# **FAQ**

## **How can I share handouts?**

Handouts can be shared in numerous ways. There are two things to consider when using handouts – are they to be kept by the participant or are they to be returned to the trainer.

Kept by the participant:

* Sent via e-mail prior to the session for the participant to print.
* Put in a bag/container that will be kept by the participant.
* Placed on the participants seat.
* Passed out only by the trainer (recommend washing hands or using hand sanitizer prior to passing out).

Kept by the trainer:

* Typically these are handouts that would be used for activities and may be used for multiple trainings.
* Laminate handouts, clean and sanitize after session.
* Ensure that material of handout is not soft and can be sanitized easily (vinyl versus cloth).

## **Am I expected to clean and sanitize the tables, frequently touched surfaces, and the restroom?**

*If the location being used is outside of a business owned by the trainer:*

Prior to the training session reach out to the location manager, director, etc. to confirm what sanitation is completed by the location and when.

It is recommended to clean and sanitize high touch surfaces prior to the training session and at the close of the session. The location can let you know if there is specific protocol to follow, or if you need to provide your own supplies.

Even if the location confirms that they do sanitize the location, if you cannot guarantee that there were not other individuals in the room you should clean and sanitize high touch surfaces.

Trainers are not required to clean restrooms at a location that is not in their own business, however, it would be highly recommended to sanitize high touch surfaces in the restroom before and after the session.

*If the location being used is owned by the trainer (i.e. a child care center, a training agency, etc.):*

The trainer will need to follow the protocol of the business has set in place for cleaning and sanitizing and #Healthy at Work.

Some suggestions offered by other trainers:

* Hand sanitizer for participants – ask participants to bring their own or provide small personal sized bottle.
* Post a sign that only one occupant at a time is permitted into the restroom.
* Get that local number for your area health dept. Stay up to date on local Covid-19 numbers and any localized precautions.

## **How can I set up the room to promote social distancing?**

Try to visit the space prior to the training you can get a better idea of the amount of space you have and how set up can be arranged.​

Participants need to be seated at least 6 feet apart. Use tables to serve as a guide. For example - at a 6 foot table, you could have 1 participant, and at a 72” round table you could seat 2 participants.

Please also remember, the goal of room arrangement is NOT to make participants feel disassociated with other participants, but provide for the health and safety of participants.

Some suggestions offered by other trainers:

* Offer training sessions outdoors, if possible.
* Use tape, squares, hula hoops, etc. to space out participants for activities.
* In your registration identify if anyone will need or want seating away from others.  A VIP area can be set up further away from others.
* Use signs on the table, or extra chairs asking participants to space out.
* Use code words to encourage physical distance. If participants are getting too close together use the word to remind them to separate.

## **How do I have participants sign in?**

Ideally trainers should avoid having participants stand in groups sharing pens to sign in at the beginning of the training session.

As an alternative, trainers can use sign in stickers (blank template is included in resource section). Provide the sign in sticker to each participant as a part of their training handouts. Have participants fill out, at the end of the session gather stickers and place on sign in sheets.

If participants have pre-registered for the training session trainers can take a roll call at the beginning of the session and note on the sign in sheet. Per ECE-TRIS this will serve as verification that the participant was present.

Trainers can also opt to use a single sheet for each person to complete and sign. If your session is small this may be more feasible compared to a larger training session.

If participants are completing the same sign in sheet ensure that each participants is using their own pen and that immediately before signing in the participants uses hand sanitizer or washes their hands. This process is not encouraged, and trainers should make efforts to use another method before considering this method for signing in.

## **Do I need to do temperature checks when participants arrive?**

Ideally a temperature check should be completed by the trainer before the session begins.

If this is not feasible then participants will need to confirm with the trainer, upon arrival, that their temperature was taken before they left and that it was below 100.4\*.

## **What if participants don't wear a mask?**

Prior to the training inform participants of the expectation wear mask. If needed, an area can be set up if a participants is unable to wear a mask.

Have a plan in place if someone refuses to wear a mask – how will you handle it, what will you say, what alternatives are there. This is also good information to share in your registration information.

Have extra masks available, if needed, to supply to individuals who forgot their mask.

Resource from the CDC regarding wearing masks. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

## **What if we schedule an in-person session and have to change it to a virtual session - can this be changed in ECE TRIS?**

Since recommendations and protocol can change frequently, having a Plan B (and C and D!) is recommended. Use your registration information to include information about when and how you will contact participants about updates.

