinks, counters, refrigerator, other appliances, trash cans)





## Communicate ERP

Conduct training for all employees so you can thoroughly explain what's in the ERP, as well as allow for questions, suggestions, and feedback. Once the training is complete, require employees to sign a form that states they understand and will follow the policy. Human Resources and/or the employee's supervisor should have an electronic and a hard copy. The employee should also be provided with a copy.

### When conducting the training:



- Set an approachable, but authoritative tone



- Be clear



- Be succinct



- Provide multiple learning channels (i.e. individual or small group [in-person] and online)

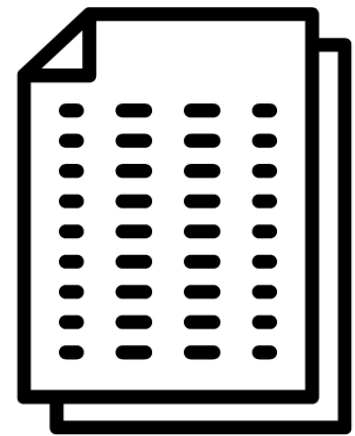
# Handouts



Each course is provided with a wide range of worksheets.

Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.



## Icebreaker: Related Topic

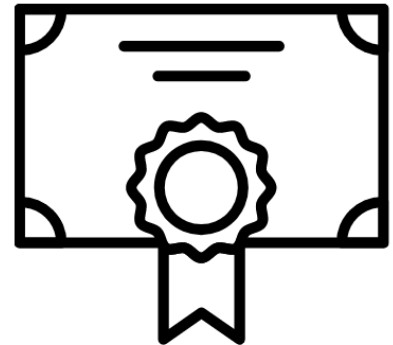
Include a short activity here that is related to the topic of the workshop. You can use the one below if you like.

1. Have the participants at each table answer the following questions:
  - a. Why are they here?
  - b. What is their level of experience with Office Health and Safety?
  - c. What they hope to get from this class?
  - d. What was their most memorable vacation or trip?
2. Have someone be designated a scribe and have them jot down the answers to question C above.
3. On a separate piece of paper, have the scribe write down the most interesting or exotic vacation or trip from only one table member.
4. Have the scribe hand the note with the answers to question C to you.
5. Have the scribe stand and introduce the table to the class.
6. Then have the scribe share the most interesting vacation or trip from their group.
7. Have the class guess the person that had the most interesting or exotic trip or vacation.
8. Go around to each table until all have given you their answers to question C and shared their most interesting trip or vacation.
9. Debrief by sharing all the answers to question C with the class.
10. Thank participants for sharing.

# Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION

**[Name]**

*Has mastered the course  
Office Health and Safety*

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Presenter Name and Title

\_\_\_\_\_