



CHILDREN'S RADIO
FOUNDATION



SAFETY SHEET, FACT SHEET &
RADIO PRODUCTION GUIDE

COVID-19: BACKGROUND, SYMPTOMS, PREVENTION AND TREATMENT



@childrensradio



@childrensradiofoundation



@CRFprojects



childrensradiofoundation.org

HOW TO STAY SAFE WHEN REPORTING ON COVID-19

SAFETY SHEET



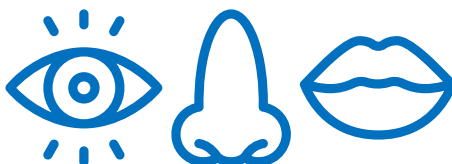
GENERAL RECOMMENDATIONS

1



Wash your hands regularly with soap or an alcohol-based hand rub.

2



Avoid touching your eyes, nose, and mouth with unwashed hands.

3



Cover your cough or sneeze with a flexed elbow or a tissue, then throw the tissue in the bin.

4



Avoid close contact with people. Leave about 1 metre between you and others when you are out in public. This is called social distancing and it helps to prevent the spread of the virus.

5



Avoid densely populated areas like bus stations, taxi ranks and shopping centres.

6



Remember, your safety and health come first. Make sure you're safe and protected before pursuing any story.

#FACTSOVERFEARS: YOUR RESPONSIBILITY AS A REPORTER WHEN REPORTING ON COVID-19

- This topic is extremely serious and, as a young reporter, it is key that you double-check all your facts before you go on air so that your listeners are empowered with accurate and useful information.
- This is a potentially dangerous topic to cover in terms of your health. As a result, do not attempt to interview people that present symptoms or are in quarantine, isolation, treatment or medical personnel working with infected people. Stay away from hospitals or clinics which have been designated to diagnose and treat infected patients.
- It may be safer to conduct interviews or vox-pops via the phone or through voice notes, especially if you are a young reporter in a country that has several confirmed cases of the COVID-19 infection. You can also ask your listeners to send you voice notes via WhatsApp or other messaging applications.
- Remember, facts over fears! Outbreaks and pandemics are scary, but we have the responsibility to give our listeners the most accurate information in ways that do not cause panic. For example, if you want to mention the number of deaths that have happened worldwide because of the COVID-19 outbreak, also mention the number of recoveries. This will help people contextualise information and will not scare them. Additionally, always try and share how people can prevent infection.
- Be mindful about how you talk about COVID-19 on air. Don't make fun of your co-host or colleague if they cough or sneeze. This could create stigma and cause other people in your community to take the outbreak lightly, or worse, not follow prevention guidelines.
- If you're in contact with someone who has been confirmed as infected with COVID-19, do not interview them in person. Ask for voice notes or a telephonic interview. Remember to ask if they would like to use their real name or rather a pseudonym to ensure confidentiality.
- Remember sensationalism has no place in reporting about an outbreak. Use official information and simplify things for your listeners as much as you can. If you are confused, ask!



HOW TO STAY SAFE IN THE STUDIO

- While working in the studio, do not touch your face.
- Do not share headphones. Headphones are in contact with your face and hands and can spread the virus. Use your own pair of headphones or go without. Ask for “shared” headphones to be removed from the studio.
- Disinfect your audio equipment before and after using it. You cannot disinfect a dirty surface. If the equipment is visibly dirty, the germs can hide away. If the equipment is dirty, first wipe it down with soap and water. Do not pour or spray any cleaner on equipment. A cloth that is damp but not wet is suitable.
- Now you can then disinfect. Alcoholic wipes (“wet wipes”) get the most recommendations. An alcohol-based disinfectant on a cloth would also work. Again, use something damp but not wet on equipment and touch screens. Do not spray disinfectant on equipment!
- Use one wipe per surface to prevent any contamination from one surface to another. That means it is the ideal to use one wipe for the mixer, another for the mouse, another for the keyboard and so on.
- In countries where certain protocols have been put in place to prevent the spread of COVID-19 you may need to cancel in-studio interviews. Use the telephone or voice notes.
- If you are conducting in-studio interviews, remember to maintain social distance.
- Communicate all the prevention efforts the station is taking on-air to model good behaviour for your listeners.
- **Very important:** If you or anyone at the station is confirmed or suspected as a case or is in self-isolation, please stay at home and do not go out in public.

