



## Project Firstline Session Plans

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# Topic Seven: PPE Part 1 – Eye Protection Session Plan

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# Overview of Sessions

The following Session Plans for **Topic Seven: PPE Part 1 – Eye Protection** 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 a short amount of time.

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

### Session Materials

- Three different Session Plans: 60 minutes, 20 minutes, and 10 minutes
- Corresponding PowerPoint slide decks: 60 minutes, 20 minutes, and 10 minutes
- Links to *Inside Infection Control* by CDC’s Project Firstline videos: Episodes 9 and 10, What is PPE? and Why is Eye Protection Recommended for COVID-19?

## Using the Materials

The sample materials are presented in sequence. 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 and feel 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
- 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 Seven: PPE Part 1 – Eye Protection

**Content Summary:** PPE is part of the equipment that you use to protect yourself, patients, and co-workers, and to keep germs from spreading in the environment. Eye protection is recommended for COVID-19 because the eyes are one way that virus can enter the body.

### *Inside Infection Control Videos:*

[Episode 9: What is PPE?](#)

[Episode 10: Why is Eye Protection Recommended for COVID-19?](#)

**Inside Infection Control Video Content Outlines:** For reference, [content outlines](#) for the videos presented in this session are provided as an appendix to this document.

## Learning Objectives

- Define PPE and describe two (2) functions of PPE in healthcare.
  - ▶ PPE is part of the equipment that you use at work to protect yourself, patients, and co-workers, and to help keep germs from spreading in the healthcare environment.
  - ▶ PPE is used to:
    - Protect the wearer from dirty surfaces or equipment and to prevent exposure to germs from patients.
    - Keep the wearer from spreading germs to others, like patients and co-workers.
- Discuss one (1) reason that eye protection is recommended for COVID-19.
  - ▶ Eye protection is part of the PPE recommended for COVID-19 because, in addition to getting in the nose and mouth, or being inhaled, the virus can enter the nose and throat through the tear ducts and cause infection.

# Sessions at a Glance

## Topic Seven:

PPE Part 1 – Eye Protection

### Session Plans and When to Use:

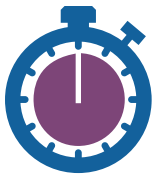
- 60 minutes (e.g., dedicated training session)
- 20 minutes (e.g., “Lunch and Learn” or agenda add-on)
- 10 minutes (e.g., “micro-learning” or agenda add-on)

### Format:

- Online, synchronous

### Special Supplies:

- Registration list
- Participant booklet
- Session feedback form
- Timekeeper



# 60-Minute Session Plan

## Facilitator Notes and Sample Scripts

### 1. Session Start



#### Slide 1: Opening Slide

Participants log in and get settled.

### 2. Agenda, Introductions, and Learning Objectives



**10 minutes**



#### Slide 2: Agenda



#### Facilitator Notes

- Welcome the group and add a greeting to the chat box.
- You may adapt the introduction time as needed: spend time on introductions if there are new faces or if group members still do not know each other.
- If this session is part of an ongoing series, you may choose to say “welcome back,” “thank you for joining us again,” etc.
  - ▶ Depending on the structure of your series, you may choose to indicate that future sessions will focus on other pieces of personal protective equipment (PPE).
- Housekeeping, either orally or via chat.
  - ▶ If needed, additional notes specific to the platform you’re using (e.g., how to “raise your hand,” how to post questions).
- Give an overview of the agenda.



### Sample Script

“Welcome to Project Firstline. Thank you for joining us! Before we begin, a few housekeeping notes. 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!

Today we’ll talk about PPE – personal protective equipment. We’ll talk about what PPE is and how it works for infection control, and then we’ll focus on one piece of PPE: eye protection. In future sessions, we’ll dive deeper into other pieces of PPE.”



### Slide 3: Learning Objectives



#### Facilitator Notes

- Provide an overview of the session’s learning objectives.



### Sample Script

“Here is what we expect we will learn today. By the end of today’s training, you will be able to describe PPE and how it works for infection control in healthcare. You’ll also be able to discuss why eye protection is part of the recommended PPE for COVID-19.”



### Slide 4: Introductions



#### Facilitator Notes

- These questions will give you a better understanding of your participants’ backgrounds, experience, and level of knowledge.
- Tailor your slide delivery for the virtual format and platform, and your participants:
  - ▶ You may wish to add role- or facility-specific questions to the introductions.
  - ▶ If you have a large group, you may decide to skip oral introductions and use the chat.
  - ▶ If your group meets regularly, you may wish to skip or shorten the introductions, or use a different “icebreaker” approach.
- Be sure to introduce yourself, and anyone who is assisting you.





### Sample Script

“Let’s take a minute to get to know each other. Please share in 30 seconds or less your name and your role and name a type of PPE that you use regularly at work.”



### Slide 5: How would you define PPE?



### Facilitator Notes

- Invite participants to define PPE, and describe in their own words what it does:
  - ▶ PPE stands for “personal protective equipment.”
- When used correctly, PPE can help stop germs from spreading between you and other people in your facility, including patients, visitors, and co-workers.
- You may choose for them to respond orally or via chat.
- You may consider capturing their responses, either on a new slide or in the chat.



### Sample Script

**“I said it a moment ago – but would anyone volunteer to share what PPE stands for?”**

*(Pause for responses.)*

“Great, thank you for that response. As you mentioned, PPE is the abbreviation for ‘personal protective equipment.’ **Now, would anyone like to share, in your own words, what PPE is for? What does it do?”**

*(Pause for responses.)*

“PPE is a familiar concept to many of us, especially now. But we may not always think about its specific definition, its role in healthcare, or what it can and can’t do.”

