

Appendix G

Email Messages to Participants

Email for **first meeting** to begin the study and take first set of surveys

Dear [name],

We have you scheduled to meet with Dr. Lois James on [date] at [time] at [location]. During this first appointment you will begin the pilot study to test the new online training program titled, *NIOSH Training for Law Enforcement on Shift Work and Long Work Hours*. As I mentioned, to help keep your study data confidential, I have not told Dr. James your name and have told her you are a participant in this study coming at this appointment time. Dr. James will fit you with the actigraph and answer any questions you have about wearing it and answer questions about the surveys.

Here is a link to your first online survey, which you will fill out during this meeting [[Initial survey link](#)]. Use your personal mobile device or personal computer to fill out the surveys and be sure to enter your study identification number at the beginning of each one. This initial survey will take about 10 minutes.

As I mentioned, you will wear the actigraph and keep a brief sleep activity diary for 28 days starting with the day you begin wearing the actigraph. The diary will take about 1 minute to fill out when you wake up from your major sleep episode and 1 minute before you go to sleep for your major sleep episode.

- Use this link to fill out the sleep activity diary on the day you begin wearing the actigraph [[link for 1st time wearing the actigraph before bed - use this only that first day](#)].
- Use this link to fill out the sleep activity diary after you wake up from your major sleep episode each day [[sleep diary when wake up](#)]
- Use this link to fill out the sleep activity diary before you go to sleep for your major sleep episode each day [[sleep diary before sleep](#)]

If you have any questions or comments while participating in the study, I will be happy to talk to you over the phone. To schedule a time to talk, please email me some good times for you and I will email to let you know when I will phone you.

We greatly appreciate your participation,

Claire

Claire C. Caruso, PhD, RN, FAAN
Research Health Scientist
National Institute for Occupational Safety and Health, CDC
Cincinnati, OH 45226-1998
Email: policestudy@cdc.gov

Email for participant **to take the online training** and complete the surveys afterward

Dear [name],

During week 3 of the study from [date] to [date], you will take a new online training program that is available on this link [[new law enforcement online training program](#)]. The training will take about 2.5

hours. You can take it at any times that are convenient during week 3, either all at once or over the course of several short time periods. When you are finished taking the training, you will fill out a 10-minute survey with knowledge questions and items to ask your feedback about the training. When you finish the training, the last page has the link to the online survey, which you will click to take the survey.

If you have any questions or comments while participating in the study, I will be happy to talk to you over the phone. To schedule a time to talk, please email me some good times to talk and I will email to let you know when I will phone you.

We greatly appreciate your participation,

Claire

Claire C. Caruso, PhD, RN, FAAN
Research Health Scientist
National Institute for Occupational Safety and Health, CDC
Cincinnati, OH 45226-1998
Email: policestudy@cdc.gov

Email to **set up the appointment to return the actigraph** to Dr. James

Dear [name],

We need to set up a time for you to meet with Dr James for 5 minutes to return the actigraph. Please let me know several times you are available for this short meeting and I will let you know which time works for Dr. James also.

If you have any questions or comments while participating in the study, I will be happy to talk to you over the phone. To schedule a time to talk, please email me some good times to talk and I will email to let you know when I will phone you.

We greatly appreciate your participation,

Claire

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National Institute for Occupational Safety and Health, CDC
Cincinnati, OH 45226-1998
Email: policestudy@cdc.gov

Email for appointment **to return the actigraph** on day 28 of the study

Dear [name],

We have you scheduled to meet with Dr. Lois James for a 5 minute meeting on [date] at [time] at [location] for you to return the actigraph.

During the next 6 weeks, no data will be collected for this study. We will contact you around [date] to begin the last 2 weeks of data collection.

If you have any questions or comments while participating in the study, I will be happy to talk to you over the phone. To schedule a time to talk, please email me some good times to talk and I will email to let you know when I will phone you.

We greatly appreciate your participation,

Claire

Claire C. Caruso, PhD, RN, FAAN
Research Health Scientist
National Institute for Occupational Safety and Health, CDC
Cincinnati, OH 45226-1998
Email: policestudy@cdc.gov

Email to **set up the appointment to meet to get fitted with the actigraph**

Dear [name],

We need to set up a time for you to meet with Dr James for 10 minutes to be fitted with the actigraph. Please let me know several times you are available for this short meeting and I will let you know which time works for Dr. James also.

If you have any questions or comments while participating in the study, I will be happy to talk to you over the phone. To schedule a time to talk, please email me some good times to talk and I will email to let you know when I will phone you.

We greatly appreciate your participation,

Claire

Claire C. Caruso, PhD, RN, FAAN
Research Health Scientist
National Institute for Occupational Safety and Health, CDC
Cincinnati, OH 45226-1998
Email: policestudy@cdc.gov

Email for appointment **at the beginning of week 11** of the study to be fitted with actigraph

Dear [name],

We have you scheduled to meet with Dr. Lois James for a 10 minute meeting on [date] at [time] at [location] for you to be fitted with the actigraph.

During the next 2 weeks, you will wear the actigraph and fill out the sleep activity diary. The diary will take about 1 minute to fill out when you wake up from your major sleep episode and 1 minute before you go to sleep for your major sleep episode.

- Use this link to fill out the sleep activity diary on the day you begin wearing the actigraph [link for 1st time wearing the actigraph before bed - use this only that first day].
- Use this link to fill out the sleep activity diary after you wake up from your major sleep episode each day [sleep diary when wake up]

- Use this link to fill out the sleep activity diary before you go to sleep for your major sleep episode each day [sleep diary before sleep]

If you have any questions or comments while participating in the study, I will be happy to talk to you over the phone. To schedule a time to talk, please email me some good times to talk and I will email to let you know when I will phone you.

We greatly appreciate your participation,

Claire

Claire C. Caruso, PhD, RN, FAAN
Research Health Scientist
National Institute for Occupational Safety and Health, CDC
Cincinnati, OH 45226-1998
Email: policestudy@cdc.gov

Email to **set up the appointment to meet to return the actigraph and end the study**

Dear [name],

We need to set up a time for you to meet with Dr James for 10 minutes to return the actigraph and fill out a short online survey. Please let me know several times you are available for this short meeting and I will let you know which time works for Dr. James also.

If you have any questions or comments while participating in the study, I will be happy to talk to you over the phone. To schedule a time to talk, please email me some good times to talk and I will email to let you know when I will phone you.

We greatly appreciate your participation,

Claire

Claire C. Caruso, PhD, RN, FAAN
Research Health Scientist
National Institute for Occupational Safety and Health, CDC
Cincinnati, OH 45226-1998
Email: policestudy@cdc.gov

Email for **appointment on last day of the study**

Dear [name],

We have you scheduled to meet with Dr. Lois James for a 10 minute meeting on [date] at [time] at [location] for you to return the actigraph, take a short survey, and end your participation in the study. Dr. James will give you a \$20 gift card, which is a small token of appreciation for your participation.

Here is a link to your final survey, which you will fill out during this meeting [[final survey link](#)].

If you have any questions or comments while participating in the study, I will be happy to talk to you over the phone. To schedule a time to talk, please email me some good times to talk and I will email to let you know when I will phone you.

We greatly appreciate all your time and effort to participate in this study. Your participation will greatly benefit the policing profession as we try to find effective ways of reducing fatigue and promoting sleep, health, and safety.

Sincerely,

Claire

Claire C. Caruso, PhD, RN, FAAN
Research Health Scientist
National Institute for Occupational Safety and Health, CDC
Cincinnati, OH 45226-1998
Email: policestudy@cdc.gov