

Cough & Sneeze Etiquette

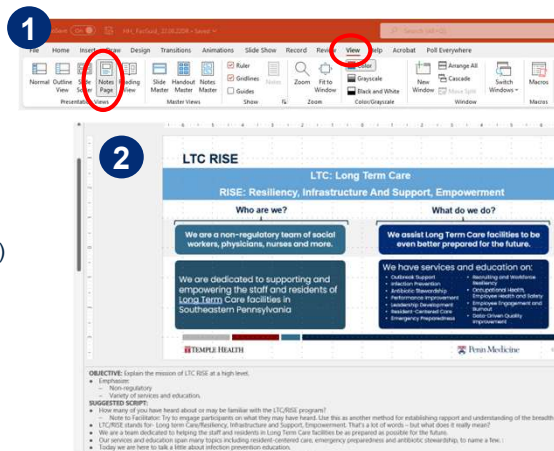
Facilitator Guide



How to Use This Facilitator’s Guide

▶ **Printing out copies is not required.**

- If you can, bring a print out of:
 - Slide 4 (session sign)
- You may want to print out the presentation for your own use. We recommend using Notes View (see picture 1)
- If you can't print anything out – no worries! You can view the notes on your phone or laptop.



▶ Each slide has a guide in the notes section.

- You can see guide at the bottom of slides (see picture 2) or note view
- Each slide has an “Objective”. This is the main point you want to make sure participants understand.
- There are “Facilitator Notes” throughout the Suggested Scripts. These are tips, or question answers for you as facilitator to use.



Before Your Meeting

For Facilitator Use Only

Schedule Presentation

- Confirm
 - Date and time for presentation
 - Presentation is for all staff and residents
 - The session will be 30 minutes
 - A separate room or space is preferred

Prepare for Presentation

- Gather Materials
 - Pens
 - Sign in sheet
 - Hand sanitizer
 - Optional:* Printed Session Sign
 - Optional:* Paint-safe tape
 - Optional:* Print out of notes pages of presentation

Set up Presentation

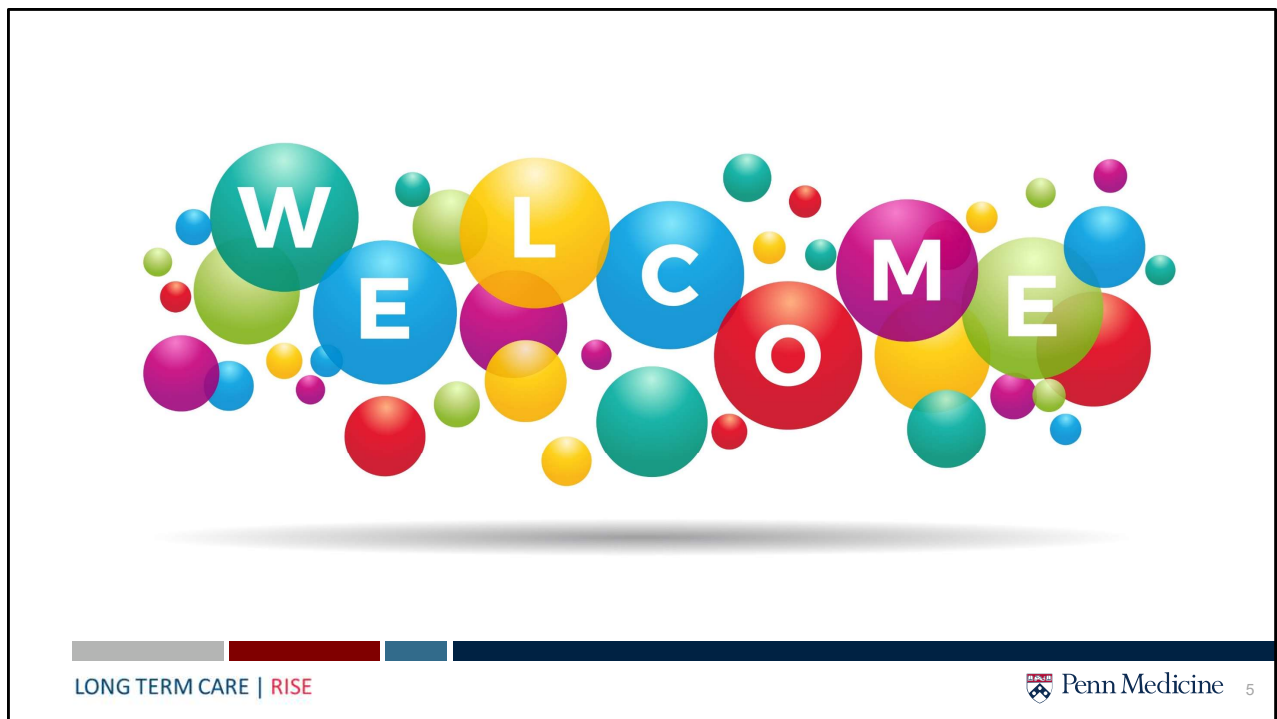
- Set up space
 - Clean workspace
 - Space chairs appropriately
 - Optional:* Display session sign