### 3. Video and Discussion



**10 minutes (video 4:03)**



**Slide 6: What is PPE?**



**Facilitator Notes**

Encourage participants to make note of the functions of PPE in healthcare described in the video.



**Sample Script**

“Let’s check in with the CDC’s Dr. Abby Carlson. She’ll define PPE, like we just did, but she’ll also talk about its role in healthcare. As you watch, see if you can identify at least two functions of PPE in healthcare, and jot down your thoughts in your Participant Booklet.”



**Slide 7: Video: What is Personal Protective Equipment (PPE)?**



**Facilitator Notes**

- Access the video here:

**CDC Website:** <https://www.cdc.gov/infectioncontrol/projectfirstline/videos/EP9-PPE-LowRes-New.mp4>



- OR

**Project Firstline YouTube Playlist:** <https://www.youtube.com/watch?v=e-t2yZsEo70&list=PLvvp9iOILTQZQGtDnSDGViKDdRtlc13VX&index=10>



## Slide 8: What are the two functions of PPE in healthcare settings?



### Facilitator Notes

- Invite participants to return to the thoughts they wrote down during the video and share, either orally or in the chat, their ideas regarding the functions of PPE in healthcare.
  - ▶ In healthcare, PPE is used to:
    - Protect the wearer from dirty surfaces or equipment and prevent exposure to germs from patients that could make you sick.
    - Keep the wearer from spreading germs to others, like patients and co-workers.



### Sample Script

**"Can anyone name the two functions of PPE in healthcare?"**

*(Pause for responses.)*

**"Thanks for your responses. That's right: PPE protects you, and PPE protects others."**



## Slide 9: How does PPE work?



### Facilitator Notes

- Invite participants to share examples of how PPE is an important part of infection control in healthcare:
  - ▶ A mask protects your nose and mouth so you aren't splashed by or inhaling something that could make you sick, and it keeps a lot of germs that you are exhaling from reaching other people or the environment.
  - ▶ When you use a gown and gloves, you're keeping germs off your hands and clothes. You're also keeping any germs that have gotten on your clothes or hands from spreading around, either to the environment or to other people, by taking off gowns and gloves when you're supposed to.
- Emphasize the messages that:
  - ▶ PPE is important, but it is just one part of infection control.
  - ▶ PPE must be worn correctly and at the right time, every time, in order to protect yourself and others.

- ▶ Other ways to reduce the risk of infection to yourself and others include:
  - Working in ways to avoid exposure entirely, like phone triage and tele-medicine.
  - Ensuring that your workspace is set up in the safest way possible, like making sure the air handling system is working correctly.
  - Make sure that you're following all IPC practices, including correct screening, triage, and patient placement; safe management of patient care equipment and environmental surfaces (including cleaning and disinfection); staying home when you're sick; and keeping up with recommended vaccinations.



### Sample Script

**“Can anyone share examples of a piece of PPE, and how it protects both you and others?”**

*(Pause for responses.)*

“That’s right. And of course, another important point to remember from the video is that while PPE is important, it’s just one part of infection control. Other ways to reduce the risk of infection to yourself and others include things like safe management of patient care equipment and environmental surfaces (including cleaning and disinfection) and ensuring correct screening, triage, and patient placement. Also, don’t forget that PPE has to be used correctly, every time, to protect you and others.”



### Slide 10: PPE Role Play



### Facilitator Notes

- Lead participants in a role-playing exercise in which they are explaining to others what PPE is, and why it is important.
  - ▶ Ask a volunteer to come off mute to role play with you, in which the volunteer is explaining PPE to you.
  - ▶ Ask the volunteer to “set the scene” and explain your role (e.g., co-worker, patient).
- Encourage a focus on why PPE is important, and emphasize that it needs to be worn correctly, every time, to be protective.
- Time permitting, invite additional volunteers to role-play different situations. You may wish to suggest different roles to consider.



### Sample Script

"Now that we've defined PPE, let's spend a few minutes thinking about how we explain and describe PPE to others. Everyone might not understand why PPE is important, especially when it can be a hassle to use it.

**"How can we explain PPE's important role when we're on the job? And who might we need to explain it to?"** Spend a few moments thinking to yourself about possible situations, and what you might do in them."

*(Pause to allow participants to reflect.)*

**"Is someone willing to volunteer to come off mute and role play with me?"**  
*(After volunteer identifies.) "Hi, thank you! Okay, who am I in this scene?"*

*(Role play with volunteer.)*

"That was great, thank you! Let's have another volunteer see if they can explain PPE to me. **Does anyone have a different situation that we could explore?"**

*(Repeat with another volunteer as time allows.)*

## 4. Video and Discussion



**15 minutes (video 5:55)**



**Slide 11: Recommended PPE for COVID-19**



### Facilitator Notes

- Transition to discussion of PPE recommended for COVID-19.
- If this session is part of a series, you may choose to indicate that future sessions will focus on other pieces of PPE.



### Sample Script

"Now let's think about the specific PPE recommended for COVID-19. Today, we'll focus on eye protection. In future sessions, we'll examine other types of PPE."



