

What To Ask in a Post-COVID Employee Survey

Many employers have started planning to reopen offices on a full-time basis. But what do employees think about coming back to the office after spending more than a year working remotely or in a hybrid situation?

Here at OperationsInc, we deployed our own survey to gather our employees' input into reopening our office post-COVID. Their responses will help our leadership make the best possible decisions for reopening our office in 2021.

These are the questions we included.

SURVEY QUESTIONS ABOUT SAFETY:

- ▶ Have you been vaccinated?
- ▶ Do you plan to get the vaccine?
- ▶ Would your mode of transportation to the office pose a significant risk for COVID exposure?
- ▶ In what month would you feel ready to return to the office?
- ▶ If you are not comfortable returning to the workplace, what factors are impacting your decision?
- ▶ Do you feel safe and supported coming back to work?
- ▶ Are you comfortable traveling to and working from client offices?
- ▶ Would you require accommodation to return to the office?

SURVEY QUESTIONS ABOUT PRODUCTIVITY:

- ▶ If you are comfortable returning to work, will you be available to work the same hours you did before we left the office?
- ▶ Is your role conducive for working from home?
- ▶ Do you have defined metrics for success for your role?
- ▶ Do you have adequate access to your boss and team members while working remotely?
- ▶ Are your remote meetings as productive as when you are in the office?
- ▶ What has been the most positive part of working remotely for you?
- ▶ What has been the most challenging part of working remotely for you?

Gaining a perspective on the post-COVID workplace isn't simple or easy, but it is necessary. We're ready to help in whatever way you need as you navigate the way forward, from remote work guidance to new recruiting strategies. Please reach out at and let us know what your needs are.

SURVEY QUESTIONS ABOUT EMPLOYEES' HOMES AND HOME OFFICES:

- ▶ Have you relocated? Temporarily or permanently? To where?
 - ▷ If you are working remotely in a different state from your office, do you feel your tax implications have been addressed properly?
- ▶ Are there other adults working from home in your household?
- ▶ We are aware that some of our team members will run into issues with childcare that will impact their ability to work from the office.
 - ▷ If you have children, have they returned to school?
 - ▷ Do you have adequate childcare?
 - ▷ If not, how long do you anticipate having issues with childcare?
- ▶ Which of the following best describes your home office setup?
 - ▷ Dedicated room
 - ▷ Shared space (e.g., dining room, kitchen)
 - ▷ I have no dedicated space/work from different spaces
- ▶ What equipment do you lack today for you to be fully operational from home?

SURVEY QUESTIONS ABOUT EMPLOYEES' MINDSETS, PREFERENCES, AND VIEWS:

- ▶ If given the choice, would you want to work remotely 100% of the time? Some of the time?
- ▶ What would be your ideal schedule for a hybrid work week?
- ▶ If given the choice between working REMOTELY 8:30 a.m. to 5:30 p.m. each day or working 8+ hours over a 12-hour window (e.g., 8 a.m. to 8 p.m. each day), which would be your preference?
- ▶ How satisfied are you with our announced efforts to maintain a safe work environment for employees?