September 2023

Cognitive Testing Support Project:  
Economic Information Collection (EEIC) Question Bank

(Version 2.0)

Prepared for

**Measurement & Response Improvement for Economic Programs**

**Economic Statistics and Methodology Division**

**Economy-Wide Statistics Division**

**The U.S. Census Bureau**

Prepared by

Y. Patrick Hsieh, PhD, Rachel Stenger, Katherine Blackburn,

Jerry Timbrook, PhD, and Chris Ellis

RTI International

3040 E. Cornwallis Road

Research Triangle Park, NC 27709

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**Emergency Economic Information Collections Question Bank**

# Introduction

The questions included in this Emergency Economic Information Collections (EEIC) Question Bank measure the impacts that emergency events may have on establishments. This is Version 2.0 of the EEIC Question Bank, containing 194 unique questions that have been cognitively tested by survey methodologists at RTI International. The EEIC Question Bank is intended to be a living document to which cognitively tested questions may be added in the future.

These emergency events can include regional, national, or international emergencies, such as natural or humanmade disasters, pandemics or other health emergencies, civil unrest or insurrection, or other emergency events. Examples of such events may include hurricanes, floods, tornadoes, or other weather-related disasters; wildfires; incidents involving hazardous materials; pandemics; life- and livelihood-threatening diseases and other biological threats, and so on.

## Cognitive testing participants

Participants from cognitive testing included employees from private sector establishments that had previously responded to the following Census Bureau business surveys: the Service Annual Survey (SAS17), the Annual Capital Expenditures Survey (ACES), the Annual Wholesale Trade Survey (AWTS17), the Annual Retail Trade Survey (ARTS17), the Manufacturers’ Unfilled Orders Survey (M3UO14), and the Annual Survey of Manufactures (ASM). These participants included those in finance-related jobs, HR-related jobs, and employees in leadership roles (e.g., president, owner, CEO).

The participants from cognitive testing of the questions about permits (Section 13.6) included employees of local government agencies that had previously responded to the Building Permits Survey. These participants included permit officials, city secretaries, and so on.

To develop Version 2.0, a selection of questions was additionally tested with the public sector. Participants included employees of local government agencies in the Government Master Address File, which is a Census Bureau–maintained universe of state and local governments. These local government agencies consist of five types: county, municipal, township, special district, and school district.

For all questions tested with the public sector, notes were added to the “Sector Applicability” row (see Legend for details). The questions tested with the public sector are listed below:

* *Questions from Question Bank v1.0:* *acceptable for use with the public sector:*
  + Q01\_A
  + Q01\_B
  + Q03\_B
  + Q16\_C
  + Q16\_D
  + Q22
  + Q26
  + Q29
  + Q42
  + Q43
  + Q48
  + Q55
  + Q101
  + Q109
  + Q111
  + Q127
  + Q161
  + Q162
* *Questions from Question Bank v1.0: not acceptable for use with the public sector:*
  + Q20
  + Q24
  + Q52
  + Q53
  + Q144
* *Newly developed questions for use with the public sector:*
  + Q111A
  + Q209
  + Q210

# General instructions

The questions presented in this Question Bank are organized by topic (see ***Section 2.7 Glossary of topics*** for the full list). Each question is presented in a table on a new page, and this table includes information necessary to help the user select and format each question (see ***Section 3 Legend*** for explanations of each component of this table). Every question included in this Question Bank is formatted consistently. The table below explains these formatting notations.

|  |  |
| --- | --- |
| Notation | Description |
| <> | Required fill |
| <event> | User should fill with the emergency event |
| <business/agency/etc.> | User should fill with the term that makes most sense for their survey and target population. Some options include the following:   * Business * Company * Agency * Establishment * Firm * Office |
| <reference period> | User should fill with the time period reference to be used in the question. See Legend for details. |
| <revenues/sales/receipts> | User can fill this with one of the following:   * revenues/sales/receipts * revenues * sales * receipts   If the user has knowledge about what is most applicable to the population of interest, then this can be filled with one of the three individual terms. Otherwise, the user can fill with all three terms together (revenues/sales/receipts). |
| <employee type> | Users can choose which of the following components are important to specify for the survey population and for that specific question:   * Paid   + Testing with employees in the public sector found that specifying “paid employees” is important for that population because some local government agencies include volunteers * Full-time/part-time/full-time and part-time * Salaried/hourly/salaried and hourly * Contract * Sector-specific terms   + For example: In the manufacturing sector, it may be important to specify either production employees or non-production employees for certain questions   Some examples of how this fill can be used with different combinations:   * Full-time paid employees * Full-time salaried employees * Hourly employees * Full-time and part-time employees * Contract employees * Production employees * Non-production employees * Paid employees |
| <> | Optional fill |
| [] | Notes for programmers, like skip patterns (which are presented in the “Gate question/Follow-up design considerations” row) and notes about open-ended text boxes.  Note that = means “equal to” and ! = means “not equal to.” |
| **Bold font** | Indicates that a particular word or phrase is recommended to be emphasized on the final version of the survey. For formatting a web survey, emphasis is often denoted using **bold font.** For formatting a paper survey, emphasis is oftentimes denoted using **bold and underlined font**. However, the user can use the standard convention in place for the survey. |

