

Synthesized
Guidance for
COVID-19
Message
Development



Navigation Aid



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FROM THE AMERICAN PEOPLE



What is this Navigation Aid?

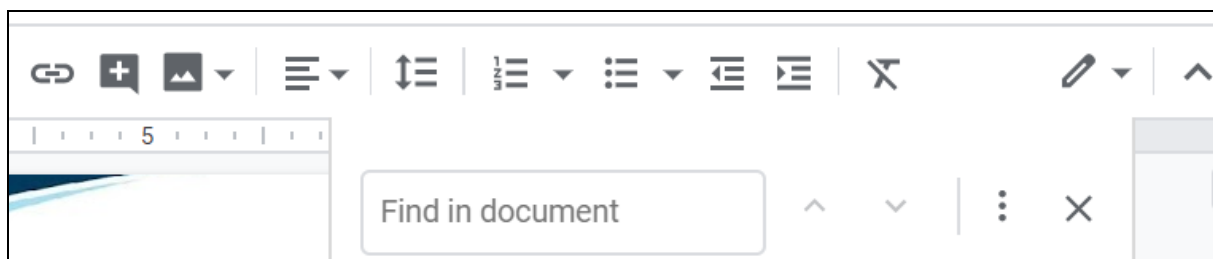
- The purpose of this brief aid is to help you effectively navigate Breakthrough ACTION’s Synthesized Guidance for COVID-19 Message Development. This document provides you screenshot tutorials to maximize the speed at which you can find the information you need regarding COVID-19.
- The Breakthrough ACTION’s Synthesized Guidance for COVID-19 Message Development is a living digital document that facilitates accessing the information you need via internal and external hyperlinks. The contents of the Synthesized Guidance for COVID-19 Message Development will be updated periodically. Any updates will be announced and highlighted in this guide.

How to Navigate the Synthesized Guidance for COVID-19 Message Development?

- The three principal ways that you can quickly navigate the Breakthrough ACTION’s Synthesized Guidance for COVID-19 Message Development include:
 - a. Find Function.
 - b. Table of Contents Links.
 - c. Document Outline Function.
 - d. Bookmarks
 - e. Source Links

A. Find Function

For PC Users, Click the “ctrl” and “f” keys on your keyboard at the same time. For MAC users, click the “command” and “f” keys on your keyboard. A search tool will appear at the top right of your screen. Enter the word/s you wish to search in the text box.



B. Table of Contents Links:

The guide has internal links in the Table of Contents which permit you to click on a header to jump to content quickly and easily.

- The Breakthrough ACTION’s Synthesized Guidance for COVID-19 Message Development is quite comprehensive and organized into six parts based on broad audience categories (Content relevant to the General Public, Content relevant to Health Workers and Health Facilities, Content for School Administrators, Parents of Students, and Children, and Content and technical guidance resources relevant to Special Industry, Response Organizations, and Decision Makers). Each part may contain content for different groups of sub-audiences as indicated by the topic questions.

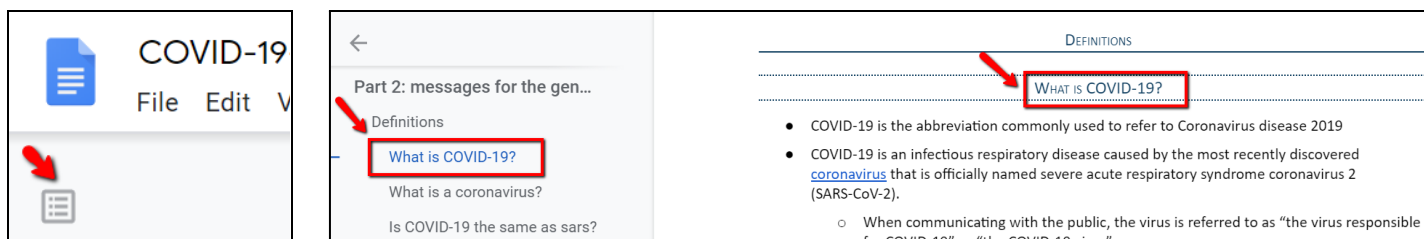
- Within each part, topic headings are presented as frequently asked questions under general categories of information. Under each topic heading, topline synthesized guidance are presented first, followed by additional detail, anticipate audience concerns, and seek to answer the questions how and why for each promoted behavior.

For example, if you are interested in quickly reading about the role of messaging in risk management, click on the header under Part 1: Introduction. A link will pop up in blue text. Click on the link and you will be taken to page 11.

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C. Document Outline Function:

The Breakthrough ACTION’s Synthesized Guidance for COVID-19 Message Development was built in Google Documents. This allows the reader to open a floating document outline as you browse the sections of the document. To access this outline, click on the document icon in the top left of your screen. This will open the document outline and allow you to click on other sections of interest.



D: Bookmarks

Efforts were made to internally link related sections. Click on the bookmark icons to move to sections with associated guidance.



AM A HEALTH WORKER. HOW SHOULD I CLEAN SOILED BEDDING, TOWELS AND LINENS FROM PATIENTS WITH COVID-19?

- All individuals dealing with soiled bedding, towels ,and clothes from COVID-19 patients should:
 - Wear appropriate personal protective equipment, which includes heavy duty gloves, mask, eye protection (face shield/goggles), long-sleeved gown, apron (if gown is not fluid resistant), closed shoes before touching any soiled linen.

E: Source links

Links to the sources of technical guidance are posted at the end of each section (on the right-hand side) as seen below. The date the website was last visited is noted alongside the source.

- Limit the number of persons present in the room to the absolute minimum required for the patient’s care and support.

(WHO [Source](#) Page Visited March 26, 2020)

Use the links provided to check the information in the guide as well as national and local guidelines as guidance may change rapidly. Discrepancies in WHO and CDC guidance (such as the recommendation on physical distance) are noted and linked for your reference and discussion at the country level.

Updates to the Synthesized Guidance for COVID-19 Message Development

The Synthesized Guidance for COVID-19 Message Development will be updated as new recommendations are released from the WHO and CDC.

Sharing this Guide

Please do not download and share as technical guidance is expected to change regularly.

Help us improve this guide. Please provide comments and questions by completing a short form:

bit.ly/COVID-19-Synthesized-Guidance