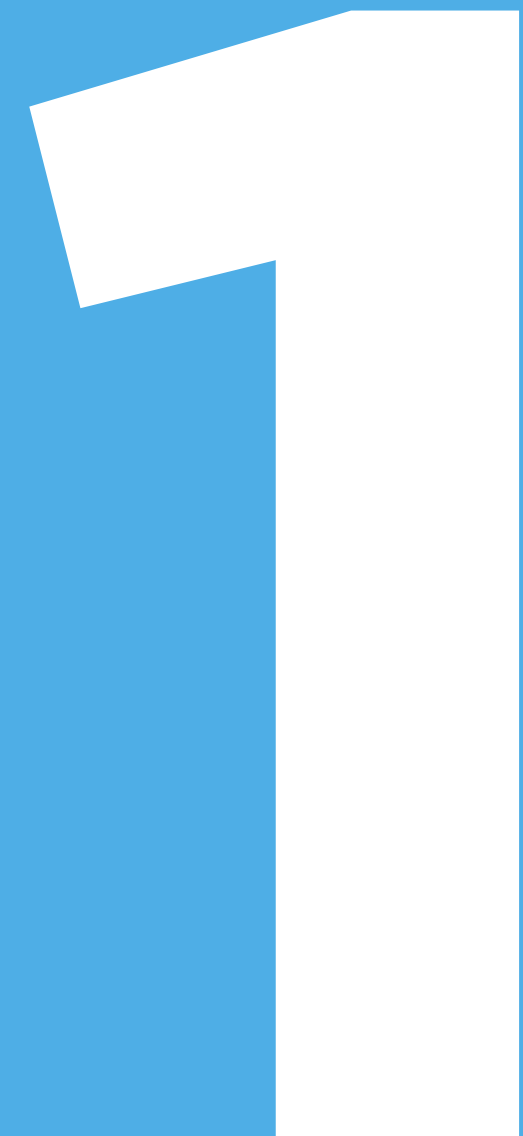


assess employee readiness



employee survey: understanding sentiment and expectations for workplace return

A successful return starts with gathering feedback on employee needs, preferences and expectations. We've created two general workplace survey templates to help your organization understand employee sentiment around remote work and returning to the workplace.

These surveys are fully customizable and will help your organization answer key questions such as:

- What is the appetite for working remotely and how effective do employees feel remote work will continue to be for them and their teams?
- How safe do employees feel about returning to the workplace and what safety measures can help alleviate their concerns?
- How confident do employees feel in senior leadership and COVID-19 decision-making?
- Are there barriers to a successful return, such as employees who are juggling caregiver responsibilities or are at-risk for health complications?

customizing the return to the workplace survey

Your organization may have kept your workplace open and allowed some employees the option of working onsite. If so, it's important to gather feedback from these employees directly. They may have mixed emotions about more coworkers returning and have a unique perspective on what has helped them feel safe and confident being in the workplace. We've included a separate section at the bottom of the survey with optional questions designed for these employees.

customizing the remote work survey

As you evaluate return strategies, it's helpful to understand how your employees have felt about extended remote work, including which aspects have been successful or challenging. This feedback can help inform different return strategies, such as a hybrid model where teams rotate days to minimize in-office employee counts. Alternatively, results may indicate that employees prefer to be back full-time, or that employees prefer to choose how many days are right for them. Our remote work survey can be customized to match the different remote work scenarios your company is exploring. This survey could also be omitted if your company plans to require everyone to return 5 days per week.

how to use the survey results

Your survey results will provide a high-level overview of employees' sentiment towards returning to the workplace and help you identify areas to focus your efforts. For example, the survey may reveal employees are ready to return to the office, but need additional information about wellness protocols to feel safe, or are concerned about how these protocols will be enforced. Information in this Toolkit can help meet these planning and communication needs.

survey: employee sentiment around returning to the workplace

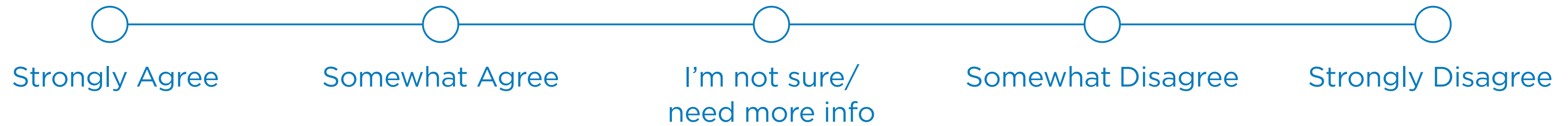
Which of the following factors influences your decision to return to the workplace?

Select all that apply:

- General risk of COVID-19 exposure
- Concern about pre-existing conditions for myself or a family member
- Child care availability or remote schooling
- Access to safe transportation for daily commute
- Desire to collaborate with coworkers in person
- Need for a quiet place to focus away from home distractions
- Experiencing “work from home fatigue”

Format the following with a Likert scale as shown here:

Select how strongly you agree or disagree with the following statements:



- Company leadership is taking appropriate safety measures before allowing employees to return to the workplace.
- I understand the safety protocols being implemented to prevent COVID-19 infections at work.
- I understand the importance of screening employees for symptoms of COVID-19, such as a wellness checklist or temperature screening.
- I have the materials and resources I need to perform my job safely in the workplace.
- I am confident that all people in our workplace will be held accountable for following COVID-19 safety protocols, like wearing a face covering or social distancing.
- I'm worried I will contract the virus from a coworker.
- I'm worried I will contract the virus from a client, customer or vendor.

Optional for employees already in the workplace:

- I am energized about additional coworkers returning to the workplace
- I would like my company to implement additional safety measures or health screenings as more coworkers return to the workplace.
- I'm concerned that coworkers transitioning back to the workplace will not adhere to our safety protocols.

survey: employee sentiment around remote work

What do you think has been successful during remote work?

Select all that apply:

- Collaborating on projects with coworkers
- Communicating with my manager
- Being productive and meeting deadlines
- Being creative or innovative
- Staying focused on daily tasks
- Feeling connected to our company's mission and culture

What do you think has not been successful during remote work?

Select all that apply:

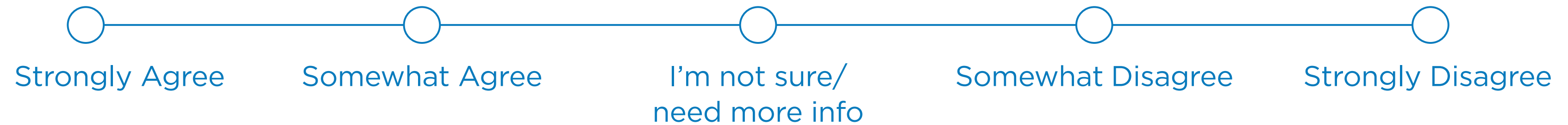
- Collaborating on projects with coworkers
- Communicating with my manager
- Being productive and meeting deadlines
- Being creative or innovative
- Staying focused on daily tasks
- Feeling connected to our company's mission and culture

If you had the option, where would you like to work?

Choose one:

- Permanently work from home
- Primarily work from home with occasional in-office meetings or work days
- Work 2-3 days/week from home and 2-3 days/week in the office
- Primarily work in the office with occasional work-from-home days
- Work full-time in the office

Format the following with a Likert scale as shown here:



Select how strongly you agree or disagree with the following statements:

- Choosing *if* I return to the workplace full-time or part-time is important to me.
- Choosing *when* I return to the workplace is important to me.
- I believe my manager will support my decision on whether I return to the workplace or continue working from home.

 [Download all survey questions](#) and customize your Employee Survey now.