## Slide 12: Eye Protection for COVID-19



### Facilitator Notes

- Ask the participants to indicate whether they have experience working with COVID-19 patients.
  - ▶ Depending on your virtual platform, you might ask them to “raise their hand,” type in the chat, or use the poll feature.
- React to the answers and link to the next question.
- Recall the examples of PPE that participants listed at the beginning of the session, and ask them to provide, either orally or in the chat, examples of eye protection used for PPE.
  - ▶ You may expect to hear goggles and face shields.
  - ▶ It may be necessary to clarify that regular eyeglasses and some protective eyewear (e.g., safety glasses, trauma glasses) with gaps between the glasses and the face are not considered eye protection for COVID-19, because they do not protect eyes from all splashes and sprays. **Additional information is here: Infection Control: [Severe acute respiratory syndrome coronavirus 2 \(SARS-CoV-2\) | CDC](#)**



### Sample Script

**“First, I’ll ask you all – who has had experience working with COVID-19 patients?”**

*(Pause to allow responses.)*

**“All right, it looks like most of you have. Now I’ll ask you to think about the PPE that you wear, that we talked about at the beginning of the session. **Can anyone share examples of the eye protection that you wear for PPE in healthcare?**”**

*(Pause to allow responses. Respond as appropriate.)*



### Slide 13: Why do you think eye protection is important?



#### Facilitator Notes

- Thank participants for their responses.
- Ask the participants to explain why eye protection is recommended for COVID-19 and make a note of their answer in their Participant Booklet.
- Introduce video episode of *Inside Infection Control*.



#### Sample Script

“Thank you for sharing your thoughts! **Now, does anyone know why eye protection is recommended for COVID-19? What do the eyes have to do with COVID-19 infection?** If you have an answer, jot it down in your Participant Booklet. We’ll watch a video from Dr. Carlson and then discuss it together. Feel free to add to or change your answer as we watch.”



### Slide 14: Video: Why is Eye Protection Recommended for COVID-19?



#### Facilitator Notes

- Play Episode 10: Why is Eye Protection Recommended for COVID-19?
- Access the video here:  
**CDC Website:** <https://www.cdc.gov/infectioncontrol/projectfirstline/videos/EP10-EYE-LowRes-New.mp4>
- OR  
**Project Firstline YouTube Playlist:** <https://www.youtube.com/watch?v=kkruNHsMbMY&list=PLvrp9iOILTQZQGtDnSDGViKDdRtlc13VX&index=11>





## Slide 15: Discussion: What did we learn about eye protection?



### Facilitator Notes

- After the episode, ask the group to discuss: ***What did you learn from this video about why eye protection is recommended for COVID-19? Was anything in the video new to you?***
- You may choose to ask participants to share their reactions orally, via chat, or both.
- As participants respond, you may choose to capture their answers, either on a new slide or in the chat.



### Sample Script

**“Based on what you heard in the video, what did you learn about why eye protection is recommended for COVID-19? Was any of the information in the video new to you?”**

*(Pause to allow for responses. Encourage additional discussion.)*



## Slide 16: Why is eye protection recommended for COVID-19?



### Facilitator Notes

- The bullet points on this slide summarize the messages from the video regarding why eye protection is recommended for COVID-19. If any of the points were not raised in discussion, note them now.
  - ▶ Eye protection – either goggles or a face shield – is part of the PPE recommended for COVID-19 because, in addition to getting in the nose and mouth, or being inhaled, the virus can get into the nose and throat through the tear ducts and cause infection.
    - Respiratory droplets that can carry virus can land on your eyes and travel from your eyes to reach the “target zones” of the nose, mouth, back of the throat, and lungs.
  - ▶ Some viruses can also infect cells in the eye directly.
- Make sure that your eye protection doesn’t get in the way and that you can see what you’re doing. If your vision is blocked, you can be injured, and you might injure someone near you. Encourage additional discussion as appropriate.
- Ask participants to summarize how virus can travel through the eye system and cause infection.



- ▶ Germs that land in the eyes, including tiny respiratory droplets that can carry virus, can travel through the tear ducts to your nose and throat and infect you. The virus can also infect the eye directly, like we see with pink eye.
- You may wish to refer to the [Content Outline](#) for Episode 10 of *Inside Infection Control* for additional discussion points.



### Sample Script

“Thank you for your responses. You’ll see many of them reflected on this slide.”

*(Review any points that were not mentioned by participants.)*

“In the video, Dr. Carlson also explained how germs, including the virus that causes COVID-19, can enter the body through the eyes. **Would anyone like to recap how that happens?**”

*(Pause for responses and add any clarifying points.)*

## 5. Breakout Groups



**15 minutes**



**Slide 17: Breakout Group: Using Eye Protection at Your Workplace**



### Facilitator Notes

- Use breakout rooms appropriate to your virtual platform to divide participants into small breakout groups and task each with reflecting on the use of eye protection in their workplace: **What is going well? What are some strategies to help make improvements?**
  - ▶ If possible, groups should have approximately three members in each.
  - ▶ As needed, provide instructions related to the breakout room format, such as how to ask questions.
  - ▶ Inform the groups that they have 5 minutes to work together.
  - ▶ Ask each group to identify a volunteer who will be willing to report the group’s ideas when everyone reconvenes.
  - ▶ If applicable and possible, try to create groupings of participants who haven’t yet worked together in past small-group activities.

- After the small groups have gathered, depending on your virtual platform, you may use the broadcast message feature or another means to send reminders of the discussion prompts, how much time is remaining, etc. You may also choose to “visit” each group to encourage conversation and to hear their thoughts.
- Use your chime or timekeeper to warn participants when they have 1 minute remaining.



### Sample Script

“Let’s spend a few moments thinking about how eye protection plays a role in your work life. On the slide are questions to help you reflect on eye protection at work. **What is going well? Are there activities during your workday that put you at risk of exposure to respiratory droplets, splashes or sprays from patients that could land in your eyes? What could you do to help make improvements, or how could things be done differently?”**

We’re going to break into small groups to discuss your responses to the first question. Then we’ll come back together to brainstorm strategies for question 2. Please select a spokesperson to report out when we come back together in 5 minutes.”