## Skip patterns

Because specific survey platforms vary in their ability to accommodate skip patterns, all questions are written as standalone, independent questions. However, to reduce respondent burden, some questions should/could be used in a skip pattern with a gate question and follow-up question(s). During cognitive testing, results indicated that respondents had difficulty understanding the follow-up question or found the follow-up question to be burdensome to answer without the gate question. In these cases, the Question Bank will recommend using a skip pattern if the survey platform can accommodate it (denoted as “*Recommended skip pattern”*; see ***Legend*** for details). Because some questions are related, the Question Bank will also list optional skip patterns that a survey designer could use if they wish to reduce respondent burden further (denoted as “*Optional skip pattern”*; see ***Legend*** for details). To achieve this flexible design where each question can stand alone, all questions will include “Not applicable” response options where needed, regardless of the skip pattern notes. The “Gate/Follow-up question design considerations” row will include any additional notes, instructions, and considerations about the “Not applicable” response option when using a skip pattern.

## Grid questions

There are several grid questions presented in the Question Bank. All of these questions are presented twice—once as a grid format and once as standalone, individual items. Users are free to decide what format will work best for their survey purposes. In addition, users are free to pick and choose which subitems in each grid or which standalone items make the most sense to use for their specific analytic goals. If using one of the grid questions on a survey, users should be sure to test the usability of the grid on different sized screens (i.e., smartphone, tablet, and desktop screen sizes) to ensure that the respondent can see the entire grid on their screen without having to scroll left/right or up/down.

## Question context effects

As stated previously, the questions included in this Question Bank are intended to measure the impacts that emergency events can have on establishments. Most, but not all, questions include the phrase “as a result of <event>” to accomplish this measurement goal. However, for some question constructs, respondents may not know if a change is *directly* due to the emergency event stated in the question. For example, when asked about employee turnover, respondents may be unable to determine whether the turnover was related to an emergency event or another cause. In these types of questions, we omit “as a result of <event>” to avoid the cognitive burden of respondents trying to differentiate what was caused by the event and to reduce measurement error. Instead, the reference period alone should guide responses without the need to report about the direct impact of an emergency event.

However, a problem arose for these questions during testing. In the cognitive interview, participants were told that they would be asked questions about the effect that emergency events can have on their business. Because of this, participants tried to interpret every question within the context of an emergency event, even if the question did not ask them about direct impacts of the emergency event (i.e., even if the question did not use the phrase “as a result of <event>”). Participants wanted to answer the question they thought we were intending to ask instead of the question as presented. For example, when asked about the number of employees who were working from home, some participants inferred that they should answer about employees working from home as a result of the event, rather than employees working from home for any reason. When deciding how to order questions in a survey, survey designers should take these order effects into consideration. We recommend placing all questions that do not ask about the direct impact of the event (i.e., questions that do not use the phrase “as a result of <event>” or “compared to what was normal before <event>”) *first* to prevent the context of the emergency event from influencing responses. This should help all respondents consider the questions in the same way and reduce measurement error.

## Company/Organization sampling

As the General Instructions describe, survey designers can choose terms that make the most sense for their survey and target population when using questions with the private sector. More specifically, users can choose to use the term “company” or “business” when sampling at the company level or can use the term “establishment” when sampling at the establishment level.

When survey designers use terms like “company” or “business,” each question could potentially be asking about multiple locations of that company. Users should note that some locations might not be affected by the emergency event, especially if the emergency event is a localized natural disaster.

For testing, we operationalized this fill with “company,” so questions sometimes asked about all locations. Our cognitive testing found that in these instances, respondents were able to provide an answer but sometimes felt unsure about whether they were answering correctly. Usually, the respondents defaulted to answering the question about the location(s) that were impacted by the emergency event, rather than the locations that were not impacted.

If the emergency event in question is a localized natural disaster, survey designers can use Q138 to provide context for other answers to the survey or use as a gate question. Q138 asks: “Does this <business/agency/etc.> have any locations in the area impacted by <event>?”

## Other notes to user

Users should select the questions to use on their survey while considering the level of burden each question requires. During testing, participants were asked several probing questions about burden, including whether they would know the answer right away or if they would have to consult records or other colleagues to know the answer. If the participant had to consult records or other colleagues, they were asked how much time and effort would be required of them to find the answer. If many participants indicated during testing that answering the question would be very burdensome for them (i.e., consult many people or take a long time to find answer), then there will be a note about the high respondent burden indicated in the “Other notes” section of the Question Bank. Questions that usually showed a high respondent burden include questions that ask for exact numbers, grid questions that include multiple concepts, and questions about future outcomes.