RESOURCES

- [Fighting Misinformation](#)
- [Committee to Protect Journalists - “CPJ Safety Advisory: Covering the coronavirus outbreak”](#)
- [Scientific American - How to Report on the COVID-19 Outbreak Responsibly](#)
- [Inside Radio tips for safer radio](#)
- [Recording During The Coronavirus Pandemic](#)
- [World Health Organisation Guidelines for safe workplaces](#)

COVID-19: BACKGROUND, SYMPTOMS, PREVENTION AND TREATMENT FACT SHEET



CORONAVIRUSES AND COVID -19

- Coronaviruses (CoV) are a large family of viruses that cause illnesses in animals and humans. These illnesses range from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).
- A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans.
- COVID-19 is the infectious disease caused by the most recently discovered coronavirus.
- This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.

- World Health Organisation

OTHER DEFINITIONS

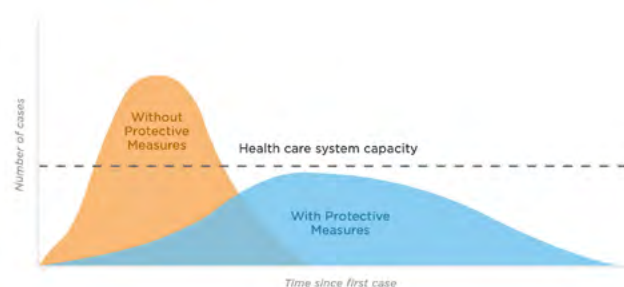
- **An outbreak** is a sudden rise in the number of cases of a disease. An outbreak may occur in a community or geographical area, or may affect several countries. It may last for a few days or weeks, or even for several years. Some outbreaks are expected each year, such as the common flu. - [APIC.org](#)
- **An epidemic** occurs when an infectious disease spreads rapidly to many people. In 2003, the severe acute respiratory syndrome (SARS) epidemic took the lives of nearly 800 people worldwide. - [APIC.org](#)
- **A pandemic** is a global disease outbreak. It differs from an outbreak or epidemic because it:
 1. affects a wider geographical area, often worldwide.
 2. infects a greater number of people than an epidemic.
 3. is often caused by a new virus or a strain of virus that has not circulated among people for a long time. Humans usually have little to no immunity against it. The virus spreads quickly from person-to-person worldwide.
 4. causes much higher numbers of deaths than epidemics.
 5. often creates social disruption, economic loss, and general hardship. - [APIC.org](#)
- On Wednesday the 11th of March 2020, the World Health Organisation declared that the outbreak of the COVID-19 novel coronavirus has

officially reached the level of a **pandemic**. - [APIC.org](https://www.apic.org)

- People are put in **quarantine** when they are not currently sick, but have been or may have been exposed to a communicable disease. This can help stop the spread of the disease. People have limited contact with others to allow for the COVID-19 incubation period (time from infection to showing symptoms) which ranges from 2 to 14 days. If a person has symptoms during this period, they will need to be tested for the virus. - [Centers for Disease Control and Prevention, National Institute for Communicable Diseases](https://www.cdc.gov/disease-control-prevention/)
- **Self-quarantine** is another preventative measure for people who have been to high-risk COVID-19 countries such as Spain, USA or Italy or have been in contact with someone who has travelled to these countries. Staying at home, instead of going to school or work and only leaving when it's absolutely necessary, for instance, getting groceries and buying food. The list of high-risk countries changes daily, you can view the list on [the World Health Organization dashboard](https://www.who.int/dashboards). - [Centers for Disease Control and Prevention, World Health Organization](https://www.cdc.gov/disease-control-prevention/)
- **Isolation** happens when a person is infected with an infectious disease, and is separated from people who are healthy. This also helps stop the spread of the disease. - [Centers for Disease Control and Prevention](https://www.cdc.gov/disease-control-prevention/)
- **Self-isolating** is similar to self-quarantine. A person goes into self-isolation when they are exhibiting flu-like symptoms and can confirm to have been in contact with

