Return to Work Assessment Template (Covid-19)

Pre-built Alchemer Templates are available at the **Collaborator** license level and up.

During these trying times and the transition back into normal workflows, it is important to ensure employees who are returning to work in public spaces are doing so



responsibly and safely. Alchemer is here to assist in this transitory time to provide users with a custom solution to do so cautiously at no additional cost!

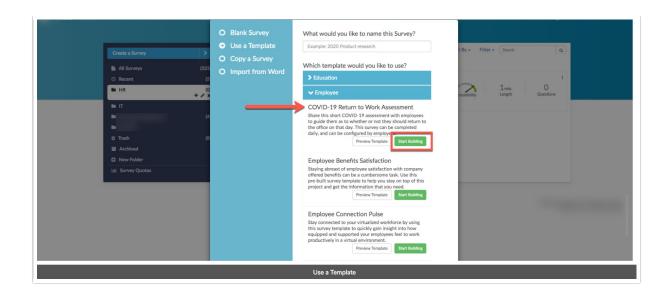
The **Return to Work Assessment Template** provides employers a streamlined way to limit risk of returning to normal business operations. This quick assessment that is filled out each day by employees assists in certifying whether or not one should return to the office on a given day or week.

Disclaimer: This template has been provided by Alchemer in response to customer requests. This template does not replace any public policy decisions or remote working decisions that you as an employer must take to comply with any federal laws or local ordinances. Nothing herein is intended to constitute legal advice, please consult your Legal Counsel and/or Compliance team regarding any further required compliance with applicable laws and/or regulations.

Create a Survey using the Return To Work Assessment Template

Creating a survey from a template incorporates the template's build tab. Reports and Tracking Links are not copied from the template.

- 1. Click the Create Survey button from the home page/dashboard in the top left.
- On the create survey screen, select the option to Use a Template. From the Which Template would you like to use menu, select the dropdown menu Employee and choose the Return To Work Assessment Template:



The survey utilizing this template is created and one is brought to the **Builder Page in**cluding the full out of the box build for the survey:

88	Projects		Build Style Test Share Results - Tools -	
ĉ	Audience		• View	Settings "O Restore
	Design Library	. •		
8	Research Library	-	Page 1: Return to Work Assessment ID: 1	1+0,
æ	Integrations	-	Please review the CDC guidelines before completing the assessment below.	✓ Edit Move
6)	Account	-	CDC GUIDELINES FOR CORONAVIRUS SYMPTOMS Watch for symptoms	Copy
Ø	Support Center		People with COVID-19 have had a wide range of symptoms reported - ranging from mild symptoms to severe illness.	
œ			Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19: Cough	
0	Security	•	Stortness of breach or difficulty breathing Car Lises two of these symptoms: Car Lises two of these symptoms Forer Chils Repeated shaling with chils Macket pain Repeated shaling with chils Macket pain Sore shrots New two sof distance or metal This lise is not all inclusion. Rease consult now medical provider for any other symptoms that are server or concerning to you. For the latest information please while ECCC website.	
			This question has answer validation View Conditions *	✓ Edit
			1. Please enter your email address * [contact['email']]	션) Copy ¥ Remove
			2. Have you displayed any of the symptoms as defined by the CDC guidelines listed above in the last 7 days? * Ves No No	✓ Edit
			3. Have you been exposed to anybody that has been diagnosed with COVID-19 or been exposed to anybody that displays the symptoms as defined by the CDC guidelines listed above in the last 7 days? *	✓ Edit + Move

This pre-built template is available for *immediate use* **or** can be configured with additional functionality and features. Below are several tips and best practices for utilizing this template.

Survey Distribution

A Survey is distributed using either the Primary Link or an Email Campaign:

1. Sharing the survey via the Primary Link allows one to post the survey to an employee website as well as share on various platforms accessible to one's team. This generic link is available to anyone who has the link.

2. an Email Campaign allows users to schedule emails containing unique links to quickly and effectively distribute the COVID-19 Return to Work Assessment.

When using an Email Campaign, one is able to pre-populate the email field question using Contact Fields. Follow the aforementioned link for more information on how to do this when setting up the assessment!