### Slide 18: Report Out: How is eye protection used at your workplace?



### Facilitator Notes

- After 10 minutes, reconvene the groups.
- In turn, invite a spokesperson from each group to share their discussion regarding “what’s going well.”
- Then, ask the full group to discuss strategies for how to make improvements or do things differently.
- If possible within your virtual platform, capture the groups’ responses on a slide.
  - ▶ Write their responses to “what’s going well” in Column 1.
  - ▶ Next, as participants discuss strategies for making improvements, capture them in Column 2.
- Encourage participants to think concretely and critically about how they could make improvements, especially if any examples given are of inappropriate PPE use.
- Help participants make connections between the information in the two columns and their own work.



### Sample Script

“Welcome back. I hope you had the chance to talk about how eye protection is used at work. I’d like for each spokesperson to report out on what’s going well. I’ll add them to the chart on this slide as you talk.”

*(As groups report, capture or summarize their reports on the slide.)*

“Great. Thanks for sharing. Now let’s think about how we can make improvements, or do things differently, about eye protection at work. **Does anyone have any ideas? Who could you talk to if you have concerns?**”

*(Pause for responses and capture or summarize ideas on the slide.)*

“Thanks for the good ideas. Remember that you can speak with your supervisors and trusted mentors if you have any concerns about eye protection at work.”

## 6. Reflection and Wrap-Up



**10 minutes**



**Slide 19: Reflection**



**Facilitator Notes**

Transition to wrap-up of session.



### Sample Script

“Let’s use our last few minutes together to reflect on what we’ve learned and think about how we can put what we’ve learned into practice.”



## Slide 20: Reflection, continued



### Facilitator Notes

- Encourage participants to reflect on what they learned today and how they will put what they learned into practice.
  - ▶ You may choose to ask participants to respond orally, in the chat, or both.
  - ▶ If most of the responses are about eye protection, remind the group of some of the key points covered regarding PPE, and vice versa.



### Sample Script

"I hope you've learned a lot today. Before we go, I'd like for you to share with me one thing you learned either about PPE, or about eye protection for COVID-19, and how you'll put that knowledge to use on the job."

*(Pause for responses. Acknowledge and respond as appropriate.)*



## Slide 21: What questions do you still have?



### Facilitator Notes

- Invite additional, remaining questions.
  - ▶ You may choose to ask participants to respond orally, in the chat, or both.
- If the answers are information that is already included in this session, please respond.
- If the questions address content that is not covered in this session, please do not attempt to answer. Instead, take note of the questions and consult with CDC resources to follow up with answers after the session.



### Sample Script

“Thank you all for your time! Please take a moment to reflect on today’s session and share any remaining questions you have. **Does anyone have any questions still remaining?**”

*(Address questions as appropriate.)*

“Thank you for sharing those questions. Project Firstline is actively collecting your questions to help inform more training resources as they’re developed. I’ve written them down, and I will get back to you with responses.”



### Slide 22: Key Takeaways



#### Facilitator Notes

- Review key takeaways.
- You may choose to revisit discussion points or questions that arose during the session.



### Sample Script

“I hope this training gave you some good information about what PPE is, why it’s so important, and why eye protection is recommended for COVID-19. I’ve captured some key takeaways here, which you can review at your leisure after the session today.”



### Slide 23: Resources and Future Training Sessions



#### Facilitator Notes

- Share additional resources from Project Firstline and CDC.
- Explain how participants can reach you, by the means of your choosing, and how they can reach Project Firstline.
- If this session is part of a series, you may choose to describe the themes of upcoming sessions.



### Sample Script

“We covered a lot today, and there is still more to learn. You can keep exploring these topics on your own using the resources on this slide. You can also follow us on social media. I will stay on the line for a few minutes after our session ends and will be happy to discuss any other questions!”

*(If this session is part of a series) “Next time, we will cover [insert next training topic].”*



### Slide 24: Feedback Form



### Facilitator Notes

Explain how to access the feedback form.



### 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

## Facilitator Notes and Sample Scripts

### 1. Session Start



#### Slide 1: Opening Slide

Participants log in and get settled.

### 2. Agenda, Introductions, and Learning Objectives



**3 minutes**



#### Slide 2: Agenda



#### Facilitator Notes

- Welcome the group and add a greeting to the chat box.
- You may adapt the introduction time as needed: spend time on introductions if there are new faces or if group members still do not know each other.
- If this session is part of an ongoing series, you may choose to say “welcome back,” “thank you for joining us again,” etc.
  - ▶ Depending on the structure of your series, you may choose to indicate that future sessions will focus on other pieces of personal protective equipment (PPE).
- Housekeeping, either orally or via chat.
  - ▶ If needed, additional notes specific to the platform you’re using (e.g., how to “raise your hand,” how to post questions).
- Give an overview of the agenda.



### Sample Script

“Welcome to Project Firstline. Thank you for joining us! Before we begin, a few housekeeping notes. We’ll meet today for 20 minutes. 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!

“Today we’ll talk about PPE – personal protective equipment. We’ll talk about what PPE is and how it works for infection control, and then we’ll focus on one piece of PPE: eye protection. In future sessions, we’ll dive deeper into other pieces of PPE.”



### Slide 3: Learning Objectives



#### Facilitator Notes

- Provide an overview of the session’s learning objectives.



### Sample Script

“Here is what we expect we will learn today. By the end of today’s training, you will be able to describe PPE and how it works for infection control in healthcare. You’ll also be able to discuss why eye protection is part of the recommended PPE for COVID-19.”



