

Subject: ACTION Share your opinions by **day, date**

From: **TBD**

Hello **<first name>**,

We need your opinions!

- How well is our organization doing at communicating with you during the mandated stay at home period?
- How well are you able to communicate with your leader and teammates?
- What enables you to be productive?

Please help us by sharing your opinions using this survey.

Thank you!

1. Please think about the Company Update emails sent since March 15. How much do you agree or disagree with the following?  
(Display in a grid agreement scale—Strongly Agree, Somewhat Agree, Somewhat Disagree, Strongly Disagree, Don't Know, rotate statements)

The frequency is just right

The level of detail is just right

The information is clear

I read all the Company Update emails

2. Now think about those you communicate with during the work day. What methods are you using to communicate with the following? (Mark all that apply.) (Display in a grid, with supervisor/manager, teammate(s) as options on the top the following choices.)

Emails

Instant Messaging

Conference/Phone calls

Video conferences

Text messages

3. How frequently do you communicate with the following? (Display in a grid, with supervisor/manager, teammate(s) as options on the top with the following choices.)

Daily

A few times during the week

Once a week

Every other week

Less often than every other week

Not at all

4. What suggestions do you have to improve communication from the organization and with your manager and teammates? If applicable, type "none".
5. Which of the following describe your experience with work from home for the organization, prior to March 15? (single response)
  - I worked from the office all the time
  - I worked at home on an occasional basis, as necessary
  - I regularly alternated between working at home and in the office
  - I was already a remote work employee
  - Other, please specify\_\_\_\_\_
6. What is your current situation? (Mark all that apply.)
  - Working from home
  - Working at company offices
  - Other, please specify\_\_\_\_\_

(Ask if Working from home or other is selected in Q6—current working situation)

7. Do you have work space at home that allows for privacy in the completion of your responsibilities?

Yes

No

(Ask if Working from home or other is selected in Q6—current working situation)

8. When the organization opens the office, social distancing and other safe work protocols will be instituted. With this in mind, are you comfortable returning to the office when it opens up?

Yes

No

Don't know

(Ask if No or Don't know to Q8—not comfortable returning to the office)

9. Why would you be uncomfortable?

I have or live with someone that has increased risk with COVID-19

I have been or possibly have been exposed to COVID-19

Too far away to predict

Other, please specify

(Ask if Working from home or other is selected in Q6—current working situation)

10. Are you able to return to the office when it opens up?

Yes

No

(Ask if No to Q10—not able to return to the office)

11. Why are you unable to return to the office when it opens up? (Mark all that apply.)

I have children at home that I don't have alternative care

I have or live with someone that has increased risk with COVID-19

I have been or possibly have been exposed to COVID-19

Other, please specify

(Ask if Working from home or other is selected in Q6—current working situation)

12. Do you feel you need to return to work in the office to be more productive with your work?

Yes, I am less productive at home than in the office

No, I am just as productive at home

No, I am more productive at home than in the office

13. What enables you to be most productive? Consider space, furniture, amenities, schedule, etc. (open-ended response)

(Ask if Working from home or other is selected in Q6—current working situation and Q5 was not a work from home employee prior to March 15)

14. If allowed by your manager, would you be willing to work from home? Y/N

15. To be most productive, how many days per week would you like to work from home? (0 to 5)

(Ask if working from home is 1 or greater)

16. What type of space will you need when you come into the office to work?

Reservable work station

No specific space needed (i.e. sit in Café or elsewhere between meetings)

(Ask if Working from home or other is selected in Q6—current working situation and Q5 was not a work from home employee prior to March 15)

17. Please answer the following questions regarding returning to the office. If applicable, type "don't know."

What excites you the most about returning to the office?

What concerns you the most about returning to the office?

What is the one thing the organization can do to make this a smooth and safe transition for you?

Thank you for your time and all you do!