Reports and Response Tracking

There are several methods available to track and report on responses when using the COVID-19 Return to Work Assessment to ensure workplace safety:

1. Viewing Responses Daily

a. *Via an export* (Results > Exports) one is able to filter responses by a specific date:

88	Projects		Return To Work Assessment U.S.	General Settings Filter Share	Veed Help?
ę	Audience		Build Style Test Share Results - Tools -	Response Status	
Ø	Design Library	-	Exports / Export to CSV/Excel	Complete Disqualified	
8	Research Library	-		Partial Test	
Q	Integrations	*	New Export to CSV/Excel - 30 April 20	Only show responses collected between	
٢	Account	*	Refresh Report Run Export In Debug Mode This export w	Start Date End Date Example: 05/04/2020 3:08 pm or -10 days (relative to today)	
\diamond	Support Center		Export Complete	Filter Quarantined Responses	
ф О	Security		 Run on: Apr 30, 2020 11:36 am Responses: 20 	Remove Responses Flagged as Quarantined	
	Security		Download Export to CSV Start Excel export Tip: In general, CSV and XLS will open in Excel. Depending on your	Filter By Response IDs Exclude Response IDs Ex: 1,3-5,7	
			r p. n general, C34 and AL3 will open in Excel. Depending on your	By IP Address Remove duplicate responses by IP Address	
				By Campaign	
				Default Link Hidden Link	
				Report on responses matching these rules: Remove Al Logic	
				Select a condition	
				Never Mit	nd Save

- Via the **Share** tab by using the **Distribution link**, users can share a link to the excel file with various stakeholders in an organization. Clicking the aforementioned link begins the download of the export on the device accessing it. To ensure that the link contains the most recent data available, Alchemer recommends appending the following URL variable to the end of the link:
- b. *Via a Standard Report* (Results > Reports), Select the Date dropdown menu, and select the preferred Date filter. In this case select **Today**:

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•		Ap	oril 20	20					М	ay 20	20					Ju	ine 20	20		0	Today		III Bulk Edit
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Yesterday Last 7 Days		
			1	2	3	4						1	2		1	2	3	4	5	6	Last Week (Mo-Su)		+ Insert
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	Month to Date		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	Previous Month	10	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	Year to Date	11.	Chart Type
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					All Time	5	+ Move
							31														Relative Date Range	6	× Delete

One can also apply various filters to view respondents who answer the assessment in various ways.

2. Viewing Aggregate Responses using a Standard report. When a standard report is created, all responses collected are included in the dataset by default. Follow the above link for more information on utilizing a Standard Report. Some common ways to filter on this solution is to filter on the question, "Have you displayed any of the symptoms as defined by the CDC guidelines listed above in the last 7 days?

Filter Show and hide certain responses based on offeria that you select. Question Answers	Report for I Assessmen	(May 4, 2020 •)	✓ Report Options ■ Bulk Edit	
Q 2. Have you displayed any of the sy \$ is one of the following answers Ves No	Response Counts Completion Rate:	100% Complete	20	+ Insert
Never Mind Save Filter			Totals: 20	Delete Insert

3. Using a Send Email Action to swiftly send an email to someone in the organization for responses tracking.

a. Add a Send Email Action to the *Thank You* page to email stakeholders as necessary:

	Projects	Thank You Page: Thank You. 10:2	Primary Setup Logic Advanced	♥ Need Help?
ŝ	Audience	Responses are marked as complete when they reach this p	Name	
Ø	Design Library 👻	d This question has display logic		
8	Research Library 👻	To view the logic behind each Thank You message click on		
2	Integrations -		From Address noreply	@surveygizmo.com (SurveyGizmo) +
٩	Account -	d This question has display logic	Reply To No Reply <noreply@com></noreply@com>	
\heartsuit	Support Center	Thank you for completing the assessment. You may come i		
ф			Quick fills: Me Survey Taker Subject Return to Work Assessment	Add BCC
0	Security -	d This question has display logic Please do not come into the office today, and please notify	Thank you for completing this assessment. Please do not come into the office today and notify your Man	bur Manager.
		Send Email Action New Send Email To: [pueston("value"), 16+"39"] From: Human resources (horeply@	Select a Merge Code	
		I 2 Show 2 pages at a time *		Never Mind Save Action

To conditionally send email actions based on how a respondent answers the Assessment, Check out our documentation on using Logic to Send Different Email Notifications. Email Action user guide.

One can loop in a respondents Manager by asking respondents an additional question to provide their Manager's Email! Use a Merge Code to dynamically pull and populate a Manager's Email in the Send Email Action. Follow the link above for more information on Merge Codes.

Additional Resources

- Style Your Survey and Projects
- Build a Custom Theme to fit your Brand
- Report Themes
- Send Your Survey Via Email
- Share, Email, and Schedule a Report
- Creating Contact Lists
- Pre-populate a Survey Using an Email Campaign

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