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Virtual Delivery



Adaptations Guide

MATCH Your Protection: Fearless, Aware, & Protected can be delivered fully online without sacrificing the depth, interaction, or warmth of the in-person experience. This guide covers every adaptation you need – platform setup, activity modifications, demo alternatives, and tips for creating connection through a screen.

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SECTION 1: PLATFORM SETUP & TECHNICAL REQUIREMENTS

Before You Go Live

A technically smooth session lets you focus on facilitation rather than troubleshooting. Do every item on this checklist before your first virtual FAP session.

Platform: Zoom or Microsoft Teams strongly recommended. Both support breakout rooms, polling, chat moderation, and screen sharing simultaneously. Google Meet is acceptable for smaller groups (under 20) if breakout rooms are not needed.

Breakout Rooms: Pre-configure breakout rooms before the session. Know how to manually assign participants, move between rooms, send announcements to all rooms, and end rooms and bring everyone back. Practice this until it is muscle memory.

Co-Host: Assign a co-host if possible. While you facilitate, the co-host manages: admitting participants from the waiting room, muting disruptive audio, monitoring the chat, managing breakout rooms, and keeping time.

Polling Tool: Set up Mentimeter (mentimeter.com) or Slido (slido.com) with your icebreaker poll and myth-busting quiz before the session. Pop Test on a second device to confirm the participant experience.

Shared Documents: Create a Google Slides template for the Continuum of Risk activity. Share with 'anyone with the link can edit' access. Test drag-and-drop on different devices and browsers before the session.

Slide Deck: Have your slide deck in two places: popshared screen from your laptop, AND uploaded to Google Drive as a backup. Know how to switch between your presentation and browser without losing the shared screen.

Audio & Video: Use a dedicated microphone or quality headset – laptop mics pick up echo and room noise. Ensure your background is clean or use a virtual background. Good lighting (face toward a window) makes a significant difference in participant connection.

Tech Check for Participants: Send a tech check link 24 hours before the session. Include: how to join, how to use reactions, how to unmute, and how to access the digital workbook. Reduce barriers to entry.

Recording Policy: Decide in advance whether you will record. If yes, announce it at the start and give participants the option to turn off their camera. If your session involves sensitive personal disclosures, do not record.

SECTION 2: ACTIVITY-BY-ACTIVITY VIRTUAL ADAPTATIONS

How Each HARNESS Activity Translates Online

Icebreakers & Opening

In Person: In Person: Two Truths and a Lie, name and pronoun round, group agreement creation on flip chart.

Virtual: Virtual: Use Mentimeter word cloud ('Submit one word for how you feel right now'), Zoom reactions for agree/disagree icebreakers, or a rapid-fire chat round ('type your answer in 3 words'). Create the group agreement on a shared Google Doc or Jamboard – participants type directly.

Module 1 Pair Shares

In Person: In Person: Natural partner turn-and-talk.

Virtual: Virtual: Send pairs to breakout rooms for 5–7 minutes. Give them a specific prompt in the room description. Bring back and ask one volunteer from each pair to share a single insight.

Communication Role-Play Triads (Module 1)

In Person: In Person: Three people in a physical space – speaker, listener, observer.

Virtual: Virtual: Groups of three in breakout rooms. Assign roles in the breakout room description (e.g., 'Person 1 = speaker, Person 2 = listener, Person 3 = observer'). Rotate roles twice. Co-host checks in on rooms. Full group debrief in main room.

Condom & Barrier Demo (Module 2)

In Person: In Person: Physical models, condoms, dental dams, lube – hands-on practice.

Virtual: Share HARNESS pre-recorded demo videos from the Educators Hub (screen share). Encourage participants to have their own supplies at home and follow along. For live demo: use a close-up camera or document camera if available. Have participants try themselves off-camera and report back.

Lube Station (Module 2)

In Person: In Person: Participants feel different lube types.