### Slide 4: Introductions



#### Facilitator Notes

- These questions will give you a better understanding of your participants’ backgrounds, experience, and level of knowledge.
- Tailor your slide delivery for the virtual format and platform, and your participants:
  - ▶ You may wish to add role- or facility-specific questions to the introductions.
  - ▶ If you have a large group, you may decide to skip oral introductions and use the chat.
  - ▶ If your group meets regularly, you may wish to skip or shorten the introductions, or use a different “icebreaker” approach.
- Be sure to introduce yourself, and anyone who is assisting you.





### Sample Script

"Let's take a minute to get to know each other. Please share in 10 seconds or less your name and your role."



### Slide 5: How would you define PPE?



### Facilitator Notes

- Invite participants to define PPE, and describe in their own words what it does:
  - ▶ PPE stands for "personal protective equipment."
- When used correctly, PPE can help stop germs from spreading between you and other people in your facility, including patients, visitors, and co-workers.
- You may choose for them to respond orally, or via chat.
- You may consider capturing their responses, either on a new slide or in the chat.



### Sample Script

"I said it a moment ago – **but would anyone volunteer to share what PPE stands for?**"

*(Pause for responses.)*

"Great, thank you for that response. As you mentioned, PPE is the abbreviation for 'personal protective equipment.' **Now, would anyone like to share, in your own words, what PPE is for? What does it do?**"

*(Pause for responses.)*

"PPE is a familiar concept to many of us, especially now. But we may not always think about its specific definition, its role in healthcare, or what it can and can't do."

### 3. PPE Discussion



**4 minutes**



**Slide 6: How does PPE work?**



#### **Facilitator Notes**

- Invite participants to share examples of how PPE is an important part of infection control in healthcare:
  - ▶ A mask protects your nose and mouth so you aren't splashed by or inhaling something that could make you sick, and it keeps a lot of germs that you are exhaling from reaching other people or the environment.
  - ▶ When you use a gown and gloves, you're keeping germs off your hands and clothes. You're also keeping any germs that have gotten on your clothes or hands from spreading around, either to the environment or to other people, by taking off gowns and gloves when you're supposed to.
- Emphasize the messages that:
  - ▶ PPE is important, but it is just one part of infection control.
  - ▶ Other ways to reduce the risk of infection to yourself and others include:
    - Working in ways to avoid exposure entirely, like phone triage and tele-medicine.
    - Ensuring that your workspace is set up in the safest way possible, like making sure the air-handling system is working correctly.
    - Make sure that you're following all IPC practices, including correct screening, triage, and patient placement; safe management of patient care equipment and environmental surfaces (including cleaning and disinfection); staying home when you're sick; and keeping up with recommended vaccinations. PPE must be worn correctly and at the right time, every time, in order to protect yourself and others.



### Sample Script

**“Can anyone share examples of a piece of PPE, and how it protects both you and others?”**

*(Pause for responses.)*

“That’s right. And of course, another important point to remember from the video is that, while PPE is important, it’s just one part of infection control. Other ways to reduce the risk of infection to yourself and others include things like safe management of patient care equipment and environmental surfaces (including cleaning and disinfection) and ensuring correct screening, triage, and patient placement. Also, don’t forget that PPE has to be used correctly, every time, to protect you and others.”



### Slide 7: Recommended PPE for COVID-19



### Facilitator Notes

- Transition to discussion of PPE recommended for COVID-19.
- If this session is part of a series, you may choose to indicate that future sessions will focus on other pieces of PPE.



### Sample Script

**“Now let’s think about the specific PPE recommended for COVID-19. Today, we’ll focus on eye protection. In future sessions, we’ll examine other types of PPE.”**

## 4. Video and Discussion



10 minutes (video 5:55)



**Slide 8: Why do you think eye protection is important?**



### Facilitator Notes

- Ask participants to explain why eye protection is recommended for COVID-19 and make a note of their answer in their Participant Booklet.
- Introduce video episode of *Inside Infection Control*.



### Sample Script

“Does anyone know why eye protection is recommended for COVID-19? What do the eyes have to do with COVID-19 infection? If you have an answer, jot it down in your Participant Booklet. We’ll watch a video from Dr. Carlson and then discuss it together. Feel free to add to or change your answer as we watch.”



**Slide 9: Video: Why is Eye Protection Recommended for COVID-19?**



### Facilitator Notes

- Access the video here:  
**CDC Website:** <https://www.cdc.gov/infectioncontrol/projectfirstline/videos/EP10-EYE-LowRes-New.mp4>



- OR  
**Project Firstline YouTube Playlist:** <https://www.youtube.com/watch?v=kkruNHsMbMY&list=PLvvp9iOILTQZQGtDnSDGViKDdRtlc13VX&index=11>



## Slide 10: Why is eye protection recommended for COVID-19?



### Facilitator Notes

- The bullet points on this slide summarize the messages from the video regarding why eye protection is recommended for COVID-19. If any of the points were not raised in discussion, note them now.
  - ▶ Eye protection – either goggles or a face shield – is part of the PPE recommended for COVID-19 because, in addition to getting in the nose and mouth, or being inhaled, the virus can get into the nose and throat through the tear ducts and cause infection.
- Respiratory droplets that can carry virus can land on your eyes and travel from your eyes to reach the “target zones” of the nose, mouth, back of the throat, and lungs.
  - ▶ Some viruses can also infect cells in the eye directly.
- Make sure that your eye protection doesn’t get in the way and that you can see what you’re doing. If your vision is blocked, you can be injured, and you might injure someone near you. Encourage additional discussion as appropriate.
- Ask participants to summarize how virus can travel through the eye system and cause infection.
  - ▶ Germs that land in the eyes, including tiny respiratory droplets that can carry virus, can travel through the tear ducts to your nose and throat and infect you. The virus can also infect the eye directly, like we see with pink eye.
- You may wish to refer to the [Content Outline](#) for Episode 10 of *Inside Infection Control* for additional discussion points.



