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Return-to-Work Staff Surveys: A How-To Guide

Hosted by Carly Brunnsden



Date: 28/4/2021

Time: 11:00-11:30 am

People Vision HR would love your
feedback.

Please post a review to our profile.

[https://g.page/people-vision-
hr/review?rc](https://g.page/people-vision-hr/review?rc)

Next Sessions!



www.eventbrite.co.uk/o/people-vision-2411740832

Event

APR
28



Webinar: Return-to-Work Surveys: A How-To Guide

Online event
Wednesday, 28 April 2021 at 11:00 BST

MAY
5



Webinar: Employee Covid Testing - What You Need to Know

Online event
Wednesday, 5 May 2021 at 11:00 BST

MAY
6



Webinar: Bringing Mindfulness into the Workplace

Online event
Thursday, 6 May 2021 at 13:00 BST

MAY
12



Webinar: Re-Induction Days

Online event
Wednesday, 12 May 2021 at 11:00 BST

MAY
17



Webinar: Managing your Workload

Online event
Monday, 17 May 2021 at 11:00 BST



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What's happening today?

- Session Time: 30 Mins
- Please use the chat function to give us feedback.
- Questions at the end
- We will be recording
- During the session, participants please mute yourself



Our ROAD MAP for Back to Business?

R Remember Personal Development

O Offer Mental Health Support

A Adapt To Change

D Develop Excellent Management

M Manage Working Patterns

A Always Communicate

P Perfect Health and Safety



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Session Highlights!

1. Create a survey that will provide the information you need (e.g. your employees' concerns and ideas)
2. Adapt this survey to your organisation's needs
3. Analyse responses and form an appropriate action plan based on them



Should it be Anonymous or NOT?



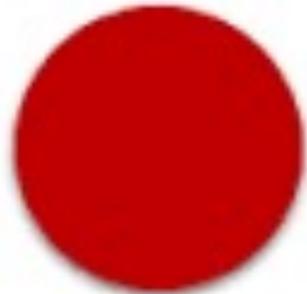
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Your call but... why anonymous surveys don't work:

- Understanding Results
- Follow-up
- Leadership Responsibility and Accountability



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Stop



Start



Continue

Survey Response Types



What are **THEIR** Priorities for Safety?

- Strict social distancing - staggered shift patterns, restricted access to communal areas, limited numbers allowed in meeting rooms
- Daily deep cleaning of premises
- One-way walking systems
- Social distancing floor markers
- Hand sanitiser and face masks provided
- Temperature checks upon arrival
- Vaccination etiquette



Next Steps...

Do YOU have any additional
concerns about returning
to work?

How and who can collect this?

1. Survey Monkey - Free
2. Lots of other free sites
3. In house system - MS Forms
4. Google Docs
5. At a team meeting
6. From HR
7. From line managers
8. Unions or Employee Reps
9. Health and Safety Rep
10. Consider a Back to Business Covid Champion!



Giveaway after the session?



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Return-to-Work Sample Survey

1. On a scale of 1-10, how concerned are you about returning to work?

This will give you an overall sense of how your employees are feeling.

2. If you have been working from home, would you prefer to continue doing so?

Offering permanent working from home options to staff can boost morale and retention.

3. On a scale of 1 – 10, how would you rate your communication with your manager while working from home?

The effectiveness of communication can dictate whether it's viable to work from home permanently.

4. How would you describe your productivity at home compared to in the workplace: more, less or equally productive?

Productivity is the key to determining whether employees can work from home for the long term.

5. If you have been furloughed – do you understand the reasons for it?

It's important to bring everyone back on good terms, so contact those who feel resentful to explain the situation and try to reassure them.



BETA This is a new way of showing guidance - [your feedback](#) will help us improve it.

Talking with your workers about preventing coronavirus (COVID-19)

1. [Overview](#)
2. [Supporting vulnerable workers](#)
3. Working at home and returning to the workplace
4. [Social distancing](#)
5. [Organising your workplace](#)
6. [Cleaning and sanitising](#)
7. [Ventilation and air conditioning](#)
8. [Stress, wellbeing and providing support](#)
9. [Communicating information and guidance](#)

3. Working at home and returning to the workplace

This page is for those who are working at home and those who have not been in the workplace due to restrictions during the pandemic.

Who should go to work?

Employers should decide whether it is appropriate or possible for people to work from home.

Guidance on [GOV.UK](#) outlines steps that an employer should take when considering who needs to come into the workplace. These steps include considering those at higher risk from COVID-19 and consulting with their workforce.

Home working during the pandemic

Resources

- [Coronavirus: latest information and advice](#)

Related content

- [Help with assessing risk and being COVID-secure](#)
- [Consulting and involving your workers](#)
- [Working safely during coronavirus \(COVID-19\) - GOV.UK](#)
- [Consulting employees on health and](#)

www.hse.gov.uk/coronavirus/assets/docs/talking-with-your-workers.pdf

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Useful Resources

www.cultureamp.com/blog/11-tips-for-writing-great-employee-survey-questions/

Employee Engagement 4 MIN READ



11 Tips for Writing Great Employee Survey Questions



Alexis Croswell
Senior Content Marketing Manager, Culture Amp
in

There are many different types of surveys to use for gathering employee feedback, from **engagement**, to **onboarding**, **exit** and beyond. Regardless of which one you use, the survey questions you ask are the most visible and often memorable part of an employee survey.

Deciding on your questions (and how to ask them) is important because you can only take action on what you ask. When people understand your questions, it's easier for them to answer openly and honestly, giving you better feedback to analyze and act on.

You can more easily get to the information you need to make the best decisions when you implement these eleven tips for writing great employee survey questions.

1. Have one key decision maker on question design

This person understands the survey strategy and purpose. They're responsible for collecting feedback



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Our Session Covered!

1. Create a survey that will provide the information you need (e.g. your employees' concerns)
2. Adapt this survey to your organisation's needs
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Contact Us

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Sample Ideas For a Survey

Question

On a scale of 1-10, how concerned are you about returning to work?

If you have been working from home, would you prefer to continue doing so?

On a scale of 1 - 10, how would you rate your communication with your manager while working from home?

Why Ask?

This will give you an overall sense of how your employees are feeling.

Offering permanent working from home options to staff can boost morale and retention.

The effectiveness of communication can dictate whether it's viable to work from home permanently.

Sample Ideas For a Survey 2

Question

How would you describe your productivity at home compared to in the workplace: more, less or equally productive?

If you have been furloughed - do you understand the reasons for it?

Do you have concerns about commuting to work? If so, what are they?

Why Ask?

Productivity is the key to determining whether employees can work from home for the long term.

It's important to bring everyone back on good terms, so contact those who feel resentful to explain the situation and try to reassure them.

Employees who take public transport may have concerns about their ability to socially.