Sessions that have previously been entered into ECE-TRIS can be revised to indicate they are no longer in person.

*Sessions moving to hybrid or webinar:*

These types of delivery will have a specific date for attendance and completion. If moving to this delivery type this detail can be revised in ECE-TRIS.

*Sessions moving to independent study or web-based online:*

These types of deliver allow participants the ability to complete at their leisure. Because the confirmation of attendance/credit approval is different, the current in person session will need to be canceled (indicate why) and a new session will need to be created via the “create a WBT or independent study” link on ECE-TRIS.

## **What are the latest recommendations and guidelines?**

Guidelines and recommendations can change. As a trainer it is important to stay up to date.

General changes and updates can be found at

* Team Kentucky: [www.kycovid19.ky.gov](http://www.kycovid19.ky.gov)
* Kentucky’s Response to Covid: <https://governor.ky.gov/covid19>
* Healthy at Work (includes links to guidance for gatherings of 10 or less and signs that can be used): <https://govstatus.egov.com/ky-healthy-at-work>
* Child Care Requirements: <https://govsite-assets.s3.amazonaws.com/VkBcMK2wQNOxnRfB6WYx_2020-7-10%20-%20Healthy%20at%20Work%20Reqs%20-%20Child%20Care%20Facilities%20-%20Final%20Version%203.0.pdf>
* Emergency Regulations for child care:  <https://apps.legislature.ky.gov/law/kar/922/002/400E.pdf> ​
* Healthy at Work for Venues and Event Spaces: <https://govsite-assets.s3.amazonaws.com/JUK8tYyT4uRnmjGbut28_2020-7-22-%20Venues%20and%20Events%20Spaces%20-%20FINAL%20-%20Version%203.1.pdf>

Changes that affect trainers will be shared via the Trainer Credential Facebook page, on the Child Care Aware Website, and on the ECE-TRIS top banner. You can also reach out to your Training Coach for up-to-date information.

* Kentucky Early Care and Education Trainer Credential’s Page: <https://www.facebook.com/groups/1884401974955801>
* Child Care Aware Website: <https://www.childcareawareky.org/>
* ECE-TRIS: <https://tris.eku.edu/ece>

## **How can I adapt activities to be safe and healthy and still maintain an interactive training session?**

Many activities will need to be adapted to help support a healthy learning environment. When determining how to adapt an activity think of the main purpose behind the activity – what is the content you are wanting to teach. Use that as the guiding force for the modifications, *how* you do the activity is not always as important as *what* you are learning.

Four Corners – Typically this activity requires that participants move around the room to “corners” based on their answer to a question. Trainers often use as a “get to know you” activity and as a quick needs assessment – to see what participants level of knowledge of the topic is.

* Adaptation suggestions:
  + Have participants raise colored cards based on their answer (yellow for yes, blue for no, etc.)
  + Use Jamboard (or something similar) to have participants move to virtual corners.

Hands on Activities – These are any activities that require participants to touch and/or manipulate the materials.

* Adaptation suggestions:
  + Ask participants to bring materials (for example linking toys from their room). They would be only used by that participant and leave with the participant.
  + Provide materials for the participant to use during the training that they would keep once the training is over.
  + Use a “yuk bucket”, just like in the classroom, if the trainer is planning on keeping the materials have a container for them to place materials in, once finished. After the training, the trainer will clean and sanitize materials. Make sure these materials are surfaces that can be easily cleaned and sanitized.

Handshakes and Ice-Breakers – It can seem strange to introduce yourself, without getting close to another person! But just because you are not in close physical proximity to another participant doesn’t mean you have to forgo introductions!

* Some suggestions from trainers:
  + Check out this video from Michelle Cummings with Training Wheels, she shares several handshakes that can be used in trainings. During the Trainer Connection two were shared and how they could be adapted. <https://youtu.be/dTgCTfXFdRU>
    - Milk the cow/dairy farm handshake – Instead of holding fingers, make the milking motions from a distance.
    - Lumberjack – Instead of holding hands make the back and forth motions from a distance.
  + Air hugs and hive fives - like the title says this would be hugging and high fiving from a distance. Get picture
  + Dance off – have participants introduce themselves while dancing. Can have a vote for the best moves.
  + The elbow bump – bump elbows together as you introduce yourself.
  + Point to a person nearby as a way to say “I see you”

Technology – Many adaptations can involve the use of technology. Many people have smart phones these days, however, not everyone has unlimited data. Include information about bringing devices to the training session, if it will be needed.

