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**Staff Survey – Returning to School in the Fall**

Dear [District] team:

We already are busy planning for the 2020-21 school year. We can’t wait to welcome you and your students back to the classroom, even though school may look different than it has in the past.

As the current health crisis continues to evolve, it is impossible to know what the future holds; therefore, we must plan and prepare for different situations and challenges. Most importantly, students and staff must be safe. Our schools also must continue to be comfortable and welcoming places to work and to learn.

We want to hear from you and your fellow [District] staff members. What are your concerns for the fall, and how do you think we can best protect the health of students and staff? Please take a few moments to share your thoughts by completing the survey below no later than [date]. It is possible we will send you a similar survey again in July, if COVID-19 circumstances, or related safety recommendations, have changed.

Thank you for your input and support. Together, we can develop the best plan possible for our district and community. Have a great summer!

Sincerely,  
[Name]  
[Title]

**BEGIN SURVEY**

**Where do you work? Please select all that apply.**

[Insert a list of all school sites and/or departments.]

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**What is your position with the district?**

* Teacher
* Administrator
* Librarian
* Counselor
* Teacher Assistant or Paraprofessional
* Custodian or Maintenance Professional
* Child Nutrition Professional
* Bus Driver or Monitor
* Secretary or Administrative Assistant
* Other Certified Position:\_\_\_\_\_\_\_\_\_\_\_\_
* Other Support Position:\_\_\_\_\_\_\_\_\_\_\_\_\_

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**School begins in about two months. On a scale of 1-5, at this time, how comfortable are you reporting for work in person this fall?  
Not Comfortable 1 2 3 4 5 Very Comfortable**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What are your concerns about coming back to your school or workplace? Please check all that apply.**

* Public health regulations not being followed
* Classroom or office not being properly disinfected
* The school’s ability to require social distancing while providing services
* The availability of personal protective equipment
* Childcare/care for my family members
* A gap in my skills or knowledge, if distance learning is needed again
* Adjusting to my work schedule
* Having in-person interaction with others
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Below please find a list of safety procedures districts, including [District Name], may consider for the fall. On a scale of 1-5, please tell us how you feel about each potential safety procedure:**

It is important for school officials to screen staff, students and visitors for COVID-19 symptoms before allowing them to enter the school.  
**Strongly Disagree 1 2 3 4 5 Strongly Agree**

It is important for staff members to wear masks during the school day when social distancing is not possible.  
**Strongly Disagree 1 2 3 4 5 Strongly Agree**

It is important for elementary students to wear masks during the school day when social distancing is not possible.  
**Strongly Disagree 1 2 3 4 5 Strongly Agree**

It is important for secondary students to wear masks during the school day when social distancing is not possible.  
**Strongly Disagree 1 2 3 4 5 Strongly Agree**

It is important to require more frequent handwashing by students and staff.  
**Strongly Disagree 1 2 3 4 5 Strongly Agree**

It is important for the school to increase its cleaning procedures of the school facility, especially surfaces that are touched frequently.  
**Strongly Disagree 1 2 3 4 5 Strongly Agree**

It is important for the school to have hand sanitizer readily available for students and staff.  
**Strongly Disagree 1 2 3 4 5 Strongly Agree**

It is important for the school to have physical dividers between desks.  
**Strongly Disagree 1 2 3 4 5 Strongly Agree**   
  
It is important for students and staff to stay home when they feel sick.  
**Strongly Disagree 1 2 3 4 5 Strongly Agree**

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**Please share additional safety procedures you would like your school or department to implement for the fall:**

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**Below you will find the same list of possible safety procedures. Please indicate the safety procedures, if any, that you believe are feasible in the school environment. Please check all that apply.**

* Screening students, staff and visitors for COVID-19 symptoms before they enter the building
* Requiring staff members to wear masks when social distancing is not possible
* Requiring elementary students to wear masks when social distancing is not possible
* Requiring secondary students to wear masks when social distancing is not possible
* Encouraging more frequent handwashing
* Making hand sanitizer readily available to all
* Increasing the sanitization/cleaning of the school, including high-use surfaces
* Having physical dividers between desks
* Having students and staff stay home when they feel sick

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**Medical professionals agree that social distancing is an important precaution for preventing the spread of COVID-19. Which of the following, if any, do you think the district should consider to promote and sustain social distancing? Please check all that apply.**

* Change the length of the lunch hour to ensure fewer students are in the cafeteria at one time
* Serve meals in classrooms, instead of visiting the cafeteria
* Place desks in rows, six feet apart (not facing one another), when possible
* Stagger recess to minimize interaction between students in different grades or classes
* Use large spaces such as gyms, cafeterias and the outdoors as additional classroom space
* Participate in virtual activities instead of attending field trips and large-group student assemblies
* Limit guests and visitors to the classrooms
* Have smaller class sizes
* Keep students’ belongings separated from items that belong to others using cubbies or containers
* Minimize the sharing of school supplies in the classroom
* Place markings on the floor throughout the school to designate six feet of distance
* Have students attend school in shifts in order to reduce the number of students in the building at one time

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**[District] will take additional precautions on buses next school year. What ideas do you have to make bus transportation safer for students and staff in light of COVID-19?**

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**[District] will take additional precautions in the cafeteria next school year. What ideas do you have to make child nutrition safer for students and staff in light of COVID-19?**

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**The State Department of Education has provided districts with options to serve students next year. Districts may consider alternative calendars/schedules to maximize learning time, if the change meets the needs of their families and communities. Which of the following options do you think are feasible for the staff and students of our district? Please check all that apply.**

* Start the school year earlier than originally planned to increase learning time prior to another potential COVID-19 outbreak
* Start the school year earlier and end it later in order to have more or longer breaks throughout the year. Students could have extra instructional support during the breaks, if needed
* Extend the length of the school day to provide more instructional time prior to another potential COVID-19 outbreak
* Attend school on Saturday to make up any instructional time needed.

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**What additional information would you like to recommend as planning for the school year continues?**