**Baseline Survey for Employees During COVID-19 Pandemic**

The Organizational Change Management Team (OCM) is committed to helping staff during these difficult times. Many have quickly adapted to new working environments, and will eventually have to transition back to the workplace, and we want to help you with any challenges or worries you may have.

The OCM team plans to use the information collected from the employee survey below to develop the employee wellness campaign and help guide decisions on how we gradually transition back to the workplace. The data will also help to inform future actions to support employees during this pandemic and inform future policies. We may have a follow-up survey in the near future to evaluate the benefits from the campaign as well as to further gauge how you are coping with the changes. Please note that all survey responses will remain anonymous and be combined for evaluation with the results shared in a later communication.

1. Where are you working during the pandemic?
   1. I am working from home
   2. I am working at the office
   3. I am frontline operations working actively in the field
   4. I am not working or temporarily on leave
   5. Other, please specify
2. How informed do you feel about the current situation?
   1. I am not getting up to date information or I don't know where to find it
   2. I am getting bits and pieces of information, but I feel out of the loop
   3. I get most of my information from sources outside of the City
   4. My supervisor is providing up to date information and keeping us engaged regularly
   5. The Communications department is providing detailed and up to date information on a regular basis
   6. I find the CityNet info up to date and helpful
   7. The City keeps me well informed via options d, e & f
3. How worried are you about the impact of coronavirus COVID-19 on you?
   1. Extremely worried
   2. Very worried
   3. Somewhat worried
   4. Not so worried
   5. Not at all worried
4. What are you most worried about? Please elaborate:
5. Please rate how easy or difficult is it for you to work effectively these days?
   1. Very easy
   2. Somewhat easy
   3. Neither easy nor difficult
   4. Somewhat difficult
   5. Very difficult
6. If you are working remotely (from home), what are the TOP THREE challenges you currently experience? Please select 3 challenges.
   1. My physical workspace
   2. Getting enough food
   3. General anxiety about the impact of coronavirus on my life
   4. Communication with coworkers is harder
   5. I’m sick or helping others who are sick
   6. I don’t have access to the tools or information I need to do my job at home
   7. Internet connectivity
   8. Social isolation
   9. Too many distractions at home
   10. Keeping a regular schedule
   11. Childcare
   12. Other (please specify)
7. Thinking about your current work from home arrangements, how long is this something you could comfortably maintain?
   1. It’s not sustainable now
   2. A few weeks
   3. About a month
   4. Two months
   5. Three or more months
   6. Not applicable to my situation.
8. How confident are you that you have the right resources and benefits from your company to help support you through this period?
   1. Extremely confident
   2. Very confident
   3. Somewhat confident
   4. Not so confident
   5. Not confident at all
9. Do you have any suggestions regarding any other resources that may better assist you? (optional)
10. Do you have any suggestions on how we can improve communications or engagement with staff? (optional)
11. What are some topics you would like to see discussed for the Friendly Fridays video conferences? (optional)

Thank you for taking the time to participate in this employee survey. Your feedback is very important to us as we work to develop a transition back to workplace plan that best supports and meets the needs of all City of Brantford employees.