### Sample Script

“Thank you for your responses. You’ll see many of them reflected on this slide.”

*(Review any points that were not mentioned by participants.)*

“In the video, Dr. Carlson also explained how germs, including the virus that causes COVID-19, can enter the body through the eyes. **Would anyone like to recap how that happens?**”

*(Pause for responses and add any clarifying points.)*



## Slide 11: Discussion



### Facilitator Notes

- Facilitate group discussion to reflect on the use of eye protection in participants' workplaces: **What is going well? What are some strategies to help make improvements? Who would you talk to if you have concerns?**
  - ▶ You may choose to ask volunteers to respond orally or in the chat.



### Sample Script

"Let's spend a few moments thinking about how eye protection plays a role in your work life. On the slide are questions to help you reflect on eye protection at work. **What is going well? Are there activities during your workday that put you at risk of exposure to respiratory droplets, splashes, or sprays from patients that could land in your eyes? What could you do to help make improvements, or how could things be done differently?**

"Take a few minutes to think about your responses to these questions and to jot down any notes."

*(Pause to allow for reflection and responses.)*

"Let's discuss your responses to these questions. I would like for 2-3 volunteers to share examples of how eye protection is being used at your workplace."

*(Invite responses via chat and orally.)*

"Great. Thanks for sharing. Now let's think about how we can make improvements, or do things differently, about eye protection at work. **Does anyone have any ideas? Who could you talk to if you have concerns?**"

*(Pause to invite participants to share by chat or orally.)*

"Thanks for the good ideas. Remember that you can speak with your supervisors and trusted mentors if you have any concerns about eye protection at work."

## 5. Reflection and Wrap-Up



**3 minutes**



**Slide 12: Reflection**



### Facilitator Notes

- Encourage participants to reflect on what they learned today and how they will put what they learned into practice.
- Invite additional, remaining questions.
  - ▶ You may choose to ask participants to respond orally, in the chat, or both.
- If the answers are information that is already included in this session, please respond.
- If the questions address content that is not covered in this session, please do not attempt to answer. Instead, take note of the questions and consult with CDC resources to follow up with answers after the session



### Sample Script

“Thank you all for your time! Please take a moment to reflect on today’s session and how you’ll put that knowledge to use on the job. **Does anyone have any questions still remaining?**”

*(Address questions as appropriate.)*

“Thank you for sharing those questions. Project Firstline is actively collecting your questions to help inform more training resources as they’re developed. I’ve written them down, and I will get back to you with responses.”



### Slide 13: Key Takeaways



#### Facilitator Notes

- Review key takeaways.
- You may choose to revisit discussion points or questions that arose during the session.



#### Sample Script

"I hope this training gave you some good information about what PPE is, why it's so important, and why eye protection is recommended for COVID-19. I've captured some key takeaways here, which you can review at your leisure after the session today."



### Slide 14: Resources and Future Training Sessions



#### Facilitator Notes

- Share additional resources from Project Firstline and CDC.
- Explain how participants can reach you, by the means of your choosing, and how they can reach Project Firstline.
- If this session is part of a series, you may choose to describe the themes of upcoming sessions.



#### Sample Script

"We covered a lot today, and there is still more to learn. You can keep exploring these topics on your own using the resources on this slide. You can also follow us on social media. I will stay on the line for a few minutes after our session ends and will be happy to discuss any other questions!"

*(If this session is part of a series)* "Next time, we will cover [insert next training topic]."





### Slide 15: Feedback Form



### Facilitator Notes

Explain how to access the feedback form.



### 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

## Facilitator Notes and Sample Scripts

### 1. Session Start



#### Slide 1: Opening Slide

Participants log in and get settled.

### 2. Agenda and Learning Objectives



#### Slide 2: Agenda



#### Facilitator Notes

- Welcome the group and add a greeting to the chat box.
- If this session is part of an ongoing series, you may choose to say “welcome back,” “thank you for joining us again,” etc.
  - ▶ Depending on the structure of your series, you may choose to indicate that future sessions will focus on other pieces of personal protective equipment (PPE).
- Housekeeping, either orally or via chat.
  - ▶ If needed, additional notes specific to the platform you’re using (e.g., how to “raise your hand,” how to post questions).
- Give an overview of the agenda.



#### Sample Script

“Welcome to Project Firstline. Thank you for joining us! Before we begin, a few housekeeping notes. We’ll meet today for 10 minutes. 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!”

“Today we’ll talk about PPE – personal protective equipment. We’ll talk about what PPE is and how it works for infection control, and then we’ll focus on one piece of PPE: eye protection. In future sessions, we’ll dive deeper into other pieces of PPE.”



### Slide 3: Learning Objectives



#### Facilitator Notes

Provide an overview of the session's learning objectives.



#### Sample Script

"Here is what we expect we will learn today. By the end of today's training, you will be able to describe PPE and how it works for infection control in healthcare. You'll also be able to discuss why eye protection is part of the recommended PPE for COVID-19."

