
Attachment J: Email Recruitment Letters

Attachment J1: Pre-Survey Notification

Upcoming NIOSH Health and Safety Practices Survey of Healthcare Workers

In (enter month and date), the National Institute for Occupational Safety and Health (NIOSH) which is part of the Centers for Disease Control and Prevention (CDC) will be conducting an online health and safety practices survey of health care workers with the assistance of their contractor, Westat. (Name of professional organization) encourages you to participate in the survey as we are very interested in any data which can lead to your improved health and safety.

The survey, which is anonymous and voluntary, asks about health and safety practices associated with selected hazardous chemical agents you use or are in contact with on your job, including frequency and duration of use of these chemicals and types of exposure controls used. The chemical agents under study include aerosolized medications, antineoplastic agents, chemical sterilants, high level disinfectants, surgical smoke, and anesthetic gases. Information regarding other health and safety hazards is also being collected. The survey will take about 30 minutes to complete. Your participation is critical to the success of the survey.

NIOSH will prepare a report presenting aggregate data from all respondents from (name of professional organization) which will be made available to all of our members.

Should you have any questions about the survey, please contact either of the following NIOSH project staff: Jim Boiano (jboiano@cdc.gov; 513-841-4246) or Andrea Steege (asteege@cdc.gov; 513-841-4538).

Attachment J2: Invitation Email (to be sent by professional organization to sampled members)

Subject: NIOSH Health and Safety Practices Survey of Healthcare Worker Survey

Dear _____,

The National Institute for Occupational Safety and Health (NIOSH) which is part of the Centers for Disease Control and Prevention (CDC) is conducting an online survey of healthcare workers with the assistance of their contractor, Westat. Name of Professional Organization encourages you to participate in the survey as we are very interested in any data which can lead to your improved health and safety. The results will be of use both to NIOSH and to Name of Professional Organization and our members.

The survey asks about health and safety practices, frequency and duration of use, and types of exposure controls used during handling of and/or exposure to hazardous chemical agents on your job. The chemical agents under study include aerosolized medications, antineoplastic agents, chemical sterilants, high level disinfectants, surgical smoke, and anesthetic gases. Information regarding other health and safety hazards is also being collected.

You can complete the survey by clicking on the following link: <http://www.surveyname.org> and entering the following **organization code: XXXX**. This code will let us know which professional organization you belong to so that we can aggregate and report on data from all respondents from your organization. Once you access the survey web page you will be provided with information on the purpose of the survey, your rights, and how the information will be used. Before starting the survey, you will be provided a randomly-generated Resume Survey Code that will allow you to re-enter the survey at the point you left off, in case you get interrupted or for some reason are unable to complete the survey in one sitting. Neither NIOSH nor Westat has a record of your Resume Survey Code. At the start of the survey, you will be asked a series of screening questions to determine whether you are eligible to complete the survey. If you are eligible, you will be asked to complete the survey. The survey will take most respondents about 30 minutes to complete.

While your participation is very important for the success of this effort, your choice to participate is completely voluntary. Your responses to all questions will be kept secure. No personal identifiers, such as name, address or phone number, will be recorded.

A summary report based upon responses from all respondents of Name of Professional Organization will be made available to you within six months of the completion of the survey. The data from this survey may lead to improved health and safety of healthcare workers.

Please accept our thanks in advance for making a difference and completing this important survey.

Sincerely,

Name of Organization's Executive Officer
Name of Organization

John Howard, MD
Director, NIOSH

Attachment J3: First Reminder Email (to be sent by professional organization to sampled members)

Subject: NIOSH Health and Safety Practices Survey of Healthcare Workers

Dear _____,

About two weeks ago, we sent you an email asking you to participate in an online survey concerning your job as a healthcare worker. This survey is being conducted by the National Institute for Occupational Safety and Health (NIOSH) and its contractor, Westat. Name of Professional Organization has agreed to make the survey available to our members as we are very interested in any data which can lead to improved health and safety of our members.

If you have already completed the survey please accept our sincere thanks for your help in this important project. If not, please do so today. Your participation is valued and important for the success of this survey.