During testing, all “Don’t know” response options were removed. If it was found during testing that “don’t know” was a meaningful response option, then it was added into the final version of the question for the Question Bank.

## Glossary of topics (for content searching and organizing):

Following is the list of topics used to organize the questions, with 9 higher level topics and several subtopics underneath the higher-level topics. All questions are labeled with the subtopic only in the “Topic tag” (see ***Section 3 Legend***). Some questions are labeled with multiple subtopics. Users can use the headings in the navigation pane to navigate to a specific section, or use a Ctrl+F search to find a specific question (using the question number).

**Employees and Payroll**

Changes in number of employees

Changes in types of employees

Rehiring of furloughed or laid off employees

Recent changes in benefits paid or provided to employees

Benefits paid or provided to laid off employees

Voluntary turnover

Changes in payroll

Employees and payroll: General

**Provision of Services**

Changes in number of clients serviced or service offering(s)

New services

Services eliminated

**Revenue, Expenses, etc.**

Changes in sales or revenue

Application for and use of government loans/assistance

Changes in business forecast

Changes in capital expenditure plans

Changes in operating budget

Changes in expenses

Access to private sources of capital (e.g., applying for a loan, receiving a loan)

Revenue, expenses, etc.: General

**Changes in Manufacturing Production**

Elimination of certain goods being produced

Shift in the production line and return to original production

Production of new goods

Changes in production costs

Halt in production

Backlogs/Unfilled orders

Changes in manufacturing production: General

**Changes in Supply Chain**

Problems with current supply chain

New supply chain options

Changes in supply chain: General

**Changes in Operations**

Changes in hours worked

Operating at a decreased/increased capacity

Changes in level of operations

Changes in physical/site operations

Permanent changes to business practices

Temporary changes in business travel

Changes in operations: General

**Closures and Work Location**

Temporary v. permanent closures

Building closures/Changes in amount of commercial space leased

Changes in work location/remote work

**Emergency Preparedness**

Physical surroundings/Building construction

Personnel

Systems protection

Emergency management

**Special Topics**

Inventory losses

Shipment delays

Product donations

Insurance claims for loss of inventory/building damage

Share of the emergency’s impact covered by insurance, subsidies

Permits

Special topics: General

|  |
| --- |
| **Employees and Payroll** |
| Changes in number of employees |
| Q01 |
| Q01\_A |
| Q01\_B |
| Q01\_C |
| Q01\_D |
| Q03 |
| Q03\_A |
| Q03\_B |
| Q03\_C |
| Q25 |
| Q114 |
| Q114A |
| Q202 |
| Changes in types of employees |
| Q02 |
| Q02\_A |
| Q02\_B |
| Q02\_C |
| Rehiring of furloughed or laid off employees |
| Q05 |
| Q06 |
| Q07 |
| Q08 |
| Q206 |
| Recent changes in benefits paid or provided to employees |
| Q09 |
| Q09\_A |
| Q09\_B |
| Q09\_C |
| Q09\_D |
| Q09\_E |
| Q09\_F |
| Q09\_G |
| Q09\_H |
| Q09\_I |
| Q09\_J |
| Q10 |
| Q10\_A |
| Q10\_B |
| Q10\_C |
| Q10\_D |
| Q10\_E |
| Q10\_F |
| Q10\_G |
| Q10\_H |
| Q10\_I |
| Q10\_J |
| Q13 |
| Q15 |
| Benefits paid or provided to laid off employees |
| Q11 |
| Q12 |
| Q12\_A |
| Q12\_B |
| Q12\_C |
| Q12\_D |
| Q12\_E |
| Q12\_F |
| Q12\_G |
| Q12\_H |
| Q12\_I |
| Voluntary turnover |
| Q24 |
| Changes in payroll (including changes to salary/wages and changes in bonuses) |
| Q01 |
| Q01\_C |
| Q01\_D |
| Q09 |