## 3. PPE Discussion



### Slide 4: How does PPE work?



#### Facilitator Notes

- Note that, for time purposes, a video will not be shown. You may wish to refer to the [Content Outline](#) for Episode 9 of *Inside Infection Control* for additional discussion points.
- Invite participants to share examples of how PPE is an important part of infection control in healthcare:
  - ▶ A mask protects your nose and mouth so you aren't splashed by or inhaling something that could make you sick, and it keeps a lot of germs that you are exhaling from reaching other people or the environment.
  - ▶ When you use a gown and gloves, you're keeping germs off your hands and clothes. You're also keeping any germs that have gotten on your clothes or hands from spreading around, either to the environment or to other people, by taking off gowns and gloves when you're supposed to.
- Emphasize the messages that:
  - ▶ PPE is important, but it is just one part of infection control.
  - ▶ Other ways to reduce the risk of infection to yourself and others include:
    - Working in ways to avoid exposure entirely, like phone triage and tele-medicine.
    - Ensuring that your workspace is set up in the safest way possible, like making sure the air-handling system is working correctly.

- Make sure that you're following all IPC practices, including correct screening, triage, and patient placement; safe management of patient care equipment and environmental surfaces (including cleaning and disinfection); staying home when you're sick; and keeping up with recommended vaccinations. PPE must be worn correctly and at the right time, every time, in order to protect yourself and others.



### Sample Script

**“Can anyone share examples of a piece of PPE, and how it protects both you and others?”**

*(Pause for responses.)*

“That’s right. And of course, another important point to remember is that while PPE is important, it’s just one part of infection control. Other ways to reduce the risk of infection to yourself and others include things like safe management of patient care equipment and environmental surfaces (including cleaning and disinfection) and ensuring correct screening, triage, and patient placement. Also, don’t forget that PPE has to be used correctly, every time, to protect you and others.”



### Slide 5: Why is eye protection recommended for infection control?



### Facilitator Notes

- The bullet points on this slide summarize the messages from the *Inside Infection Control* video regarding why eye protection is recommended for COVID-19. For time reasons, the video is not shown during the 10-minute session. Instead, you should describe these key points:
  - ▶ Eye protection – either goggles or a face shield – is part of the PPE recommended for COVID-19 because, in addition to getting in the nose and mouth, or being inhaled, the virus can get into the nose and throat through the tear ducts and cause infection.
    - Respiratory droplets that can carry virus can land on your eyes and travel from your eyes to reach the “target zones” of the nose, mouth, back of the throat, and lungs.
  - ▶ Some viruses can also infect cells in the eye directly.
- Make sure that your eye protection doesn’t get in the way and that you can see what you’re doing. If your vision is blocked, you can be injured, and you might injure someone near you. Encourage additional discussion as appropriate.
- Ask participants to summarize how virus can travel through the eye system and cause infection.

- ▶ Germs that land in the eyes, including tiny respiratory droplets that can carry virus, can travel through the tear ducts to your nose and throat and infect you. The virus can also infect the eye directly, like we see with pink eye.
- You may wish to refer to the [Content Outline](#) for Episode 10 of *Inside Infection Control* for additional discussion points.



### Sample Script

“Eye protection is needed for infection control because germs, including the virus that causes COVID-19, can enter the body through the eyes. **Could anyone share how virus can travel through the eye system and cause infection?**”

*(Pause for responses and add any clarifying points.)*

“Great. Thank you for your responses.”

## 4. Reflection and Wrap-Up



### Slide 6: What questions do you still have about eye protection?



### Facilitator Notes

- Encourage participants to reflect on what they learned today.
- Invite additional, remaining questions.
  - ▶ You may choose to ask participants to respond orally, in the chat, or both.
- If the answers are information that is already included in this session, please respond.
- If the questions address content that is not covered in this session, please do not attempt to answer. Instead, take note of the questions and consult with CDC resources to follow up with answers after the session.



### Sample Script

“Thank you all for your time! Please take a moment to reflect on today’s session and share any remaining questions you have. **Does anyone have any questions still remaining?**”

*(Address questions as appropriate.)*

“Thank you for sharing those questions. Project Firstline is actively collecting your questions to help inform more training resources as they’re developed. I’ve written them down, and I will get back to you with responses.”



### Slide 7: Key Takeaways



#### Facilitator Notes

- Review key takeaways.
- You may choose to revisit discussion points or questions that arose during the session.



### Sample Script

“I hope this training gave you some good information about what PPE is, why it’s so important, and why eye protection is recommended for COVID-19. I’ve captured some key takeaways here, which you can review at your leisure after the session today.”



### Slide 8: Resources and Future Training Sessions



#### Facilitator Notes

- Share additional resources from Project Firstline and CDC.
- Explain how participants can reach you, by the means of your choosing, and how they can reach Project Firstline.
- If this session is part of a series, you may choose to describe the themes of upcoming sessions.



### Sample Script

“We covered a lot today, and there is still more to learn. You can keep exploring these topics on your own using the resources on this slide. You can also follow us on social media. I will stay on the line for a few minutes after our session ends and will be happy to discuss any other questions!”

*(If this session is part of a series) “Next time, we will cover [insert next training topic].”*



### Slide 9: Feedback Form



### Facilitator Notes

Explain how to access the feedback form.



### 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).

# Appendix – Content Outlines



## Episode 9 Title: *What is PPE?*

**Content summary:** PPE is part of the equipment you use to protect yourself, patients, and co-workers, and to keep germs from spreading in the healthcare environment.

**Topic:** PPE

### Learning Objectives

After viewing this video, participants will be able to:

- Define PPE and describe two (2) functions of PPE in healthcare.
  - ▶ PPE is part of the equipment that you use at work to protect yourself, patients, and co-workers, and to help keep germs from spreading in the healthcare environment.
  - ▶ PPE is used to:
    - Protect the wearer from dirty surfaces or equipment and to prevent exposure to germs from patients.
    - To keep the wearer from spreading germs to others, like patients and co-workers.

