Survey Questions to Assess Staff Needs

**Preview the survey** [**here**](https://docs.google.com/forms/d/e/1FAIpQLScgXmd6UUIUI7tex6S-f4qgy2gY7-po_ENuosn6g4csJ6OC0w/viewform)**. If you’d like a copy of the Google Form, email** [**newsletter@managementcenter.org**](mailto:newsletter@managementcenter.org)**.**

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| About this Tool This survey is intended for leaders to adapt as needed to assess the needs and circumstances of their staff as they navigate the COVID-19 crisis. We recommend that leaders solicit *anonymous* responses to maximize your chances of getting as much honesty as possible. Use the survey results to identify trends so that you can make and prioritize policy changes and forecast costs. To identify specific individual needs (such as schedule adjustments or supplies needed), we recommend that you instruct managers or team leaders to have 1-1 conversations with their staff.  For more helpful guidance on creating surveys, see [here](https://medium.com/@anna.sarai.rosenberg/respectful-collection-of-demographic-data-56de9fcb80e2).  If you have any feedback, questions, or concerns, email [newsletter@managementcenter.org](mailto:newsletter@managementcenter.org) |

# Introduction

At [name of organization], we are dedicated to responding to this situation swiftly and equitably. Here are the guiding principles we will use:

* Our first priority is the health, safety, and well-beingof our staff, their loved ones, and the community-at-large.
* We want to have reasonable plans and mitigations in place, which will stem from preparedness, not panic.
* We want some structure that provides clear, consistent, and equitable guidance while allowing individual staff and managers to make decisions as needed that work in specific contexts.
* We will not assume the “usual” constraints on how we operate (we know this is an exceptional situation and will treat it as such).

This survey will help us understand the circumstances that our team members are operating under so that we can better address staff needs and support you through these uncertain times. We’ll use the results to determine policy changes and other forms of support that we can offer. Because we want staff members to be as honest as possible about their needs and circumstances, this survey is completely anonymous.

# General

1. Do you live with or (by necessity) come into regular contact with someone who may be at a higher risk for severe illness? This includes anyone who: is older than 65; has a serious underlying medical condition such as heart disease, diabetes, or lung disease; is pregnant; is HIV-positive; has asthma; and/or is immunosuppressed or immunocompromised.
2. Are you a caregiver? By “caregiver,” we mean anyone who is regularly providing care to another person. This can include (but is not limited to) children, elders, or someone with disabilities, whether or not they are biologically related to you.
3. If you answered yes to the above question, has the current situation impacted your caregiving arrangement? If so, please share how.
4. Do you live somewhere where you can safely and comfortably complete your work responsibilities in a reasonable amount of time?
5. (If you answered no to the above question) Do you have another remote work option?
6. If you are able to conduct your work remotely, are there materials or equipment you would need? If so, please specify below. Please note the following: 1) We can't make any promises right now about what we can offer 2) Any compensation/benefits related changes will likely be temporary 3) All changes are subject to change as this situation evolves.

# Concerns

1. Please rate the below potential concerns/risks according to how you are personally impacted. (This question is meant to assess how certain risks are directly impacting our staff. We understand that all of these risks are/should be of concern to all of us, even if we are not directly impacted.)

1: I am not personally concerned about this / I do not feel at risk.   
2: I am somewhat concerned about this  
3: I am very concerned about this   
4: This is among my top concerns

* 1. Food insecurity / Access to affordable and nutritious food options
  2. Lack of / poor / insecure internet access
  3. Housing instability
  4. Mental health issues
  5. Difficulty paying monthly bills
  6. Caregiving needs
  7. Loss of income (for self or other household members)
  8. Acts of xenophobia/racism (toward self or family)
  9. Other (feel free to specify in comments below)

1. If you answered "Other" above, feel free to specify below. You can also use this space to elaborate on any of your ratings.

# Changes in benefits, hours, and work

1. Which of the below potential changes or benefits would you personally find most beneficial? Please note the following: 1) In an ideal world, we would be able to offer all of the things, but we can’t make any promises right now 2) Any compensation/benefits related changes will likely be temporary 3) All changes are subject to change as this situation evolves.

1: Neutral / This does not apply to me

2: This would be helpful to me / this does not apply to me, but I think we should still offer it

3: This would make a significant difference for me

* 1. Unlimited / increased COVID-19 specific paid time off
  2. A stipend to cover telecommuting costs (such as internet, phone, etc.)
  3. A stipend to cover groceries and personal necessities
  4. A stipend for caregiving needs
  5. Access to remote health services, such as telemedicine (including teletherapy)
  6. Pay advances
  7. Time off for COVID-19 personal planning
  8. Office equipment (phone, keyboard, mouse, printer, etc.)
  9. A flexible work schedule
  10. Reduced work hours
  11. (For staff who are unable to work from home) Personal protection equipment, such as gloves, masks, hand sanitizer, etc.
  12. Other

1. If you answered "Other" above, feel free to specify below. You can also use this space to elaborate on any of your ratings.
2. Do you have concerns about the possible implementation of any of the above changes? Specifically, are there any equity implications or unintended negative consequences you might anticipate?

# Other

1. Aside from materials or supplies, is there anything that we can provide that would support you, your well-being, and your work?
2. Is there anything else you'd like us to know about how you are being impacted by this situation?