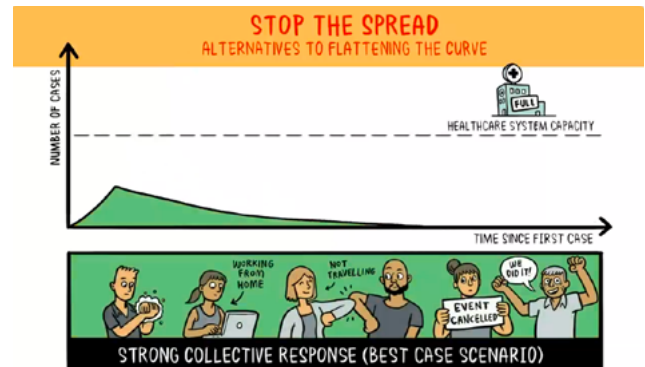
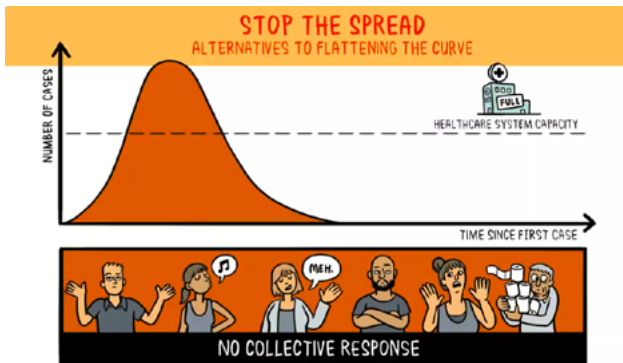
someone infected with COVID-19. During this time, people must limit contact with others and contact a medical professional. - [World Health Organisation, South African Department of Health & Centers for Disease Control and Prevention](https://www.who.int/)

- **Social distancing** involves remaining out of crowded public places where close contact with others may occur, such as shopping centers, movie theaters, stadiums, avoiding mass gatherings, and maintaining distance (2 meters) from others when possible. Social distancing measures often mean canceling big gatherings (such as conferences, classes, and sporting events), restricting mass transit and travel, and working from home. This is done to slow down the transmission of an infectious disease like COVID-19 and also decreases the chances of coming into contact with an infectious person. - [Centers for Disease Control and Prevention](https://www.cdc.gov/disease-control-prevention/)
- **“Flattening the curve”** is the idea that protective measures, like isolation and social distancing, can help delay the number of cases and give hospitals time to prepare and manage for incoming patients. A high curve means there are lots of cases coming in at once whereas a flattened curve means they come in over time. It's the difference between someone having a bed at the hospital or being treated in the parking lot tent.



Source: CDC, Drew Harris
Credit: Connie Hanzhang Jin/NPR

- “Stopping the spread” is the idea that it’s not enough to just slow down the number of cases and that more drastic steps are needed to stop the spread altogether. This means there is a need for strong collective action, like stopping all large gatherings of people, working and learning from home, and voluntary lockdowns. - **The Spinoff**



Credit: @siouxiew @xtotl

HOW DOES COVID - 19 SPREAD?

- People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets.
- The risk of catching COVID-19 from someone with no symptoms at all is very low. However, many people with COVID-19 experience only mild symptoms. This is particularly true at the early stages of the disease. It is therefore possible to catch COVID-19 from someone who has, for example, just a mild cough and does not feel ill.

- **World Health Organisation**

SYMPTOMS

- The most common symptoms of COVID-19 are **fever, tiredness, and dry cough**. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. COVID-19 infection is generally mild, especially for children and young adults
- These symptoms are **usually mild and begin gradually**. Some people become infected but don’t develop any symptoms and don’t feel unwell.
- Most people (about **80%**) recover from the disease without needing special treatment.
- Around **1 out of every 6** people who gets COVID-19 becomes seriously ill and develops difficulty breathing.
- Older people, and those with **underlying medical problems** like high blood pressure, heart problems or diabetes, are more likely to develop serious illness.
- People with fever, cough and difficulty breathing should **seek medical attention**.

- **World Health Organisation**

**Cough****Fever****Shortness of breath**

PREVENTION

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water. Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.
- Maintain at least 1 metre distance between yourself and anyone who is coughing or sneezing.
- Avoid touching eyes, nose and mouth. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.
- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.
- Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance.
- Follow the directions of your local health authority. National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.
- Keep up to date on the latest COVID-19 hotspots (cities or local areas where COVID-19 is spreading widely). If possible, avoid traveling to places – especially if you are an older person or have diabetes, heart or lung disease.

- World Health Organisation



THE BEST WAYS TO PROTECT YOURSELF



Wash your hands frequently and thoroughly, using soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water aren't available.



Cough or sneeze into a tissue or flexed elbow, then throw the tissue in the trash.



