



# NOVEL CORONAVIRUS (COVID-19)

---

Health Emergency  
Preparedness  
Table-Top Exercise (TTX)

<COUNTRY NAME>

<<Date and location>>

**PARTICIPANTS' GUIDE**

# CONTENTS

---

- I. Overview .....2
- II. Exercise Objectives .....3
- III. Outcomes .....4
- IV. Exercise & Debriefing Timeframe .....4
- V. What to Bring with you? .....5
- VI. Reference material available .....5
- VII. Ground Rules.....6
  - Role of the facilitators .....6
  - Your role .....6
- VIII. TTX AGENDA .....7

## I. OVERVIEW

---

### ***What Is It?***

The Table Top (TTX) COVID-19 exercise is a tool that has been developed to assist Governments and Agencies in the process of strengthening plans and policies with the intention of being able to identify and contain and outbreak of COVID-19 in the country. The TTX Simulation is designed to support the use of the “WHO Operational Readiness Benchmarks for COVID-19” (*see in reference documents provided*). This exercise uses the scenario of an imported case, as the base for a detailed discussion guided by the exercise facilitator.

During the TTX, there are no "real" actions carried out. The participants (based on their real-life function) explain and discuss among themselves how they would react to the scenario, without being required to execute those actions. Prior to starting the TTX, it is important that all participants know their roles and responsibilities in relation to the national response plan/ appropriate contingency plan.

## II. EXERCISE OBJECTIVES

---

The objectives of the TTX are to:

- Share information on the progress of your preparation, including response capabilities, plans and procedures to identify and respond to an imported case of COVID-19 in your country.
- Identify areas of interdependence between health actors and other sectors
- Conduct gap analysis based on the WHO Operational Readiness Benchmarks for COVID-19 (*see in reference documents*).
- Develop an action plan to enhance your level of readiness, based on the WHO Operational Readiness Benchmarks for COVID-19.
- Review the operation management process for a suspected case of COVID-19
- Confirm arrangements for notification, coordination and internal communications before and after the confirmation of a COVID-19 case.
- Confirm procedures related to the management of a suspected cases before and after laboratory confirmation.
- Review plans to clarify lines of accountability (roles & responsibilities) and communication to enable a timely, well-coordinated and effective response.
- Review the requirements of public health laboratories and funding
- Review risk and media communications plans.

### III. OUTCOMES

---

As a result of the simulation and debriefing activities, participants should:

- Identify the main risks an outbreak will pose in terms of their current response procedures and capacities.
- Identify and agree on next steps and timeframe to strengthen preparedness.
- Better understand the roles/responsibilities and methodologies to work with counterparts and other external partners.
- Be familiar with guidelines, documentation, and tools available to assist in planning and responding to an outbreak.
- Team building, in support of managing a response to COVID-19 and other national emergencies.

### IV. EXERCISE & DEBRIEFING TIMEFRAME

---

The exercise will evolve at an accelerated pace, compressing weeks into approximately 3-4 hours. Food and drinks will be provided for you during scheduled breaks.

A focused group discussion will occur following the exercise. All participating staff will be involved in both the simulation and subsequent group discussion during the debriefing. The group discussion will be organized around the lessons learned from the exercise and will use the WHO Operational Readiness Benchmarks for COVID-19, to determine follow-up actions to enhance the level of national readiness.

Your ***full*** participation is requested for the entire duration of the exercise ***as well as in the debriefing sessions.***

## V. WHAT TO BRING WITH YOU?

---

- National response plan (if any)
- Your agency COVID-19 response plan (if any)
- Your agency pandemic plan (if any)

## VI. REFERENCE MATERIAL AVAILABLE

---

- WHO Operational Readiness Benchmarks for COVID-19\*\*\* [share the list with this manual](#) \*\*\*
- Novel Coronavirus (COVID-19) technical guidance:
  - [laboratory diagnosis](#),
  - [clinical management](#),
  - [infection prevention and control in health care settings](#),
  - [home care for patients with suspected novel coronavirus](#),
  - [risk communication and community engagement](#),
  - [household transmission investigation protocol](#),
  - [disease commodity package](#)
- Online training on [emerging respiratory viruses, including nCoV: methods for detection, prevention, response and control](#)

As only a limited number of copies of the reference materials will be made available in the meeting rooms during the exercise, you are encouraged as a participant to familiarize yourself with these documents before the simulation exercise.

\*\*\*\*\* [Additional documents to be added by the lead facilitator as needed](#)\*\*\*\*\*

## VII. GROUND RULES

---

### ROLE OF THE FACILITATORS

In addition to ensuring the smooth running of the simulation and de-briefing, the task of the facilitator is to assist the participants in achieving the stated objectives of the simulation. To this end, the facilitator will not provide direct answers to questions raised or identified by the participants. Rather he/she will encourage a robust discussion by all participants while at the same time maintaining the overall flow of the simulation.

### YOUR ROLE

- There are no 'role plays'; each participant is required to be themselves based directly on the functions each of you are responsible for. Respond as you would during a real outbreak.
- Your response should be based on country specific data.
- Establish the basis for your response based upon country specific details, data that you have on hand such as the national response plan, as well as local laws, customs, prevention and response capacity, and other information about the country.
- Consider all information you receive as true; as 'fact'
- For the purposes of the simulation, any data that you receive from facilitation team is to be considered correct, true, or 'fact'. Please do not challenge the scenario during the course of the simulation.
- Do NOT create additional fictional scenarios! Use the data presented in the simulation!
- The information you will receive through-out the course of the exercise provides you with ALL the data you will need. Do not invent numbers, figures etc. unless asked to.

## VIII. TTX AGENDA

---

\*\*\*\* *this is an example. Adapt to your schedule* \*\*\*\*

Insert country – COVID-19 Simulation

Insert date and time

Insert location

**Half day 1:** \*\*\* change suggested time if needed but try to keep duration of the sessions \*\*\*\*

08:45 *Registration, insert location (15 mins)*

09:00 *Introduction - WHO WR / Minister / Designated Official (10 mins)*

09:10 *Exercise Objectives and how to play - Lead Facilitator (5 mins)*

09:15 *Table-top Simulation - Lead Facilitator (90 mins)*

10:45 *Coffee break (15 min)*

11:00 *Table-top Simulation - Lead Facilitator (90 min)*

12:30 *Hot-wash - Lead Facilitator (30min)*

13:00 *Close half day 1 (Lunch provided)*

13:00 *Lunch*



**Half Day 2:** \*\*\* change suggested time. It could be done in the afternoon of day 1 or the next morning \*\*\*\*

09:00 *Re-cap - Lead Facilitator (15 mins)*

09:15 *Gaps analysis and action planning (group work) - Lead Facilitator (90 mins)*

10:45 *Coffee break (15 min)*

11:00 *Action planning continued (group work) – Lead Facilitator (30 mins)*

11:30 *Consolidation in plenary session (30 mins)*

12:00 *Wrap up and next steps - Lead Facilitator (30 mins)*

12:30 *Closing - WHO WR / Minister / Designated Official*

Note: The timing provided is purely advisory and should be amended to suit the requirements of the mission.