

Dear Research Volunteer:

Kessler Foundation is pleased to be able to invite you to our campuses to participate in research.

**The health and well-being of research participants and research staff is very important to us. In this message, we share important information about in-person participation in research at Kessler Foundation.**

**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 those described here should customize this section to fit their study, and submit to the IRB for review prior to implementing this script.]*

**Kessler Foundation has put in place a number of safety procedures in its facilities to minimize the risk to research participants and Kessler staff during the COVID-19 pandemic**. These 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

Please note the following:

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 the 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 in the month before or after your scheduled visit to our campuses**. We will notify you before your visit if we learn that a staff member with whom you had close contact (or a member of that staff member’s household) is diagnosed with COVID-19.

You will be contacted by a member of our research staff to review the information above and address any questions or concerns you may have. We also encourage you to reach out to us by contacting *[insert appropriate name and number].*

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.

The Kessler Foundation Team