| Q09\_I |
| Q10 |
| Q10\_I |
| Q18 |
| Q18\_A |
| Q18\_B |
| Q18\_C |
| Q18\_D |
| Q18\_E |
| Q18\_F |
| Q18\_G |
| Q19 |
| Q19\_A |
| Q19\_B |
| Q19\_C |
| Q19\_D |
| Q19\_E |
| Q19\_F |
| Q19\_G |
| Q26 |
| Q27 |
| Q56 |
| Q56\_E |
| Q61 |
| Q61\_A |
| Q114 |
| Q114A |
| Employees and payroll: General |
| Q16 |
| Q16\_A |
| Q16\_B |
| Q16\_C |
| Q16\_D |
| Q17 |
| Q17\_A |
| Q17\_B |
| Q17\_C |
| Q17\_D |
| Q18 |
| Q18\_A |
| Q18\_B |
| Q18\_C |
| Q18\_D |
| Q18\_E |
| Q18\_F |
| Q18\_G |
| Q19 |
| Q19\_A |
| Q19\_B |
| Q19\_C |
| Q19\_D |
| Q19\_E |
| Q19\_F |
| Q19\_G |
| Q20 |
| Q20\_A |
| Q20\_B |
| Q20\_C |
| Q20\_D |
| Q21 |
| Q21\_A |
| Q21\_B |
| Q21\_C |
| Q21\_D |
| Q22 |
| Q22\_A |
| Q22\_B |
| Q22\_C |
| Q22\_D |
| Q22\_E |
| Q22\_F |
| Q22\_G |
| Q23 |
| Q23\_A |
| Q23\_B |
| Q23\_C |
| Q23\_D |
| Q23\_E |
| Q23\_F |
| Q23\_G |
| **Provision of Services** |
| Changes in number of clients serviced or service offering(s) |
| Q29 |
| Q30 |
| Q36 |
| Q36\_A |
| Q69 |
| Q69\_F |
| Q101 |
| Q101\_F |
| Q131 |
| Q197 |
| Q202 |
| New services |
| Q45 |
| Q46 |
| Q46\_A |
| Q46\_B |
| Q46\_C |
| Q46\_D |
| Q46\_E |
| Q71 |
| Services eliminated |
| Q47 |
| Q48 |
| **Revenue, Expenses, etc.** |
| Changes in sales or revenue |
| Q31 |
| Q32 |
| Q33 |
| Q36 |
| Q36\_A |
| Q36\_B |
| Q36\_C |
| Q36\_D |
| Q36\_E |
| Q36\_F |
| Q37 |
| Q38 |
| Q54 |
| Q91A |
| Q143 |
| Q149 |
| Q194 |
| Q199 |
| Application for and use of government loans/assistance |
| Q06 |
| Q42 |
| Q43 |
| Q44 |
| Q49 |
| Q50 |
| Q60 |
| Q61 |
| Q61\_A |
| Q61\_B |
| Q61\_C |
| Q61\_D |
| Q61\_E |
| Q61\_F |
| Changes in business forecast |
| Q51 |
| Q202 |
| Changes in capital expenditure plans |
| Q52 |
| Q61 |
| Q61\_D |
| Q202 |
| Changes in operating budget |
| Q53 |
| Changes in expenses |
| Q55 |
| Q56 |
| Q56\_A |
| Q56\_B |
| Q56\_C |
| Q56\_D |
| Q56\_E |
| Q56\_F |
| Q56\_G |
| Q56\_H |
| Q56\_I |
| Q56\_J |
| Q56\_K |
| Q97 |
| Q97\_A |
| Q97\_B |
| Q97\_C |
| Q118 |
| Q118\_A |
| Q118\_B |
| Q118\_C |
| Q118\_D |
| Q119 |
| Q119\_A |
| Q119\_B |
| Q119\_C |
| Q119\_D |
| Q143 |
| Q200 |
| Q202 |
| Access to private sources of capital (e.g., applying for a loan, receiving a loan) |
| Q06 |
| Q39 |
| Q40 |
| Q41 |
| Q56 |
| Q56\_F |
| Q56\_G |
| Q56\_H |
| Q56\_J |
| Q56\_K |
| Q57 |
| Q58 |
| Q59 |
| Q198 |
| Q201 |
| Q202 |
| Revenue, expenses, etc.: General |
| Q39 |
| Q40 |
| Q41 |
| Q198 |
| Q202 |
| **Changes in Manufacturing Production** |
| Elimination of certain goods being produced |
| Q67 |
| Q68 |
| Q69 |
| Q69\_A |
| Q69\_B |
| Q69\_C |
| Q69\_D |
| Q69\_E |
| Q69\_F |
| Q69\_G |
| Q69\_H |
| Shift in the production line and return to original production |
| Q70 |
| Q77 |
| Q78 |
| Q85 |
| Q86 |
| Production of new goods |
| Q46 |
| Q46\_A |
| Q46\_B |
| Q46\_C |
| Q46\_D |
| Q46\_E |
| Q71 |
| Q77 |
| Q78 |
| Q85 |
| Q86 |
| Changes in production costs |
| Q73 |
| Q97 |
| Q97\_A |
| Q97\_B |
| Q97\_C |
| Halt in production |
| Q76 |
| Q193 |
| Backlogs/Unfilled orders |
| Q80 |
| Changes in manufacturing production: General |
| Q64 |
| Q65 |
| Q66 |
| Q75 |
| Q79 |
| **Changes in Supply Chain** |
| Problems with current supply chain |
| Q72 |
| Q83 |
| New supply chain options |
| Q74 |
| Q84 |
| Changes in supply chain: General |
| Q36 |
| Q36\_A |
| Q36\_B |
| Q36\_C |
| Q36\_D |
| Q36\_E |
| Q36\_F |
| Q69 |
| Q69\_D |
| Q73 |
| Q81 |
| Q81A |
| Q82 |
| Q97 |
| Q97\_A |
| Q97\_B |
| Q97\_C |
| Q101 |
| Q101\_G |
| Q202 |
| Q203 |
| Q206 |
| **Changes in Operations** |
| Changes in hours worked |
| Q01 |
| Q01\_B |
| Q20 |
| Q20\_A |
| Q20\_B |
| Q20\_C |
| Q20\_D |
| Q21 |
| Q21\_A |
| Q21\_B |
| Q21\_C |
| Q21\_D |
| Q56 |
| Q56\_C |
| Q99 |
| Q99A |
| Q99B |
| Q103 |
| Q103\_A |
| Q103\_B |