The survey can be accessed at the following link: <http://www.surveyname.org> and entering the following **organization code: XXXX**. This code will let us know which professional organization you belong to so that we can aggregate and report on data from all respondents from your organization. Once you access the survey web page you will be provided with information on the purpose of the survey, your rights, and how the information will be used. You will be provided a randomly-generated Resume Survey Code that will allow you to re-enter the survey at the point you left off, in case you get interrupted or for some reason are unable to complete the survey in one sitting. Neither NIOSH nor Westat has a record of your Resume Survey Code. Initially, you will be asked a series of screening questions to determine whether you are eligible to complete the survey. If you are eligible, you will be asked to complete the survey. The survey will take most respondents about 30 minutes to complete.

While your participation is very important for the success of this effort, your choice to participate is completely voluntary. Your responses to all questions will be kept secure. No personal identifiers will be recorded.

A summary report based upon responses from all respondents of Name of Professional Organization will be made available to you. The data from this survey may lead to improved health and safety of healthcare workers.

Thank you in advance for participating in this important survey.

If you have any questions about the survey, please contact either of the following NIOSH Project Staff: Jim Boiano at 513-841-4246 or Andrea Steege at 513-841-4538.

Sincerely,

Name of Organization's Executive Officer
Name of Organization

John Howard, MD
Director, NIOSH

Attachment J4: Second Reminder Email (to be sent by professional

organization to sampled members)

Subject: NIOSH Health and Safety Practices Survey of Healthcare Workers

Dear _____,

About four weeks ago an email was sent inviting you to participate in the NIOSH healthcare worker survey. Name of Professional Organization has agreed to make the survey available to our members as we are very interested in any data which can lead to improved health and safety of our members.

If you have already completed the survey, we thank you again for your help and ask that you simply disregard this notice.

Otherwise, we ask that you complete the survey today. You can complete the survey by clicking on the following link: <http://www.surveyname.org> and entering the following **organization code: XXXX**. This code will let us know which professional organization you belong to so that we can aggregate and report on data from all respondents from your organization.. Once you access the survey web page you will be provided with information on the purpose of the survey, your rights, and how the information will be used. You will be provided a randomly-generated Resume Survey Code that will allow you to re-enter the survey at the point you left off, in case you get interrupted or for some reason are unable to complete the survey in one sitting. Neither NIOSH nor Westat has a record of your Resume Survey Code. Initially, you will be asked a series of screening questions to determine whether you are eligible to complete the survey. If you are eligible, you will be asked to complete the survey. The survey will take most respondents about 30 minutes to complete.

While your participation is very important for the success of this effort, your choice to participate is completely voluntary. Your responses to all questions will be kept secure. No personal identifiers will be recorded.

Thank you in advance for participating in this important survey.

If you have any questions about the survey, please contact either of the following NIOSH Project Staff: Jim Boiano at 513-841-4246 or Andrea Steege at 513-841-4538.

Sincerely,

Name of Association Executive
Name of Organization

John Howard, MD
Director, NIOSH

Attachment J5: Final Reminder Email (to be sent by professional association to sampled members)

Subject: Final opportunity to participate in the NIOSH Health and Safety Practices Survey of Healthcare Workers. Please complete survey by midnight on Enter Date

Dear _____,

Less than six weeks ago, an email was sent to you asking you to complete the NIOSH healthcare worker survey. If you have already completed the survey, we thank you again for your help and ask that you simply disregard this notice.

Otherwise, we ask that you complete the survey today. This will be the final reminder that you receive and the survey will only be available until midnight on Enter Date. You can complete the survey by clicking on the following link: <http://www.surveyname.org> and entering the following **organization code: XXXX**. This code will let us know which professional organization you belong to so that we can aggregate and report on data from all respondents from your organization. Once you access the survey web page you will be provided with information on the purpose of the survey, your rights, and how the information will be used. You will be provided a randomly-generated Resume Survey Code that will allow you to re-enter the survey at the point you left off, in case you get interrupted or for some reason are unable to complete the survey in one sitting. Neither NIOSH nor Westat has a record of your Resume Survey Code. Initially, you will be asked a series of screening questions to determine whether you are eligible to complete the survey. If you are eligible, you will be asked to complete the survey. The survey will take most respondents about 30 minutes to complete.

While your participation is very important for the success of this effort, your choice to participate is completely voluntary. Your responses to all questions will be kept secure. No personal identifiers will be recorded.

Thank you in advance for participating in this important survey.

If you have any questions about the survey, please contact either of the following NIOSH Project Staff: Jim Boiano at 513-841-4246 or Andrea Steege at 513-841-4538.

Sincerely,

Name of Association Executive
Name of Organization

John Howard, MD
Director, NIOSH