

All Email Communications Are Contained Within This Document

ECHO Biosafety Sessions Registration Letter (Associated with Survey 1)

To: Individual

Cc: dlsbiosafety@cdc.gov

Subject line: Invitation to Participate in the CDC and Project ECHO Biosafety Community of Practice Sessions

Message text:

Dear Colleague,

We would like to invite you to participate in the Extension for Community Healthcare Outcomes (ECHO) Project Biosafety Community of Practice (CoP) sessions facilitated by the Division of Laboratory Systems, Centers for Disease Control and Prevention.

Please complete the registration form with the link [here](#), which will take no more than one minute to complete. Your responses will be anonymous, and no unique identifying information will be sought or kept. If you encounter issues with this registration, please email dlsbiosafety@cdc.gov.

We appreciate your time and thank you in advance for your participation. If you have any questions about the ECHO Biosafety CoP or this evaluation, please contact dlsbiosafety@cdc.gov.

Sincerely,

[Name, Credentials]

Quality and Safety Systems Branch
Division of Laboratory Systems
Center for Surveillance, Epidemiology, and Laboratory Services
Centers for Disease Control and Prevention

Invitation Letter to Post-Session Survey (Associated with Survey 2)

To: Individual

Cc: dlsbiosafety@cdc.gov

Subject line: Invitation to Participate in the CDC and Project ECHO Biosafety Community of Practice Survey

Message text:

Dear Colleague,

In 2020, the Division of Laboratory Systems (DLS) within Center for Surveillance, Epidemiology, and Laboratory Services (CSELS), Centers for Disease Control and Prevention (CDC), launched a pilot laboratory community of practice (CoP) on diagnostic excellence. This CoP, based on the ECHO Model™, is designed around case-based learning and mentorship by remotely connecting laboratory professionals, clinicians, and leadership in rural and community hospital settings with experts in diverse disciplines of laboratory medicine and related specialties. Based on the results of the pilot CoP, DLS is bringing together a community to focus on biosafety strategies laboratories are trying to implement or issues encountered during implementation.

DLS is seeking to examine the utility of the Project ECHO Biosafety CoP to help improve the delivery of sessions and assure that sessions are managed effectively and focused on biosafety issues of current importance to laboratories. You are receiving this email because you have participated in one of the CoP sessions.

Your feedback is essential in helping CDC improve the effectiveness and relevance of the ECHO Biosafety CoP. Please complete this brief survey about your experience by going to this [link](#).

It should take no more than 2 minutes to complete the survey, and your participation is voluntary. Your responses will be anonymous, and no unique identifying information will be sought or kept. The feedback we receive will be summarized in aggregate only and used for program improvement. **Prev**

We appreciate your time and thank you in advance for your valuable feedback. If you have any questions about the ECHO Biosafety CoP or this evaluation, please contact dlsbiosafety@cdc.gov.

Sincerely,

[Name, Credentials]

Quality and Safety Systems Branch
Division of Laboratory Systems
Center for Surveillance, Epidemiology, and Laboratory Services
Centers for Disease Control and Prevention

Invitation Email for both Follow-up Surveys (Associated with Survey 3)

To: Individual

Cc: dlsbiosafety@cdc.gov

Subject: Project ECHO Biosafety Community of Practice Session –Post-Session Evaluation Survey

Dear Colleague,

Thank you for taking this voluntary survey to help us understand to what extent the ECHO Biosafety Community of Practice sessions facilitated by the Division of Laboratory Systems, Centers for Disease Control and Prevention have been serving the needs of the participants. Please complete this brief survey about your experience by going to this [link](#) (for sessions 1-5; [link](#) for sessions 6-11). The feedback you provide will also inform future session development.

Survey questions will take no more than 2 minutes to complete. Your responses will be anonymous, and no unique identifying information will be sought or kept. The feedback we receive will be summarized in aggregate only and used for program improvement. If you encounter issues with this evaluation, please email dlsbiosafety@cdc.gov

Thank you for sharing your feedback to improve the ECHO Biosafety Community of Practice.

Sincerely,

[Name, Credentials]

Quality and Safety Systems Branch
Division of Laboratory Systems
Center for Surveillance, Epidemiology, and Laboratory Services
Centers for Disease Control and Prevention

Email Reminders (Associated with Surveys 2 and 3)

To: Individual

Cc: dlsbiosafety@cdc.gov

Subject: REMINDER: Project ECHO Biosafety Community of Practice Session Evaluation Survey

Dear Colleague,

This email serves as a reminder about the Project ECHO Biosafety Community of Practice (CoP) session evaluation survey. Your feedback is essential in helping CDC improve the effectiveness and relevance of the ECHO Biosafety CoP.

As of today, we have not received your response. Please click on the following link <INSERT SCHEDULE URL> to complete the survey by <DATE>. You also may copy and paste the link into your browser.

This survey should take no more than 2 minutes to complete, and your participation is entirely voluntary. Your responses will be anonymous, and no unique identifying information will be sought or kept. The feedback we receive will be summarized in aggregate only and used for program improvement.

We appreciate your time and thank you in advance for your valuable feedback. If you have any questions about the ECHO Biosafety CoP or this evaluation, please contact dlsbiosafety@cdc.gov.

Thank you for sharing your feedback to improve the ECHO Biosafety Community of Practice.

Sincerely,

[Name, Credentials]

Quality and Safety Systems Branch
Division of Laboratory Systems
Center for Surveillance, Epidemiology, and Laboratory Services
Centers for Disease Control and Prevention

Thank-You Email

To: Individual

Cc: dlsbiosafety@cdc.gov

Subject: THANK YOU: Project ECHO Biosafety Community of Practice Survey

Dear Colleague,

Thank you for completing the Project ECHO Biosafety Community of Practice (CoP) Session Evaluation Survey! Your input is valuable and greatly appreciated. Information provided through this assessment will help CDC improve the effectiveness and relevance of the ECHO Biosafety CoP. The feedback we receive will be summarized in aggregate only and used for program improvement.

Thank you again, and do not hesitate to contact dlsbiosafety@cdc.gov if you have any questions.

Sincerely,

[Name, Credentials]

Quality and Safety Systems Branch
Division of Laboratory Systems
Center for Surveillance, Epidemiology, and Laboratory Services
Centers for Disease Control and Prevention