

Attachment G – Survey Reminder E-mails

FIRST E-MAIL REMINDER

Send message on day 5 [Date TBD pending OMB approval]

From: Jasmine Kenney, MPH

Health Communications Specialist
Chenega Government Consulting
CDC Community Interventions for Infection Control Unit (CI-ICU)

To: [Insert contact name] (Contact person at each partner organization)

Subject: CDC Pandemic Influenza NPI Survey – FIRST REMINDER

Dear [Insert contact name] (Contact person at each partner organization),

Five days ago, I announced the opening of the CDC Pandemic Influenza Nonpharmaceutical Interventions (NPI) Survey. Below is a brief reminder for you to forward to your members.

Thank you for your participation and support.

Sincerely,

From: [Insert contact name, Title]

To: [Insert Organization name] member

Subject: CDC Pandemic Influenza NPI Survey – FIRST REMINDER

Dear [Insert Organization name] member,

This is a reminder regarding the CDC Pandemic Influenza Nonpharmaceutical Interventions (NPI) Survey. The survey is available online and is estimated to take approximately 20-25 minutes to complete. The survey closes on [actual date TBD pending OMB approval]. Please follow this link to the survey: [Insert survey link].

Your participation in this survey is greatly appreciated. Your feedback is important as it will help CDC support your public health efforts around implementing, communicating, and monitoring NPIs before, during, and after an influenza pandemic. It will also help CDC develop NPI materials and training for state, tribal, local and territorial health departments (STLTs).

If you have questions or concerns regarding the survey, please contact Ms. Jasmine Kenney at hbu2@cdc.gov.

Thank you.

FINAL E-MAIL REMINDER

Dissemination on day 8 [Date TBD pending OMB approval]

From: Jasmine Kenney, MPH

Chenega Government Consulting

CDC Community Interventions for Infection Control Unit (CI-ICU)

To: [Insert contact name] (Contact person at each partner organization)

Subject: CDC Pandemic Influenza NPI Survey – FINAL REMINDER

Dear [Insert contact name] (Contact person at each partner organization),

A few weeks ago, I announced the opening of the CDC Pandemic Influenza Nonpharmaceutical Interventions (NPI) Survey. Below is a brief reminder for you to forward to your members.

Thank you for your participation and support.

Sincerely,

From: [Insert contact name, Title]

To: [Insert Organization name] member

Subject: CDC Pandemic Influenza NPI Survey – FINAL REMINDER

Dear [Insert Organization name] member,

This is a final reminder to please complete the CDC Pandemic Influenza Nonpharmaceutical Interventions (NPI) Survey. The survey is available online and is estimated to take approximately 20-25 minutes to complete. The survey closes on [actual date TBD pending OMB approval]. Please follow this link to the survey: [Insert survey link].

Your participation in this survey is greatly appreciated. Your feedback is important to CDC, as it will help CDC support your public health efforts around implementing, communicating, and monitoring NPIs before, during, and after an influenza pandemic. It will also help CDC develop NPI materials and training for state, tribal, local and territorial health departments (STLTs). No personal identifying information will be requested.

If you have questions or concerns regarding the survey, please contact Ms. Jasmine Kenney at hbu2@cdc.gov.

Thank you.