| Q103\_C |
| Q103\_D |
| Q123 |
| Operating at a decreased/increased capacity |
| Q36 |
| Q36\_C |
| Q206 |
| Q207 |
| Changes in level of operations |
| Q106 |
| Q108 |
| Q114 |
| Q114A |
| Q120 |
| Q122 |
| Q194 |
| Changes in physical/site operations |
| Q107 |
| Q120 |
| Q132 |
| Q132\_A |
| Q132\_B |
| Q132\_C |
| Q132\_D |
| Q132\_E |
| Q133 |
| Q134 |
| Permanent changes to business practices |
| Q92 |
| Q121 |
| Q137 |
| Q137A |
| Temporary changes in business travel |
| Q135 |
| Q195 |
| Q208 |
| Changes in operations: General |
| Q36 |
| Q36\_A |
| Q36\_B |
| Q36\_C |
| Q36\_D |
| Q36\_E |
| Q36\_F |
| Q105 |
| Q205 |
| **Closures and Work Location** |
| Temporary vs. permanent closures |
| Q101 |
| Q101\_A |
| Q101\_B |
| Q101\_C |
| Q101\_D |
| Q101\_E |
| Q101\_F |
| Q101\_G |
| Q101\_H |
| Q101\_I |
| Q101\_J |
| Q102 |
| Q109 |
| Q111 |
| Q111A |
| Q112 |
| Q122 |
| Q131 |
| Q196 |
| Q202 |
| Building closures / changes in amount of commercial space leased |
| Q115 |
| Q116A |
| Q116B |
| Q117 |
| Q118 |
| Q118\_A |
| Q118\_B |
| Q118\_C |
| Q118\_D |
| Q119 |
| Q119\_A |
| Q119\_B |
| Q119\_C |
| Q119\_D |
| Changes in work location / remote work |
| Q56 |
| Q56\_D |
| Q113 |
| Q127 |
| Q128 |
| Q138 |
| Q139 |
| Q141 |
| Q142 |
| Q206 |
| **Emergency Preparedness** |
| Physical surroundings/Building construction |
| Q69 |
| Q69\_B |
| Q101 |
| Q101\_C |
| Q143 |
| Q144 |
| Q144\_A |
| Q144\_B |
| Q144\_C |
| Q145 |
| Q146 |
| Q146A |
| Q148 |
| Q148\_B |
| Q156 |
| Q159 |
| Q178A |
| Q182 |
| Q183 |
| Q184 |
| Q184\_A |
| Q184\_B |
| Q184\_C |
| Q184\_D |
| Q184\_E |
| Personnel |
| Q09 |
| Q09\_J |
| Q10 |
| Q10\_J |
| Q12 |
| Q12\_I |
| Q148 |
| Q148\_D |
| Q152 |
| Q152B |
| Q153 |
| Q154 |
| Systems protection |
| Q161 |
| Q162 |
| Emergency management |
| Q165 |
| Q166 |
| Q167 |
| Q168 |
| Q185 |
| Q186 |
| **Special Topics** |
| Inventory losses |
| Q87 |
| Q88 |
| Q89 |
| Q90 |
| Q148 |
| Q148\_A |
| Shipment delays |
| Q69 |
| Q69\_E |
| Q83 |
| Q91 |
| Q91A |
| Q91B |
| Q93 |
| Q94 |
| Q203 |
| Product donations |
| Q129 |
| Q130 |
| Insurance claims for loss of inventory/building damage |
| Q146A |
| Q147 |
| Q148 |
| Q148\_A |
| Q148\_B |
| Q148\_C |
| Q148\_D |
| Q148\_E |
| Q149 |
| Q169 |
| Q169\_A |
| Q169\_B |
| Q169\_C |
| Q169\_D |
| Q169\_E |
| Q169\_F |
| Q169\_G |
| Q174 |
| Q175 |
| Q176 |
| Q177 |
| Q178A |
| Q178B |
| Q179 |
| Q181 |
| Share of the emergency’s impact covered by insurance, subsidies |
| Q151 |
| Q179 |
| Q180 |
| Permits |
| Q187 |
| Q188 |
| Q189 |
| Q191 |
| Q192 |
| Special topics: General |
| Q204 |
| Q209 |
| Q210 |
| **Additional Topic Tags** |
| Temporarily/Permanently laid off employees |
| Q03 |
| Q03\_A |
| Q03\_B |
| Q03\_C |
| Q05 |
| Q07 |
| Q08 |
| Q11 |
| Q12 |
| Q12\_A |
| Q12\_B |
| Q12\_C |
| Q12\_D |
| Q12\_E |
| Q12\_F |
| Q12\_G |
| Q12\_H |
| Q12\_I |
| Q16 |
| Q16\_A |
| Q16\_B |
| Q17 |
| Q17\_A |
| Q17\_B |
| Q56 |
| Q56\_A |
| Q56\_B |
| Q206 |
| Government mandates |
| Q36 |
| Q36\_C |
| Q69 |
| Q69\_G |
| Q101 |
| Q101\_A |
| Q101\_B |
| Q101\_D |
| Q106 |
| Utilities |
| Q61 |
| Q61\_C |
| Q87 |
| Q132 |
| Q132\_A |
| Q132\_B |
| Q132\_C |
| Q132\_D |
| Q132\_E |
| Q134 |
| Q184 |
| Q184\_A |
| Q184\_B |
| Q184\_C |
| Q184\_D |
| Q184\_E |
| Q200 |
| Access to equipment/vehicles/tools |
| Q118 |
| Q118\_C |
| Q118\_D |
| Q119 |
| Q119\_C |
| Q119\_D |
| Q120 |
| Q128 |
| Q133 |
| Q148 |
| Q148\_C |
| Q175 |
| Q177 |
| Q178B |
| Q180 |
| Q183 |
| **Public Sector Questions** |
| Q01\_A |
| Q01\_B |
| Q03\_B |
| Q16\_C |
| Q16\_D |
| Q22 |
| Q26 |
| Q29 |
| Q42 |
| Q43 |
| Q48 |
| Q55 |
| Q101 |
| Q101\_A |
| Q101\_B |
| Q101\_C |
| Q101\_I |
| Q109 |
| Q111 |
| Q111A |
| Q127 |
| Q161 |
| Q162 |
| Q209 |
| Q210 |

