

Secondary Screening Zoom Call Script

Hello. Thank you so much for speaking with me today and for your interest in participating in an online discussion in mid-December about the fairest way to distribute the COVID-19 vaccine as it becomes available. As you may remember, we are looking for a diverse group of community members to participate. More people completed the screening survey than we have space for, so we have a few follow-up questions we're asking to everyone who expressed interest before we identify the final group.

1. Can you tell me a little bit about why you're interested in participating?

Take notes here

2. **Are you able to connect to Zoom using video and audio from your home or a semi-private space that is available to you?** *(If not, please say goodbye and end call).
(Assuming that they can connect and function in this Zoom call, confirm that they will be able to do the same in mid-December. Go through Zoom features briefly.)*

3. **Can you confirm the borough and zip code in which you live?** *(Have their original response on hand to make*

Take notes here

sure it matches. If it seems they do not live in NYC, let them know this is only for people who live in NYC and say goodbye).

Zip code in the primary screener:

Zip code they provide on the phone:

Take notes here

4. **You indicated that you would be available on [SAY RELEVANT DATE(S)] between [SAY TIME FRAME] XXXX and XXXX to participate in this activity. Is that still the case? You must be able to participate in all the scheduled hours.** *(If this person says they gave several dates and would prefer another one, you can explain that we are no longer including those options).*
- Yes → *Great. I just have a couple of questions I'd like to ask you. Is that alright?*
 - No → *I'm sorry to hear that. Unfortunately, that is when we are holding this discussion which means you won't be able to participate. Thank you for your time and have a great day.*

IF AVAILABLE:

5. TO THE STAFF PERSON **[DO NOT READ THIS QUESTION ALOUD]**:

Does this person seem to be a suitable candidate for the public deliberation? (i.e., Can they communicate and comprehend English well?)

- Yes
- No. → END. *Thank you for taking the time to speak with me today. We are continuing to do screening for this project and will be in touch with you again by [date - a few days prior to PD] if we are able to invite you to participate.*

6. [IF NO TO 5] **Why do you feel this person is not suitable?**

- Has trouble comprehending English
- Other: _____

*Wonderful. Thank you for answering all of my questions. We would like to invite you to participate in the discussion on **[Say relevant date between [give time frame]]** _____ . Are you still interested?*

- Yes. *Great, then I just have a few final things to go through with you.*
- No. *OK, well thank you for your time!*

[IF THEY ACCEPT] I just emailed you an information sheet describing the purpose of this activity and how we plan to use the information we gather. Are you able to open it and take a look? I'll give you a minute to read through it. Then, I'd like to go over the main points with you, answer any questions, and if you're okay with that, get your consent to participate. (Email them the consent form, then go through it.)

- *The activity will take place over Zoom and you will be expected to participate for the entire session over two half days, and to participate using video as much as possible.*
- *Participation is voluntary*
- *Although some people like to talk about their attitudes and experiences, it is possible that you might feel embarrassed or uncomfortable in some of the discussions. You do not need to share anything that makes you feel uncomfortable.*
- *Information you provide will be kept confidential, though we cannot guarantee that other participants will not repeat what you say, so if you are worried something you say might be repeated, you do not need to say it.*
- *Any questions?*
- *Do you consent? If so, can you read aloud the statement at the bottom of the consent form? [Document their consent.]*

Finally, I'd like to ask you to tell me a few things about you that we will use to create a confidential study ID that only the study team will know.

1. What is the number of your birth month? (e.g., If your birthday is in April, the number would be "4")
Birth month: _____
2. What are first two numbers in your home address? If your home address has only 1 number, just give me the one number. (e.g., if you live at 220 Spring Road, the number would be "22")
Address #'s: _____
3. Lastly, what is the first letter or number of your email address? (e.g., if your email address is jillscott@gmail.com the first letter would be "j.")
1st letter or # of email: _____

(Mark down their study ID.)

Great, we look forward to having you participate! The event will take place on **XX and XX between XX and XX** on both days. We will send you a calendar invitation and a Zoom link shortly. We'll also be in touch via email in the days leading up to the activity with more information about the discussion. In the meantime, please feel free to email me with any questions.

(Make sure they have your email address)

Insert any additional notes here.