

Attachment 3 - Notification Script

Subject line:

Reminder: Hand Hygiene Behaviors Discussion ([DATE], [TIME])

Email Text:

Dear [NAME],

You previously completed a screening form to determine your eligibility to participate in a focus group focused on opinions of hand hygiene behaviors. We are emailing to inform you that you have been selected to participate in the focus group.

As a reminder [CONSULTING COMPANY] is conducting two focus groups with men and women to learn about opinions of hand hygiene behavior and preferences for health information. Focus group findings will be used to help develop a health communication campaign focused on hand hygiene behaviors. In the focus groups we will discuss hand hygiene behavior when in contact with food, after use of the bathroom, as well as your preferences for health information.

This informal discussion will last about 90 minutes and will be located in [LOCATION]. Also, the discussions will be audio recorded.

You will not be asked to buy anything during the focus groups, we are only interested in your opinions. You will receive \$40 as a token of appreciation for participating in this discussion. Also, we need to let you know that there will not be any childcare provided during the focus group discussion, so please make the appropriate childcare arrangements if you have children.

The focus group will occur on [DATE] at [TIME] and will be held at [LOCATION]. If you are able to participate please reply to this email or call our study team at [PHONE] to confirm. Our study team will also send you an email reminder before the focus group.

Thank you,

[NAME]

Phone Notification of Selection:

Hello, can I please speak to [NAME]?

You previously completed a screening form to determine your eligibility to participate in a focus group focused on opinions of hand hygiene behaviors. We are emailing to inform you that you have been selected to participate in the focus group.

As a reminder [CONSULTING COMPANY] is conducting two focus groups with men and women to learn about opinions of hand hygiene behavior and preferences for health information. Focus group findings will be used to help develop a health communication campaign focused on hand hygiene behaviors.

This informal discussion will last about 90 minutes and will be located in [LOCATION]. Also, the discussions will be audio recorded.

You will not be asked to buy anything during the focus groups, we are only interested in your opinions. You will receive \$40 as a token of appreciation for participating in this discussion. Also, we need to let you know that there will not be any childcare provided during the focus group discussion, so please make the appropriate childcare arrangements if you have children.

The focus group will occur on [DATE] at [TIME] and will be held at [LOCATION].

Would you be able to participate in the focus group at that time?

- IF YES: Confirm with participant and notify that the team will also send an email reminder before the focus group.
- IF NO: Thank them for their time.

Thank you for taking the time to speak with me. If you have any questions about the focus groups, please contact [INSERT POINT OF CONTACT AT CONSULTING FIRM].