

## Attachment E - Advance Survey Recruitment E-mail

Send message at most 1 week prior to survey opening [Date TBD pending OMB approval]

**From:** Jasmine Kenney  
Health Communications Specialist  
Chenega Government Consulting  
CDC Community Interventions for Infection Control Unit (CI-ICU)  
**To:** [Insert contact name] (Contact person at each partner organizations)  
**Subject:** CDC Pandemic Influenza NPI Survey

Dear [Insert contact name]

The CDC Community Interventions for Infection Control Unit (CI-ICU), with the assistance of Oak Ridge Institute for Science and Education (ORISE), will be conducting a Web-based survey to determine the best methods for disseminating health information about pandemic influenza nonpharmaceutical interventions (NPIs) to state, tribal, local and territorial health departments (STLTs) so they can effectively implement, communicate, and monitor NPI-related information in their communities. It will also help CDC develop NPI materials and training for STLTs. No personal identifying information will be requested.

As a key partner in pandemic influenza preparedness, CDC would like to request your help in distributing the Web-based survey to members of your organization who are public health officials in STLTs. The survey will take approximately 20-25 minutes to complete.

In the next few days, we will send you another e-mail to forward to your members with instructions on how to complete the survey and the link to it. The survey link will be available for 10 business days.

In addition, on day 5 and day 8, we will send you reminder e-mails to forward to your members who have not completed the survey.

Your partnership is very valuable to us, and we hope you participate in this opportunity to provide important and needed feedback to CDC.

Please feel free to contact me at [hbu2@cdc.gov](mailto:hbu2@cdc.gov) if you have any questions about this project. We will be in touch with you soon. Thank you.

Sincerely,