Avoid touching your eyes, nose or mouth with unwashed hands.



Avoid close contact with people who are sick, sneezing or coughing.



Stay home when you are ill.



Clean and disinfect surfaces and objects that people frequently touch.



Only wear a face mask if you have respiratory symptoms or are caring for someone with respiratory symptoms.

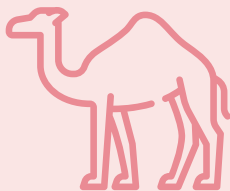
TREATMENT

- There currently isn't a vaccine against developing COVID-19. Antibiotics are also ineffective because COVID-19 is a viral infection and not bacterial.
- If your symptoms are more severe, supportive treatments may be given by your doctor or at a hospital. This type of treatment may involve:
 1. fluids to reduce the risk of dehydration
 2. medication to reduce a fever
 3. supplemental oxygen in more severe cases
- People who have a hard time breathing on their own due to COVID-19 may need a respirator.

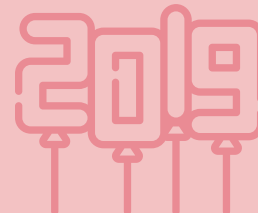
- World Health Organisation

DID YOU KNOW?

Coronaviruses are **zoonotic**, meaning they are **transmitted between animals and people**. SARS-CoV was transmitted from civet cats to humans and MERS-CoV from camels to humans.



COVID -19 was named that way because it started in **2019!**



The pandemic has already had **a big influence on the economy**, mostly in China but it is also starting to affect the rest of the world. The main sectors affected in China so far are **manufacturing and services**. The lower global economic activity has also affected the demand for oil causing **the price of oil to drop**. Africa has also been feeling the consequences of the pandemic as **the Chinese demand for raw products from the continent has dropped since January 2020**.



DEBUNK THE MYTHS!

We are currently all overwhelmed with information about COVID-19 from the media, social media, messaging apps and people around us. It is crucial to get the facts right to have a responsible and safe behaviour and not to give in to panic.

I should wear a face mask

NO - Only wear a mask if you are ill with COVID-19 symptoms (especially coughing) or looking after someone who may have COVID-19. Disposable face mask can only be used once. If you are not ill or looking after someone who is ill then you are wasting a mask. There is a world-wide shortage of masks, so WHO urges people to use masks wisely. - [World Health Organisation](#)

I can become infected from an animal source

YES - To protect yourself, such as when visiting live animal markets, avoid direct contact with

animals and surfaces in contact with animals. Ensure good food safety practices at all times. Handle raw meat, milk or animal organs with care to avoid contamination of uncooked foods and avoid consuming raw or undercooked animal products. - [World Health Organisation](#)

Only older people are at risk of getting really sick if they catch the virus

NO - Persons with pre-existing medical conditions (such as high blood pressure, heart disease, lung disease, cancer or diabetes) also appear to develop serious illness more often than others, as well as people with compromised immune systems. - [Health-E News](#)

RESOURCES

- [WHO Q&A on COVID-19](#)
- [UNICEF and WHO guidance for teachers to protect children and support safe school operations](#)
- [Coronavirus handbook](#)
- [How to cover COVID-19 without spreading misinformation](#)
- [Youtube COVID-19 awareness videos](#)



COVID-19: BACKGROUND, SYMPTOMS, PREVENTION AND TREATMENT

RADIO GUIDE & FORMATS



TIP

Staying up to date with the safety measures that have been suggested by our health officials is important and necessary in curbing the spread of COVID-19. 'Social-distancing' impacts us directly as reporters as it affects how we normally put our show together. Reporting from the safety of your home can still be done using the various mobile messengers such as Whatsapp. The voice note feature is one way, but think about what might work best for your group to exchange your urgent COVID-19 reports without having to be in the same space.

PREPARING FOR THE SHOW

Different ways to talk about COVID-19

- Ways to identify signs and symptoms of COVID-19
- How to help prevent the spread of COVID-19 in my community
- The impact of COVID-19 on the economy in my community
- The role of the media in covering the COVID-19
- The impact of COVID-19 to schools and other social activities in my community (church, local sports games, special commemorative days)
- The mental health consequences of COVID-19 on young people

CHOOSE AN ANGLE



How to help prevent the spread of COVID-19 in my community

Different ways to talk about: **How to help prevent the spread of COVID-19 in my community**

- Day-to-day personal best practices
- How are authorities preparing themselves / dealing with the outbreak?
- What actions are local business and organisations taking?
- How to stay calm and support each other?
- Does my community have sufficient and consistent clean water supply, soap and alcohol-based hand rubs to help prevent the spread of COVID-19?