Virtual: Virtual: Send participants a 'demo kit' in advance (small lube samples in a mailed packet) if budget allows. Or show comparison video. Use the chat: 'Type which you currently use – water-based, silicone, oil, or not sure.'

Myth-Busting Quiz (Module 3)

In Person: In Person: Kahoot or printed cards.

Virtual: Virtual: Live Mentimeter or Slido quiz – display results in real time on your shared screen. Groups discuss in breakout rooms, then vote. High-energy and works extremely well online.

Case Studies / Scenario Discussions (Module 3 & 4)

In Person: In Person: Printed scenario cards, small group discussion.

Virtual: Virtual: Paste scenarios directly into breakout room descriptions. Groups discuss, then a spokesperson shares back. Alternatively, display scenarios one at a time and use chat for initial responses before discussion.

Continuum of Risk (Module 4)

In Person: In Person: Physical cards placed on a board, Post-its for harm reduction strategies.

Virtual: Virtual: Shared Google Slides with draggable cards. Assign groups to different slides. Participants drag cards to their position on the continuum and add text boxes for harm reduction strategies. Debrief by screen-sharing each group's slide.

MATCH Guided Worksheet (Module 5)

In Person: In Person: Printed MATCH worksheet, facilitator walking the room.

Virtual: Virtual: Share the digital workbook PDF link in the chat. Guide participants through each letter with 3–4 minute individual work periods. Use music (low background) during individual reflection time. Pair share in breakout rooms. Closing circle in main r

Commitment to Action & Closing Circle

In Person: In Person: Go-around with participants speaking their commitment aloud.

Virtual: Virtual: Chat round – everyone types their commitment simultaneously and hits enter on the facilitator's signal. Then a volunteer verbal round. Powerful both ways. End with every participant saying or typing 'I feel more fearless because...'

SECTION 3: MANAGING SENSITIVE TOPICS ONLINE

The Virtual Space & Emotional Safety

Virtual facilitation requires extra intentionality around emotional safety. Participants may feel both more anonymous (easier to share) and more isolated (harder to receive support). Plan for both.

Private DM Option

Announce at the start that participants can direct message you privately in the chat if they want to share something without the group. Check DMs frequently during the session.

Camera-Off Permission

Explicitly give permission to turn off the camera at any time, especially during sensitive discussions. Never require cameras on.

Virtual Disclosures

If a participant shares something deeply personal in the main chat, acknowledge it briefly in the main room and offer to follow up privately. Do not put a person in the spotlight without their explicit invitation.

Crisis Resources in Chat

Drop the PEP hotline (1-888-448-4911), HIV testing locator (gettested.cdc.gov), and local clinic info in the chat at the start of Module 3 – not as a response to distress, but as a standard part of the resource share.

Post-Session Check-In

If a significant disclosure happened, send a private follow-up message after the session: 'Thank you for being so open today. I wanted to check in and make sure you have support. Here are some resources if helpful..'

ENERGY & ENGAGEMENT ONLINE

Keeping Participants Present Through a Screen

Zoom fatigue is real. Here are the most effective techniques for sustaining energy and engagement across a virtual HARNESS session.

- Never speak for more than 8-10 minutes without an interactive element – question, poll, chat response, or breakout.
- Use a 5-minute stretch break every 50-60 minutes. Lead it yourself – stand up, encourage cameras on if comfortable.
- Vary your delivery: alternate between presenting, polling, breakout rooms, and chat-based responses.
- Use music during individual reflection or MATCH worksheet time – let participants know you'll play 3 minutes of music while they write.

- **Call on participants by name occasionally (with warmth, never to put on the spot): 'Jamie, I noticed you had a reaction to that – want to share?'**
- **Use the 'Raise Hand' and reaction features to gauge understanding without requiring participants to speak.**
- **If energy drops visibly, name it and respond: 'I can feel we've been going for a while – let's take 2 minutes to just breathe and reset!'**
- **End 5 minutes early. Participants will leave with a better feeling about the session than if you run over.**



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