Welcome
to the
Session on

Cough & Sneeze Etiquette



- **Optional:** Hang this print out on the door of your meeting room

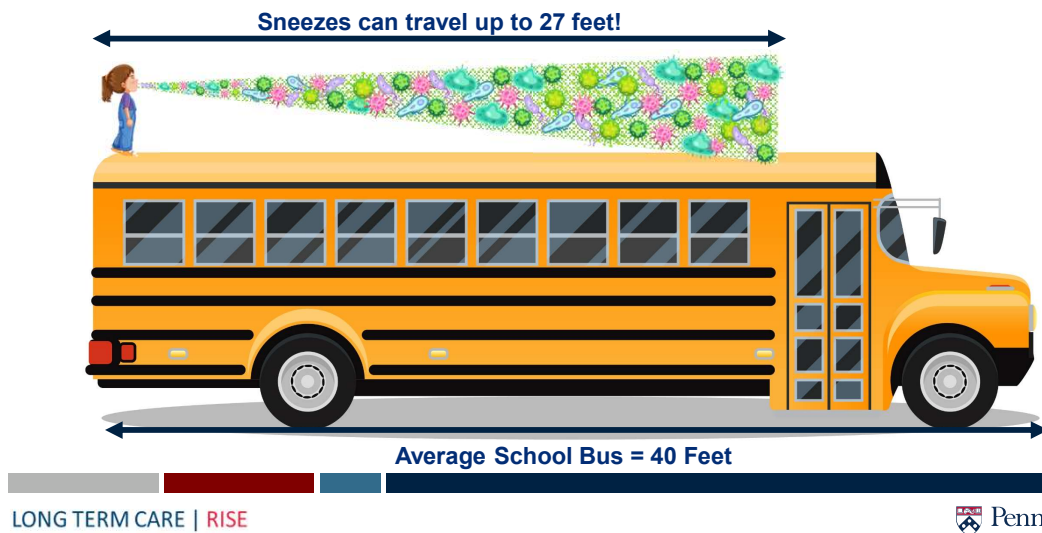


OBJECTIVE: Establish friendly connection with participants

SUGGESTED SCRIPT:

- Good Morning/Good Afternoon. My name is [*FACILITATOR NAME*].
- Our presentation for today is on cough etiquette.
- Fun fact: while we call today's session cough etiquette – the official term is respiratory hygiene which includes sneezing etiquette. So today we will be covering what to do when you cough or sneeze.
- We know this is a topic you may already be familiar with so today will be a refresher for some and may provide new information and insight for others.
- Please make sure you have signed in.

Did you know...



OBJECTIVE: Explain why cough etiquette is so important

SUGGESTED SCRIPT:

- How far do you think particles from a sneeze can travel? You can just yell out your answer.
- Up to 27 feet! That's a long way! Most school buses are about 40 feet long end to end. That means that a person sitting in the back row of the school bus could sneeze and the particles would reach the first row (if not the driver!)
 - Facilitator Note: Try to liken 27 feet to the length of the room or a place they all know within the facility. i.e. "That means that if I sneezed at the front door of this facility, the droplets from my sneeze could reach the cafeteria!"
- Here are some funny myths and interesting facts about sneezing. If you think it's true – give me a thumbs up. If you think it's false – give me a thumbs down.
 - You can't sneeze with your eyes open because your eyeballs will pop out – Thumbs down – **False**
 - According to the Guinness Book of World Records the longest sneezing "fit" is 976 days – Thumbs up – **True**
 - Sneezes can travel up to 100 miles per hour – Thumbs up - **TRUE**
 - Your heart stops when you sneeze – Thumbs down – **FALSE** (but the force of a sneeze can change the rhythm of your heartbeat)
 - Best way to make someone sneeze is tickling their nose or pulling out a nose hair – Thumbs up - **True**
 - You won't sneeze during REM sleep – Thumbs up - **True**

Cough Etiquette- Why and When



OBJECTIVE: Explain when and why to use good cough etiquette

SUGGESTED SCRIPT:

- Why do we use cough etiquette?
 - It protects others who are around you
- When should you use cough etiquette?
 - Whenever you cough or sneeze
- How far can germs spread when you cough?
 - 3-7 feet in front of you
- What is an adverse effect that can occur if cough etiquette is not used?
 - Others could get sick