FORMATS



INTERVIEW



Interview aim

To source information from someone who has expertise or experience of the topic. Keep an eye on the time! Try to keep interviews to about 6 minutes. Check safety guidelines about doing interviews in the context of COVID-19. You might have to do the interview over the phone or think about interviewing people who are social-distancing with you on their personal experiences.



Who do you talk to?

A nurse working at a local hospital or clinic.

Suggested questions for your interview:

- What is the situation in our community at the moment? Are there any cases?
- Should we be worried about cases?
- What is the plan put in place by your hospital in case of infections?
- Has the national ministry of health given nurses and doctors a directive on how to deal with cases in the community? What has the ministry said?
- What should a member of our community do if they think they may have come into contact with someone who is infected?



Who do you talk to?

A relative who may be staying at home with you.

Suggested questions for your interview:

- How do you think COVID-19 will affect how we live as a family?
 - What safety measures have you started to practice in order to be safe?
 - Whose responsibility is it to manage the spread of the COVID-19 disease and why?
 - How has the community responded to the Coronavirus pandemic?
 - What has the advent of this pandemic taught you about life?
-



AUDIO COMMENTARY



Audio commentary aim:

Audio commentary aim: To get people's opinion about a topic they care deeply about. In a time where you might not be able to record this face to face, record your own audio commentary about an issue that you might be experiencing during the Covid-19 outbreak. The audio commentary can then be sent to your station or to your group via WhatsApp.



Who do you talk to?

Ask a person in the community how they are coping with the news of COVID-19. Try to find individuals who come from different backgrounds – age, income, race, citizenship, living situation, religion, etc.



AUDIO PROFILE



Audio profile aim:

To get a first person account of someone's experience. Audio profiles often aim to inspire.



Who do you talk to?

An individual or organization who has experience coping with an outbreak. This could be someone or an organization that was involved and survived Ebola, cholera, malaria, etc. outbreaks. The aim of the interview is to show listeners that there is hope at the end of an outbreak.

Questions to think about before recording the audio profile:

- How does an outbreak impact a community? How does it impact the economy?
- What are some things we can do to prepare?
- How can we help the most vulnerable within our community?
- What are some of the best ways to stay calm during this time?
- What are some of the lessons you learnt from being involved in the outbreak?



PSA



The aim of PSA

To create a public awareness message. Keep your PSA short and sweet! Allot about 30 seconds and do not exceed 45 seconds for a PSA.

**PSA 1**

Voice 1: Hey coach, I am really excited about our soccer tournament on Saturday, we have been training so hard for it.

Voice 2: I am sorry guys, but we are going to have to cancel because of the risk of COVID-19. Our regular training will also be suspended until further notice.

Voice 1: But, we are safe, coach! There haven't been any cases in our community.

Voice 2: This is precisely why we need to cancel, so that we minimise the risk of spreading the disease.

Voice over: With the COVID -19 pandemic growing everyday, it's everybody's responsibility to be responsible and proactive. Avoiding large gatherings until further notice is a good way to help prevent the spread of the virus.

**PSA 2**

Voice 1: Mum! I'm home!

Voice 2: Go wash your hands immediately. Remember what your teacher said about COVID-19.

Voice 1: Ugh... Fine.

[Sound of tap]

Voice 1: Done!

Voice 2: No, no, no - you didn't even use soap. You need to scrub your hands with soap for at least twenty seconds. And don't forget the back of your hands, in between your fingers and under your nails too.

Voice 1: Twenty seconds? I'll die of boredom.

Voice 2: It's not that long. Just sing "Happy Birthday" twice, or the "A, B, C's". Then rinse and dry your hands.

Voice over: With the COVID -19 pandemic growing everyday, it's everybody's responsibility to take the necessary precautions. Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water. Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

**PSA 3**

Voice 1: Dear parents, please note that schools will be closing in the next five days because of the COVID-19 outbreak. We hope to resume the school calendar in 30 days, but that will depend on the developments of the outbreak.

Voice 2: What should our children do all day at home?! Will their education not suffer?

Voice 1: Teachers have prepared home-schooling sheets so they can keep up to date with all their school work during the shutdown.

