

# JFCS CoVid-19 Work Assessment

Please answer these questions in order to help JFCS understand the limitations and needs of yourself and your clients as we contemplate and plan for providing services in our current and changing environment.

\* Required

Name \*

Your answer

How interested are you in returning to the office when it is determined safe to do so? \*

1 2 3 4 5

Not interested and not ready

Very interested and ready



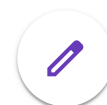
What are potential barriers to working in your assigned office space and/or office building? (Please check all that apply) \*

- My concerns for my health
- My office is too small for the amount of people assigned to work there.
- Having a client in my office is not possible.
- Clients will be too close to me in my office.
- There are not enough meeting spaces in our office to see family groups.
- There are not enough meeting spaces for me to work with groups for workshops, etc.
- Not having adequate cleaning in my office and in public spaces is a concern.
- Not having adequate protections such as masks, wipes and sanitizer is a concern.
- We don't have adequate space in our waiting areas to keep clients safe.
- I am concerned about sharing the copier, phones and office equipment.
- Other:

How interested are you in returning to work in the community (For example: having clients come into the food pantry, office hours in public places such as libraries, or working with clients for bus training or job interviews)? \*

1    2    3    4    5

Not interested and not ready                        Very interested and ready



What are the potential barriers to working in the community? Please check all that apply. \*

- My concerns for my health
- Clients concerns for their health
- Transportation for myself (I use public transportation)
- Transportation for my clients
- Not having appropriate protections such as masks, wipes, sanitizer, etc.
- Other physical locations are still closed
- The cleanliness of other locations
- Other:

What are the assets of working from the office that are essential for you to do your job? Please choose all that apply. \*

- I work with the public on the phones and in reception.
- My clients should be seen in person in order to give them the best level of service.
- My clients need my assistance when they are required to go to interviews, the courts, or other appointments.
- I need productivity tools such as a copier, computer, files, phones that are in the office.
- Access to my team members and supervisor is important for doing my work.
- Access to other departments such as fiscal and marketing are important for my daily work.
- Work space separate from my home environment is very important to my work.
- Other:



How interested and ready are you to continue to work from home? \*

1 2 3 4 5

Not interested and not ready

Very interested and ready

What are the potential benefits for your clients if you continue to work from home? \*

- Higher degree of attendance from my clients.
- Higher degree of satisfaction of my clients.
- Higher degree of outcomes for my clients.
- Lower transportation costs for my clients.
- No childcare needed for my clients to attend appointments or classes.
- Services are provided more efficiently for my clients.
- My clients have told me they prefer remote appointments.
- Other:

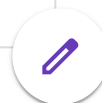


What are the potential deficits for your clients if you continue to work from home? Please check all that apply. \*

- Lower engagement in our work together.
- Challenges with using technology.
- Lower outcomes on their goals.
- Less attendance at appointments.
- Higher degree of distraction from external stimuli in their homes.
- Loss of confidentiality from attending meetings or appointments at home.
- My clients cannot receive services remotely.
- My clients needs cannot adequately be assessed through remote work.
- Other:

What are your personal barriers to working from home? Please check all that apply. \*

- I have a difficult time staying on task or focusing while working from home.
- I have no childcare for my dependent children.
- I have no in-home care for my dependent family members (other than children).
- I don't have adequate technology tools for working from home (phone, internet, computer, etc.).
- Remote work is not the best environment for me.
- I would like more direction and interaction with my supervisor and other team members.
- My job cannot effectively be done remotely.
- My clients and/or volunteers express dissatisfaction with remote services.
- Other:



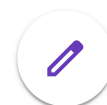
What are the personal assets to working from home? Please check all that apply.

\*

- No commute.
- I am more productive.
- Better work/life balance.
- I like the flexibility of working hours that meet my needs.
- Childcare/Eldercare is easily managed when I work from home.
- I don't like working from home.
- Other:

If given a choice, what would be your ideal work arrangements? Please choose one. \*

- Work in the office exclusively.
- Work from home exclusively.
- Work from the office part-time and from home part-time.
- Work from home one day a week.
- Other:



If given a choice, what work hours would be ideal for your clients? Please check all that apply. \*

- 9-5
- 7:30-3
- 11-7
- 12-8
- Weekends
- Other:

If given a choice, what work hours would be ideal for you? Check all that apply. \*

- 9-5
- 7:30-3
- 11-7
- 12-8
- Weekends
- Other:



With the current and ongoing challenges from CoVid-19, how capable are you of carrying out the essential functions of your job as laid out in your job description? \*

- Completely capable
- Capable of some, but not all, of my responsibilities.
- Not capable of carrying out my responsibilities.
- Capable of my responsibilities if adapted to remote work environment.
- I must redistribute some responsibilities because I am no longer capable of doing them myself.
- Other:

How can JFCS better serve your clients during this time? \*

Your answer

How can JFCS better support your work during this time? \*

Your answer

If you would like to have a personal conversation about your concerns, please let us know!

Your answer

Submit

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# Google Forms