# Legend

|  |  |
| --- | --- |
| **Q #** | Question number (arbitrary numbers assigned to each question) |
| **Topic tags** | Topics of the questions are listed in the table for each question and also used as headers for easier navigation |
| **Question wording** | Includes skip logic, question stem, and any instructions or definitions  NOTE: All instructions and definitions are presented in italics |
| **If grid, subitems** | If grid, then these are the rows |
| **Response options** | If grid, then these are the columns |
| **Sector applicability** | Lists one of the following:   * Manufacturing * Permit-granting office * Companies that require permits to work * Blank (across sectors)   If a user wishes to ask questions of businesses that sell goods or services to customers/clients, then they can use Q137 as a gate question to filter out businesses that do not sell goods or services to customers/clients.  When a question has also been tested with the public sector, notes will be included about both the private and public sector. Some examples include:  *Private Sector:*   * Applicable cross-sector. * The <goods and/or services> fill should be “goods and/or services” when using with the private sector. * This question has not been tested with the private sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * RTI tested this question with the public sector and testing did not support using this question with the public sector. * The <goods and/or services> fill should be “services” when using with the public sector. |

**Legend, cont’d**

|  |  |
| --- | --- |
| **Gate question/Follow-up design consideration** | All questions are written as standalone, independent items; however, this row will describe two types of skip patterns:  *Recommended skip pattern:* These are skip patterns that should be implemented, if the survey can accommodate skip patterns.  *Optional skip pattern:* These are skip patterns that could be implemented, if the survey can accommodate skip patterns and if the survey designer wishes to further reduce respondent burden.  In both cases, this row will:   * List gate question (if applicable) and list follow-up questions (if applicable) * Denote optional skip patterns and design considerations * Describe use of “Not applicable” response options and instructions (if applicable) |
| **Question type** | Lists:   * Grid or item-by-item * Select all that apply or select one answer * Open-end numeric answer * Open-end narrative |
| **Alternate/Complementary questions** | Lists questions measuring the same or similar concepts but with different wording or different question type; also lists questions that measure complementary concepts |

**Legend, cont’d**

|  |  |
| --- | --- |
| **Reference period fill** | Lists one or more of the following:   * From <date 1> to <date 2> * On <date 1> and <date 2> * On <date> * In the <month 1> — <month 2> quarter of <year> * Since <date> * As of <date> * Before <event> * Before <date> * In <month> <year> * In <year> * From <future date 1> to <future date 2> * In the next <future month 1> — <future month 2> quarter of <year> * In the next <number> months * In <future month> <year> * In <future year> |
| **Reference period notes** | Lists any further information needed about the reference period:   * Reference period should be a period of time/date *before* event * Reference period should be a period of time/date *after* event * Reference period should be/include date of event * If using "Since <date>" then date should be date of event * Reference period must be a bounded period of time with a clear start date and end date * Time period specified should not be longer than one month * Reference period is future time period |