Voice over: Preventing the spread of COVID-19 doesn't mean learning should stop. Parents and learners are encouraged to form WhatsApp study groups to help each other with school assignments. Limiting contact with others during an outbreak is a good way to stop the infectious disease from spreading.

**PSA 4**

Voice 1 (or more than one person):

Happy birthday to you, happy birthday to you, happy birthday to you, happy birthday dear XXX, happy birthday to you!

ENCORE!

Happy birthday to you, happy birthday to you, happy birthday to you, happy birthday dear XXX, happy birthday to you!

Voice over: We know it's not your birthday. But singing the birthday song two times is how long you need to wash your hands with soap and water. Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water. Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

**HOW TO PRESENT YOUR SHOW**

Use your produced radio features, your research and the suggested script and questions to write your own script. In cases where reporters will be reporting remotely, it may be necessary to share the script in a group message and have Host 1 and Host 2 recording their segments separately. Another option is to have Host 1 record their opening segment and send this as a clip to Host 2. Host 2 can then respond in a way that matches the energy and tone of the first host. In other regions, the groups could agree on having the facilitators host the show in studio, taking the necessary precautionary safety measures. The reporters could create a guiding script or show clock that allows presenters to record remotely and then send the pre-recorded formats to the facilitator.



Host 1: It's just gone [TIME] and you're just in time for the [NAME OF SHOW] on [RADIO STATION]. My name is [NAME].]

Host 2: That's right! And my name is [NAME], and today's show is all about the Coronavirus crisis across the world and what it means for our community. According to the World Health Organization, the novel coronavirus is a new strain that has not been previously identified in humans. The term COVID-19 is used to identify the infectious disease caused by this strain. Currently, there are [NUMBER] of confirmed cases of the virus in [COUNTRY].

Host 1: That's right. The World Health Organization has officially declared the COVID-19 outbreak as a pandemic, meaning that the disease has spread across large regions, for example, across continents and worldwide. To date, about [LATEST WHO FIGURES] have tested positive for COVID-19, [LATEST WHO FIGURES] have recovered and there have been [LATEST WHO FIGURES] deaths. About 80% of people infected recover from the disease without needing special treatment and around 1 out of every 6 people who gets COVID-19 becomes seriously ill and develops difficulty breathing.

Host 2: What a relief! The virus is not as deadly as I had thought it to be, but just because you can recover from it without complications, it doesn't mean we shouldn't be careful and try and prevent getting infected by all means necessary. Especially because, older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. Everyone must try by all means to prevent infection, because it's so easy to spread it. What can we do to make sure we don't contract COVID-19?

Host 1: Well, the most effective way to prevent infection is quite easy. Regularly washing hands with water and soap or an alcohol-based hand rub.

Host 2: Really?!

Host 1: Yes. Washing your hands for 20 seconds is enough. That's as long as singing Happy Birthday To You twice! Health officials also recommend being one metre apart from other people, like we are right now in the studio. This is called social distancing and it's a way of making sure that infections, like COVID-19, don't spread easily.

Host 2: Wow! That's interesting. But what about those communities that don't have proper water and sanitation services? How will they wash their hands? Many people also have to use taxis, busses and trains to travel, how will they make sure they are social distancing?

Host 1: These are very important questions, especially for rural areas and informal settlements. It's important that everyone is protected from this global pandemic. In today's show, we will be talking to various people who will help us understand COVID-19 better and also give us information about how to cope during outbreaks like this.

[PRESENT WHO IS BEING INTERVIEWED]

[PLAY THE INTERVIEW]

[ENGAGE AUDIENCE BY ASKING QUESTIONS AND GIVING THEM A CHANCE TO SHARE THEIR THOUGHTS ABOUT WHAT THEY'VE HEARD]

[OUTRO]

Host 2: Today, we've learnt all about the COVID-19 outbreak which has been declared a global pandemic. We also learnt about the importance of handwashing and keeping a social distance of about one metre as ways to prevent infection.

Host 1: Yes! It is also important that the community is aware of all the correct and accurate information about this virus, so they are empowered and know how to protect themselves and all those around them. Surviving an outbreak is a collective effort and everyone must do all they can, including us.

Host 2: Thank you to all our guests and all of the calls and voice notes. Next week on [DAY] at [TIME] we'll be talking all about [NEXT WEEK'S SHOW TOPIC]. Until then, it's bye from us!