### Key Educational Takeaways

- PPE is the abbreviation for “personal protective equipment.” It’s the gear that you use at work to protect yourself from getting exposed to something that can harm you.
- Many different jobs require PPE for protection from hazards on the job, but healthcare PPE is unique.
  - ▶ It protects you, the wearer, from dirty surfaces or equipment, and prevents exposure to germs from patients.
  - ▶ It also keeps you, the wearer, from spreading germs to others, like patients and co-workers.
- PPE is not the only way to reduce the risk of infection for yourself and others; make sure that you’re following all infection control practices.
- PPE must be used correctly and at the right time, every time, to protect you and others.



## Content Outline

- PPE is the abbreviation for “personal protective equipment.”
- It’s the gear that you use at work to protect yourself from getting exposed to something that can harm you.
- Many different jobs require PPE, not just healthcare.
  - ▶ Example: firefighter
- In healthcare, PPE is used to protect the wearer from dirty surfaces or equipment, prevent exposure to germs from patients, and keep the wearer from spreading germs to others, like patients and co-workers.
- Healthcare PPE is unique because it serves two important purposes:
  - ▶ To protect you, the wearer, from things in the environment that could harm you.
  - ▶ To protect others, like patients and co-workers, from germs that you might be carrying.
- Examples:
  - ▶ When you use a mask, you’re protecting your nose and mouth from splashes and sprays of infected fluids that could make you sick, and you’re also keeping a lot of germs that you are breathing out from reaching other people or the environment.
  - ▶ When you use a gown and gloves, you’re keeping germs off your hands and clothes; by taking off gowns and gloves when you’re supposed to, you also keep germs that have gotten on you from spreading to other people, or the things around you.
- PPE is important, but it is not the only way to reduce the risk of infection for yourself and others.
  - ▶ PPE is just one of many infection control actions you can use in your daily work to prevent the spread of germs.
    - Examples: correct screening, triage, and patient placement; safe management of patient care equipment and environmental surfaces (including cleaning and disinfection)
  - ▶ PPE is important because you have to interact with patients to provide good care, and there is risk of germs spreading between you.
- PPE doesn’t have a mind of its own. PPE must be used correctly and at the right time, every time, to protect you and others.



## Episode 10 Title: Why is Eye Protection Recommended for COVID-19?

**Content summary:** Eye protection is recommended for COVID-19 because the virus can enter the body through the eyes.

**Topic:** PPE

### Learning Objectives

After viewing this video, participants will be able to:

- Name three (3) parts of the body involved in draining tears.
  1. Tears (from the **eyes**) enter the **tear ducts**.
  2. The tear ducts drain into the **nose**.
  3. The nose drains into the **throat**.
- Discuss one (1) reason that eye protection is recommended for COVID-19.
  - ▶ Eye protection is part of the PPE recommended for COVID-19 because, in addition to getting in the nose and mouth or being inhaled, the virus can enter the nose and throat through the tear ducts, and cause infection.

### Key Educational Takeaways

- Eye protection – either goggles or a face shield – is part of the PPE recommended for COVID-19 because, in addition to getting in the nose and mouth or being inhaled, the virus can get into the body through the eyes and cause infection.
- A thin lining called the conjunctiva protects and hydrates the eyes.
- Tears are a part of the body's natural defenses, and they drain through the tear ducts.
  - ▶ Tears enter the tear ducts at the sides of the eyes, near the bridge of the nose.
  - ▶ Tears then flow down into the nose.
  - ▶ From the nose, tears drain into the back of the throat.
- Germs that land in the eyes, including tiny respiratory droplets that can carry virus, can travel through the tear ducts to the nose and throat, and cause infection.
- Virus can also infect cells in the eye directly.
- Make sure your eye protection doesn't get in the way, and that you can see what you're doing to do your work safely.

## Content Outline

- Eye protection – either goggles or a face shield – is part of the personal protective equipment (PPE) recommended for COVID-19.
- Eye protection is recommended because, in addition to getting in the nose and mouth or being inhaled, the virus can get into the body through the eyes and cause infection.
  - ▶ Respiratory droplets that can carry virus can land on our eyes and travel from our eyes to reach the “target zones” of the nose, mouth, back of the throat, and lungs.
- A thin lining called the conjunctiva protects the eyes.
  - ▶ Its job is to protect and hydrate the eyes.
- Your tears also protect your eyes.
  - ▶ Tears are part of the body’s immune system and natural defenses.
  - ▶ Tears aren’t just salty water; they contain chemicals and antibodies that help protect the eyes from things that can get into them, including many bacteria and viruses.
  - ▶ Tears do a great job of protecting the eyes most of the time, but for COVID-19, we want to give eyes the extra protection of goggles or face shields.
- Your eyes make this liquid every day, and it has to go somewhere.
  - ▶ The liquid travels through the tear ducts, which sit at the bridge of the nose and connect to the nose and the back of the throat.
  - ▶ The liquid travels down the tear ducts and into the nose.
  - ▶ The nose then drains the liquid down into the back of the throat.
  - ▶ This connection from the tear ducts to the nose is why your nose runs when you cry, because when your body makes a lot of fluid that has to drain, it doesn’t all flow out of the eyes and down the cheeks. Some of it goes through the tear ducts and into the nose and comes out that way.
- Germs that land in the eyes, including tiny respiratory droplets that can carry virus, can mix in with the liquid that the eyes are already making.
  - ▶ The liquid that now has virus in it can travel through the tear ducts to your nose and throat and cause infection.
- Virus can also infect the eye directly.
  - ▶ An example is “pink eye,” or conjunctivitis.
- Make sure that your eye protection doesn’t get in the way and that you can see what you’re doing, so that you can do your work safely.



**PROJECT  
FIRSTLINE**

CDC's National Training Collaborative  
for Healthcare Infection Prevention & Control

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