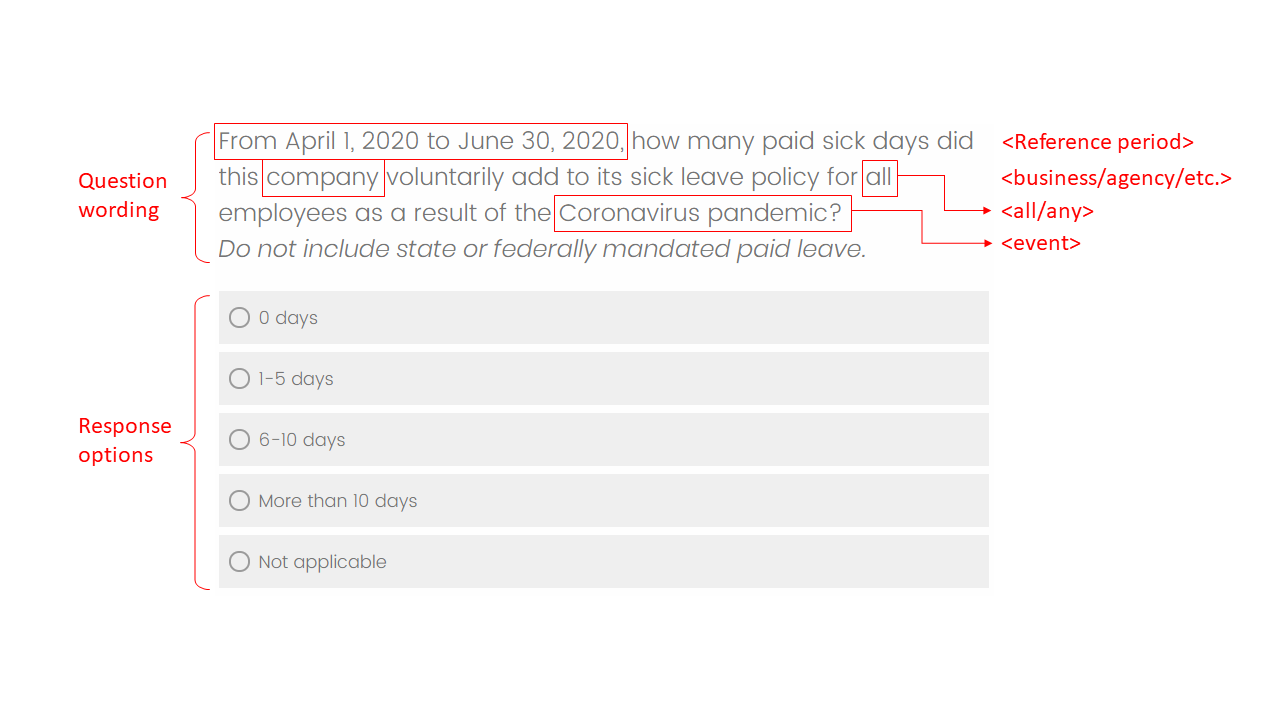
**Legend, cont’d**

|  |  |
| --- | --- |
| **Other notes** | Describes:   * Suggested text to emphasize (i.e., bold or italics), if applicable * Notes about possible context effects, if applicable * Notes about any fills, if applicable, including optional fills in the definitions and instructions * Notes about the amount of burden on the respondents to answer the question, as indicated by testing * Any other notes |

