

*[The following script is to be read to research participants before they are approached to schedule their next in-person visits to Kessler Foundation. Ideally, a Participant Information Sheet (see separate document) would be sent in advance of this script, but can be sent afterward if needed.]*

**Study Protocol Number:** \_\_\_\_\_\_\_\_\_\_\_ **Participant Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am calling to let you know that Kessler Foundation is now scheduling appointments for in-person research visits. Before we make your next appointment, I would like to let you know about the specific actions that Kessler Foundation is taking to protect the health and safety of our research participants and our employees when they come to Kessler Foundation buildings.

In-person research activities at Kessler Foundation involve interactions with other people indoors. This creates the potential for an increased risk of exposure to the COVID-19 virus. This risk is considered comparable to other risks one might encounter in everyday life, such as going to the grocery store.

*Investigators whose studies may involve risks greater than visiting a grocery store should customize this section to fit their study and submit this section to the IRB for review prior to implementing the script.*

*[If information sheet sent before call]* An information sheet with details about these precautions has been sent to you by \_\_\_ [email/mail]. Did you receive it?

* **YES** – I am glad. I hope you have had a chance to read it.
* **NO** – We will send you the information sheet so that you may read it as you wish. What is the best way to send it? ❒ Mail ❒ Email *[Verify appropriate address and document in SIMS]*

Now I will describe the safety procedures that Kessler Foundation has put in place in its facilities to minimize the risk to research participants and to Kessler staff during the COVID-19 pandemic.

**The actions we are taking at Kessler Foundation to reduce your risk of exposure to the COVID-19 virus include (but are not limited to):**

* Screening all people who enter Kessler Foundation facilities for symptoms of illness
* Having all workers wear masks when moving around our facilities
* Maximizing physical distancing between people of 6 feet or more whenever possible
* Cleaning and disinfecting all testing rooms, restrooms, and all common areas, with frequently touched surfaces cleaned multiple times a day
* Placing hand sanitizer stations and disinfecting wipes throughout our facilities
* Improving air conditioning and ventilation systems to increase airflow
* Using telephone and web-based conferencing to complete study activities instead of in-person meetings, whenever possible

**We also need your help to protect others.** Just as your risk of exposure to COVID-19 increases with greater in-person interactions, so does the risk to staff and others at Kessler Foundation. To help us protect each other:

1. **If you have a scheduled visit, please evaluate your health before coming in for your visit.** If you have any of the following new or unexplained symptoms, please stay home and consider seeking medical advice:
	* Cough
	* Fever
	* Shortness of breath
	* Sore throat
	* Body aches
	* Headache
	* Chills
	* Recent loss of taste or smell
2. **You will be asked to participate in a health screening when you arrive at our facility.** A screener will take your temperature with a thermometer that does not touch your skin before you enter. If your temperature is greater than 100°F, you will be asked to return home for the day and it will be suggested you seek medical attention.
3. **You will be required to wear a face covering throughout your visit to Kessler Foundation.**  If you are coming for a study at our Kessler West Orange site (1199 Pleasant Valley Way), or our Kessler East Hanover site (120 Eagle Rock Avenue), you will be required to wear a new surgical mask provided to you upon entry. There may be some studies where investigators ask you to remove your mask for some portion of the study; however, you will be instructed when it is appropriate to do so.
4. **Please maximize physical distance from other people when possible, wash or sanitize your hands frequently, and cover coughs and sneezes if you can.**
5. **Research participants cannot have anyone accompanying them past the Kessler Institute screener, unless their companion is needed to provide physical assistance while in the building (to use restroom, complete study tasks, etc.). All others are encouraged to either wait outside in their cars or return when the testing visit concludes.**
6. **Please notify us immediately if you or a household member tests positive for COVID-19 within a month before or after your scheduled visit to our campuses. We will notify you before your scheduled visit if we learn that a staff member with whom you have had close contact (or someone in that staff member’s household) is diagnosed with COVID-19.**

**After hearing about the safety procedures at Kessler Foundation, are you ready and willing to make an appointment for your next study visit?**

* **YES** – Research Staff Member Initials: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_
* **NO** – I would be glad to give you more time to review the information sheet and think about making a study appointment. When would you like me to call back?

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*[If information sheet will be sent after the call]* I will send you an information sheet that describes what we just discussed together, so you may read it as you wish. What is the best way to send it? ❒ Mail ❒ Email *[Verify appropriate address and document in SIMS]*

We greatly appreciate your patience, cooperation, and contributions to our mission to improve the lives of people with disabilities. We look forward to working with you.