

Ohio Public Health Assist Team Volunteer Requirements Checklist

Introduction

This document provides an overview of items to be completed in advance of being deployed as an Assist Team volunteer. Please note that completion of these items does not guarantee placement, but does allow us to quickly deploy volunteers as needed. Volunteers may use this document as a personal checklist to ensure requirements have been completed.

Volunteer Agreement

A volunteer agreement must be reviewed, signed, and returned prior to deployment. The online form acknowledges the volunteer nature of the work and commitment to confidentiality. Volunteers will be provided with an electronic copy of their signed agreement once deployed. (Note: Additional paperwork may be required by the host agency.)

- The volunteer agreement can be accessed here:
<https://redcap.odh.ohio.gov/surveys/?s=A4LAATTHLM>

Training

In order to prepare for assignments, all volunteers must complete some basic trainings/readings in advance. These requirements may change as the pandemic and associated needs unfold. Note that this content may be supplemented by additional training required by the host agency and/or academic institution. The trainings/readings are broken into three categories:

1. *Required:* These trainings/readings must be completed by all volunteers regardless of assignment. Completion will be validated prior to deployment.
2. *Assignment-Specific:* Depending on the assignment, additional training/readings may be required. ODH will notify volunteers when applicable. Completion will be validated prior to deployment.
3. *Optional:* These trainings/readings are optional and provide additional background/context that volunteers may find helpful. Completion will *not* be validated prior to deployment.

Required

- COVID-19 Public Health Assist Team Orientation:** This introductory module provides a summary of the Assist Team initiative including roles and responsibilities, as well as a high-level overview of the COVID-19 pandemic. The orientation is housed on the online course management system TRAIN - Course ID 1090946. Instructions for creating an account on TRAIN are provided below.

- Tutorials for COVID-19 Contact Tracing:** This four-module course provides a general introduction to field epidemiology and contact tracing as it pertains to COVID-19. This course is housed on the online course management system TRAIN - Course ID: 1090892.

Assignment-Specific

- Guide to Writing for Social Media:** Please review and familiarize yourself with the CDC's [Guide to Writing for Social Media](#). Completion of this review is self-report.

Optional

- A National Plan for to Enable Comprehensive COVID-19 Case Finding and Contact Tracing in the US.** This plan, developed by Johns Hopkins Bloomberg School of Public Health and the Association of State and Territorial Health Officials (ASTHO), outlines a vision for a coordinated effort to “return to normal activity” that includes implementation of a robust and comprehensive system to identify all COVID-19 cases and trace all close contacts. This plan is a call to action and specifies what is needed to establish this system. The link to this plan is [here](#).

- National Coronavirus Response: A Road Map to Reopening.** This document by the American Enterprise Institute (Scott Gottlieb, MD et al) is a guide for limiting the spread of COVID-19 in the US. Described in four phases, the guide offers specific actions that should be taken, beginning with slowing the spread and advancing through preparation for the next pandemic. Access the document [here](#).

- Don't Panic! Principles of Risk and Crisis Communication:** This course, offered by the CDC, is intended for health practitioners who need to increase their ability to effectively communicate with the public, media, emergency personnel, and other health care providers during a crisis. The course is housed on TRAIN – Course ID: 1051581

Optional, continued

- ICS 100: Introduction to the Incident Command System:** This two hour online, self-study course describes the history, features and principles, and organizational structure of the Incident Command System. ICS is a common framework adapted for use by public health agencies to coordinate response to public health emergencies. This two hour training is offered through the Federal Emergency Management Agency (FEMA). The course is free of charge and can be accessed [here](#).

- Coronavirus.ohio.gov:** Review this website, Ohio's go to resource for news, government orders and guidelines, communication messaging, and all things specific to Ohio's COVID-19 response.

Accessing TRAIN

As noted above, several training modules are housed on the online course management system, TRAIN. Instructions for creating a TRAIN account and accessing courses follow.

Creating a TRAIN Account

1. Log onto www.train.org
2. Click on Create an Account (underneath the login on the left-hand side of the screen)
3. Fill out the form and review and accept the TRAIN Policies
 - a. Select your home institution or Ohio Department of Health as your affiliate
4. When you have finished, click Create Account

Accessing a Course

1. Log into www.train.org.
2. Click the Course Catalog tab at the top of the page
3. Enter the Course ID # in the Search TRAIN bar
4. Click on the magnifying glass
5. Click on the Course Title
6. Click the Launch button