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TELFER

Organizational Response to Disease Outbreak: Study 3 (Market Research Sample)

SMU REB # 20-094
Saint Mary's University
Halifax, NS B3H 3C3

CBU REB # 1920-107
Cape Breton University
Sydney, NS B1P 6L2

MountA REB # 102828
Mount Allison University
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Please read this letter. If you agree to participate in this study, please click the “Agree” button at the bottom of this page to provide your consent.

INTRODUCTION

We are inviting you to participate in a research project to examine organizations' reactions and responses to the Covid-19 (novel Corona virus) pandemic. This project is being conducted by Dr. Kevin Kelloway, Dr. Stephanie Gilbert, Dr. Jane Mullen, Dr. Jennifer Dimoff, Tabatha Thibault, Vanessa Myers, and Rachael Jones-Chick, of Saint Mary's University, Cape Breton University, Mount Allison University, and University of Ottawa. This research project is funded by the Canadian Institutes of Health Research (CIHR), New Brunswick Health Research Foundation (NBHRF) and Research Nova Scotia (RNS).

PURPOSE OF THIS RESEARCH

This study will examine organizations' reactions and responses to the Covid-19 pandemic. The goal of the proposed research is to identify organizational “best practices” in response to a threatened disease outbreak. Specifically we will examine the effect of organizational policies, practices and communication on employees' perceptions, attitudes, and behaviours.

WHO IS ELIGIBLE TO TAKE PART

Canadians aged 18 and over, who are currently employed (at least 20 hours a week), are fluent in English, and have access to a phone in order to be contacted to participate are eligible to participate.

GENERAL INFORMATION

We are asking participants to complete a 20-minute survey at three separate time periods (4 months apart). We will ask you questions about your organization's policies and procedures as well as questions relating to your health, mental health, and workplace behaviours.

If you participate, you will be contacted by MQO research in approximately three months' time. Your participation in this first survey in no way obligates you to complete a second or third survey. However, we would appreciate your participation in all surveys

All information collected is confidential and will only be used as part of research being carried out by the researchers mentioned above. It is **very important** that you complete the survey at all three time phases of the study, so that we can link your responses over time. If you participate in all phases, this will allow for much more valuable data. However, we emphasize that your participation in all phases of this study is **entirely voluntary** and you may choose not to participate at any time.

BENEFITS OF PARTICIPATING

There are no direct benefits to participating in this study. However, you may gain some insights into how you feel about your organization's response to the Covid-19 pandemic. Additionally, we include some questions directly from the Covid-19 screening questionnaire from 811. These questions may give you an idea of if you may have the virus. If you experience any of the symptoms listed, please self-isolate and/or and contact public health in your area.

RISKS OF PARTICIPATING

There are minimal risks to participating in this research. We are aware that issues relating to Covid-19 are stressful. Although the information you will be providing us through this survey is very important, if at any point completing this survey causes your stress or anxiety levels to increase, we encourage you to stop filling out the survey. In the event of any adverse experience resulting from participating in the present research, please contact Dr. Kelloway.

Should you wish to talk to someone about any distressing situations that you have described, please contact your organization's EAP, a counselor, or a member of the clergy.

For information on Covid-19, please visit

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/events-as-they-happen> or <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>.

PARTICIPATION IS VOLUNTARY

Your participation is completely voluntary. If you choose to stop participating before a survey session is completed, this can be done by telling the person asking the survey questions over the phone that you would like to stop participating. However, once you submit your responses at the end of the survey, we are unable to remove your data. This is because we are not collecting any identifying information and therefore we will not know which responses are yours.

You may withdraw from this study at any time without penalty. Please also note that, except for a few required questions (i.e., Are you currently employed and work at least 20 hours/week?; Are you 18 years of age or older?), you may choose to not answer any questions you do not feel comfortable answering.

WHAT WILL BE DONE WITH MY INFORMATION/WHO WILL HAVE ACCESS TO IT?

Data, for Saint Mary's University, are stored on servers in Canada. Access to the complete survey data will be limited to the researchers involved in the study and any research assistants hired for the study. To ensure that your responses are anonymous (i.e., where we cannot tell who you are) to the researchers, please do not provide any identifying information (e.g., do not include your name). Once downloaded by the researchers, all data from this study will be stored on password protected computers.

Data/findings will be presented as a group in any publication of this work and no individual participants will be identified. Any possible direct quotes will be non-identifiable (and further de-identified if necessary). Please note that unless you identify yourself, your survey responses are anonymous to the researchers. Although it is possible to potentially identify individuals through demographic variables, [a] as researchers we will undertake no such analysis and [b] we are the only one with access to the data. Should this be a concern to you, please simply skip the demographic items.

Upon completion of the study, the researcher will email a summary of the overall results to participants if requested (please see contact information below). Please note that data from this study may also be shared with other researchers, however, any personally identifiable information would be removed from the data file prior to sharing.

HOW CAN I GET MORE INFORMATION OR FIND OUT MORE ABOUT THIS STUDY?

If you have any questions, please contact Dr. Kevin Kelloway at Kevin.Kelloway@smu.ca. Alternatively, if you are interested in the results of the study after the anticipated completion date, please check our research website (<https://www.ohpdata.com>).

CERTIFICATION

This research has been reviewed and approved by the Saint Mary's University Research Ethics Board. If you have any questions or concerns about ethical matters, you may contact the Chair of the Saint Mary's University Research Ethics Board at ethics@smu.ca or 902 420-5728.

This research has been reviewed and approved by the Cape Breton University Research Ethics Board. If you have any questions that have not been answered satisfactorily by the researchers named above, please contact: Dr. Dana Mount at (902) 563-1338, email:

ethics@cbu.ca; Co-chair of the Research Ethics Board at CBU, Dr. Erna MacLeod (902) 563-1124, email: erna_macleod@cbu.ca; Co-chair of the Research Ethics Board at CBU, Dr. Sandra Jack-Malik, at (902) 563-1339, email: sandra_jackmalik@cbu.ca; REB Administrator, Nicole MacDougall at (902) 563-1107, email: ethics@cbu.ca.

This research has been reviewed and approved by the Mount Allison University Research Ethics Board. If you have any questions or concerns about this study that have not been answered satisfactorily by the researchers named above, please contact Dr. Lisa Dawn Hamilton, Chair of the Mount Allison University Research Ethics Board, by phone (506- 364-2618) or by e-mail at reb@mta.ca.

If you have any questions with regards to the ethical conduct of this study, you may contact the Protocol Officer for Ethics in Research, University of Ottawa, Tabaret Hall, 550 Cumberland Street, Room 154, Ottawa ON K1N 6N5, tel.: 613-562-5387 or ethics@uottawa.ca.

Please click “agree” if you agree to participate. Otherwise, please click “disagree”. By agreeing to participate, you understand what this study is about, appreciate the risks and benefits and you do not waive any rights to legal recourse in the event of research-related harm. You acknowledge that you have had adequate time to think about this and have had the opportunity to ask questions. You understand that your participation is voluntary and that you can end your participation at any time.

Please keep one copy of this form for your own records.

- Agree (I consent to participate in this study)
- Disagree (I do not consent to participate in this study)