OBJECTIVE: To confirm the participants understand the key lessons on cough etiquette

SUGGESTED SCRIPT:

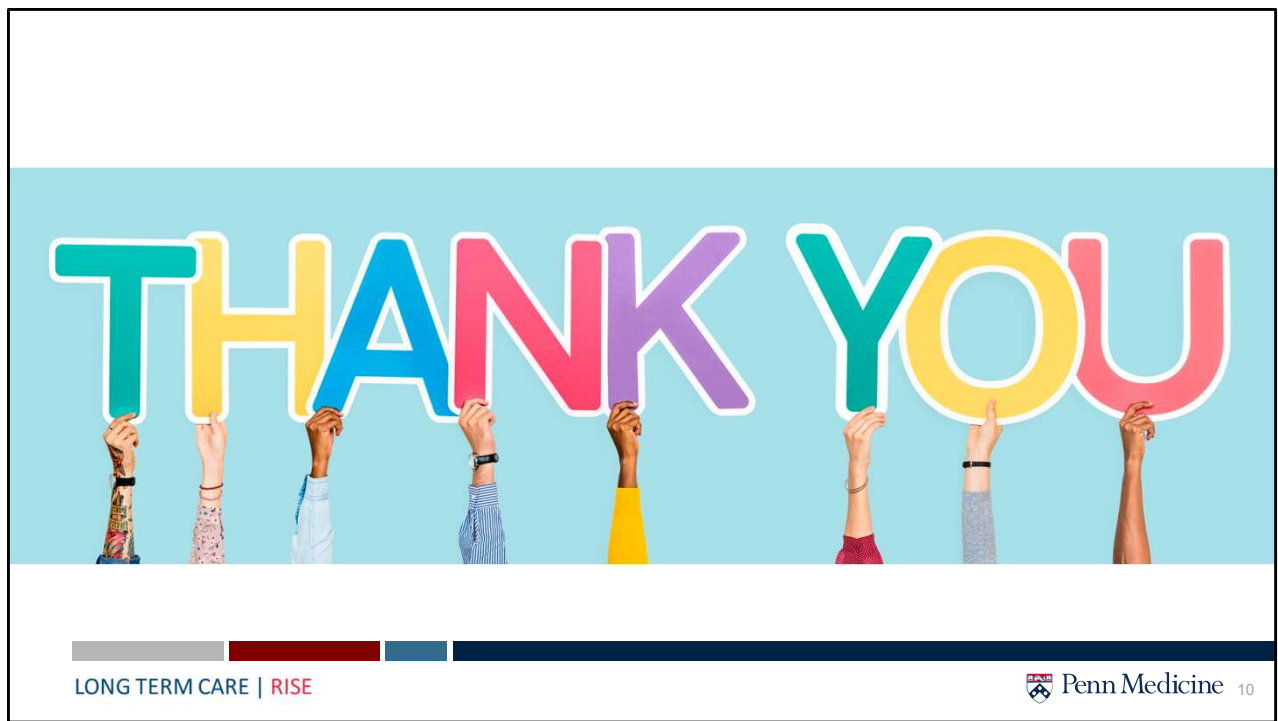
- Pop quiz!
- True or False – Give me a thumbs up if the answer is true, a thumbs down if the answer is false.
- I should cover my mouth with my hand when I cough or sneeze.
 - **False.** Thumbs Down
 - Cover your mouth and nose with a tissue and if you don't have a tissue, cough or sneeze into your elbow, not your hands.
- It's important to immediately wash my hands or use an alcohol-based hand rub after I blow my nose, cough or sneeze.
 - **True Thumbs Up..**
 - Keeping hands clean can help prevent the spread of respiratory illnesses.
- I should lay my used tissue on my desk so I can dispose of it later.
 - **False.** Thumbs down.
 - Use the nearest waste receptacle to dispose of the tissue after use.
- Always turn your face away from people standing around you when you cough or sneeze.
 - **True. Thumbs Up.**



OBJECTIVE: To give participants time to ask any questions they may have.

SUGGESTED SCRIPT:

- What questions do you have about what you learned today?
 - Facilitator note: By asking in this way, rather than “does anyone have any questions” you are showing that you assume people will have questions, which will make participants more likely to ask questions if they have one.



SUGGESTED SCRIPT

- Thank you for your participation today! That concludes our presentation on cough etiquette!
- Please remember to sign in the attendance sheet
 - **Facilitator Note:** Wipe Down surfaces touched; Leave area like you found it. Provide Leave Behinds and/or copy of presentation