# Optional Department Survey Template:

*Depending on your department size, you may choose to use the below template to create a survey for your staff regarding their preferences/needs to return to a UW-Stevens Point location. If a staff member prefers or chooses not to answer a question via the survey, be sure to follow-up with them to confirm if they would like to share a concern or preference with you. Reiterate your support that it is their choice for them to share.*

Name

Department

Supervisor’s Name

The information you provide will be shared within your department leadership (supervisor, manager, director) as part of the decision-making process for staffing the department.

[ ]  I recognize the information I share of preferences will be shared with my departmental leadership.

1. How safe do you feel working a UW-Stevens Point location (with the safety measures being developed such as plexiglass barriers, mask-wearing, electronic meetings and processes, etc.)?

[ ]  Very safe

[ ]  Somewhat safe

[ ]  Neither safe nor unsafe

[ ]  Somewhat unsafe

[ ]  Very unsafe

1. If you have safety concerns, what are your primary concerns?  (Check any that apply.)  If you have no concerns or prefer not to answer, you may skip this question. **Please do not disclose any specific medical or mental health conditions related to you or your family members.**

[ ]  Concern about personal health

[ ]  Concern about family member’s health

[ ]  Concern about students’ health

[ ]  Other

1. Based on current information, which of the following choices best represents your perspective for returning to a UW-Stevens Point location: (**Select one**.)

[ ]  I would prefer to work remotely all of the time
[ ]  I would prefer to work remotely with some work in the office (acknowledging we will be following campus safety practices)

[ ]  I would prefer to work entirely in the office (following campus safety practices)

1. How able are you to work on-site at a UW-Stevens Point location in Fall 2020 (recognizing that K-12 schools may not be fully open, there may be limited childcare availability in our region, or other limitations to your ability to be on-campus)?

☐ Not at all able to be at work on-campus

☐ Possibly able to be at work on-campus

☐ Probably able be at work on-campus

☐ Most likely able be at work on-campus

☐ Definitely able be at work on-campus

1. Select any limitations you might have for being on-site at a UW-Stevens Point location in Fall 2020 (other than health/safety concerns). Check any that apply. **Please do not disclose any specific medical or mental health conditions related to you or your family members.**

☐ Access to childcare

☐ Potential for caring for ill relatives

☐ Other