

**Rebecca Gibson**

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**From:** Marnie Fisher <mfisher@ventaviaresearch.com>  
**Sent:** Tuesday, September 22, 2020 10:19 AM  
**To:** Brook Jackson; Jen Vasilio  
**Cc:** Katie Buchanan  
**Subject:** RE: Performance forms- FYI

Hi ladies,

Did the write-ups get done with Nadia and Jailyn? Copying Katie so she's in the loop as well.

Thanks,  
Marnie

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**From:** Kandy Downs <kdowns@ventaviaresearch.com>  
**Sent:** Friday, September 18, 2020 2:42 PM  
**To:** Marnie Fisher <mfisher@ventaviaresearch.com>; Brook Jackson <bjackson@ventaviaresearch.com>  
**Subject:** RE: Performance forms- FYI

For the Jailyn and Nadia report-

Back in Aug- during a routine stop in FW- Kandy observed COVID IP boxes left out on the counter, full exposed to anyone that entered the room could see.

The current SOM was notified, then both unblinded CRC's were notified of finding. Kandy then reviewed the process of having IP boxes broken down and reminded that the IP boxes which has patient information have to be securely placed up as patient's are dosed.

The boxes were then broken down, and placed in secured black tote for storage. Both CRC's verbally understood the blinding process. No training was documented, or other communication was given.

RD Kandy Downs

Warmest Regards;

**Lovica "Kandy" Downs**

Regional Director  
RMA, BBA, CCRC

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