Prior to the session make sure that there is stable internet connection to use devices reliably. Also if you are able to be knowledgeable about different devices, it can help when needing to trouble shoot issues – access can be different on an Apple device versus an Android or a tablet versus a phone. Allow extra time for possible issues for these adapted activities

## **Jargon Jar**

A Jargon Jar can be used in a training session as a place to put commonly used language/anacronyms that not everyone knows the meaning off. Here were two comments left on the Jargon Jar. Have more? You can always return to the Jamboard! <https://jamboard.google.com/d/1gOKg0VpO3_6W_uY-kDjkUNXdfKN1c6sIJbXzF4QL29E/edit?usp=sharing>

* What is DCC?
  + Division of Child Care (DCC) – helps child care programs. They support plans that help grow and improve child care services in Kentucky. <https://chfs.ky.gov/agencies/dcbs/dcc/Pages/default.aspx> DCC “holds” the regulations for child care programs.
  + Division of Regulated Child Care (DRCC) – many people refer to this as “the state” or “licensing”. DRCC does not create regulations for child care programs, but they enforce them. <https://chfs.ky.gov/agencies/os/oig/drcc/Pages/default.aspx#:~:text=The%20Division%20of%20Regulated%20Child,facilities%20and%20child%20placing%20agencies>.
* What is a hybrid training session?

A hybrid session combines face-to-face training with outside the training learning by independent study or online activities. Hybrid courses require all content to be completed before credit is assigned.

## **Jamboard**

Jamboard is an online whiteboard. Jamboard allows multiple “pages” and participants can add sticky notes in response to prompts. A Jamboard is available to any one with the link, and edits can be made depending on the settings you choose. A Jamboard can be available before, during, and after a training session.

Some suggestions offered by other trainers:

* Use for a gallery walk to display work or answer questions.
* Use for “Think, Pair, and Share” activities.
* Use as a pre-knowledge assessment tool.
* Use after the training for transfer of learning.

# **Resource Ideas**

## **Advance Communication**

Before the training even begins participants can be prepped and given information pertinent to the training session. Have participants pre-register and at the time of registration share any information you feel necessary with the participants.

*Some suggestions offered by other trainers:*

* Gather contact information so you can share any changes to the session – i.e. cancelled, switched to online, change in locations, etc.
* Let participants know your expectations for them in the training session – i.e. they will wear masks, supplies they need to bring, etc.
* Pre-print ECE-TRIS forms when participants are registered for the session, then all the participant needs to do is verify their attendance.
* Share your phone number, if the participants need to reach you at last minute.
* Have a back up plan and share with the participants at registration.
* Let participants know what is the latest date/time you would make any modifications to the training session.

## **Training Care Package**

Can be used for either in person or virtual sessions. If virtual, please note you will want to ship or provide contactless delivery of the package.

Items can be placed in a gift bag, large zip bag, canvas bag, or other individual container. Things to include can be anything necessary for the training and extras to make the participant feel a part of the event (especially great if the training is virtual).

Suggestions for Training Care Package

  

* Writing utensils (pens, markers)
* Fidgets
* Handouts
* Sign in sticker
* Hand sanitizer

## **Writing Supplies** Personalized - Provide participants with markers that have been labeled with their name/initials. With a Name Tag – use lanyard name tags and hook pen on name tag for participant to use. Provide Own – ask participants to plan to bring their own writing utensils.

## **Food/Snacks**

Instead of providing a buffet style of snacks, offer items that are single serve and in wrappers. Can be included in the Training Care Package, if providing.  
Snack Ideas

* Pre-packaged snack cakes
* Cheese and cracker packages
* Small bags of chips
* Water, juice, soft drinks
* Trail mix
* Wrapped candy

## **Training Supplies**

Handouts that are used by participants in a training session should be easy to sanitize after Laminate training supplies that will be handled by participants but returned to you at the end of the session. This will not only help ensure they are sturdy and last multiple sessions and will be easy to sanitize.

If the training material is not able to be laminated, see if the surface is easy to sanitize (vinyl versus cardboard).