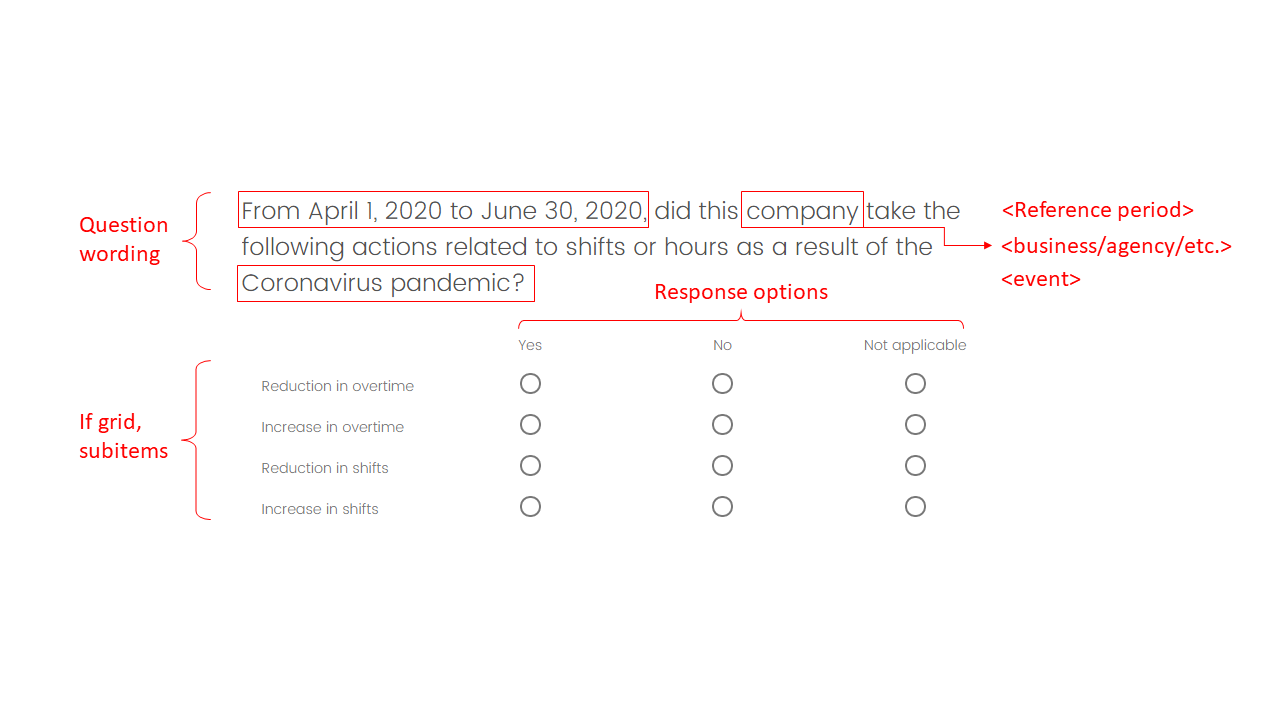
# Examples of formatted questions

Following are four examples of formatted questions from the Emergency Economic Information Collections Question Bank. Within each question, the components of the question are highlighted, including the question wording, subitems (if grid), response options, and fills used. As noted above, fills are denoted in the question wording using <>; in these examples, each fill is labeled on the right-hand side of each image. Different reference periods are used in the question wording to illustrate different ways of operationalizing the reference period. These examples also illustrate the choice between formatting the question as a grid (Q20) and as individual items (Q20\_A and Q03\_B). Furthermore, these examples illustrate the various question types, such as select one answer (Q13, Q20, and Q20\_A) and open-end numeric (Q03\_B).

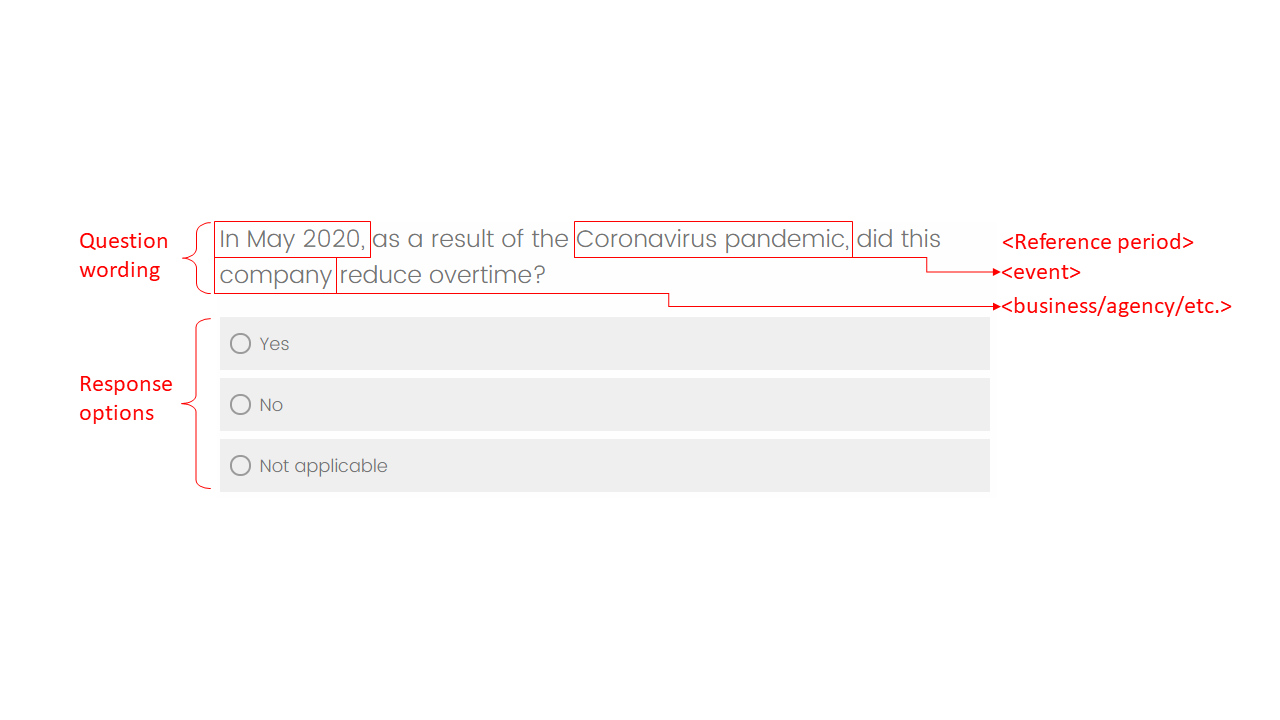
**Q13: Select one answer**



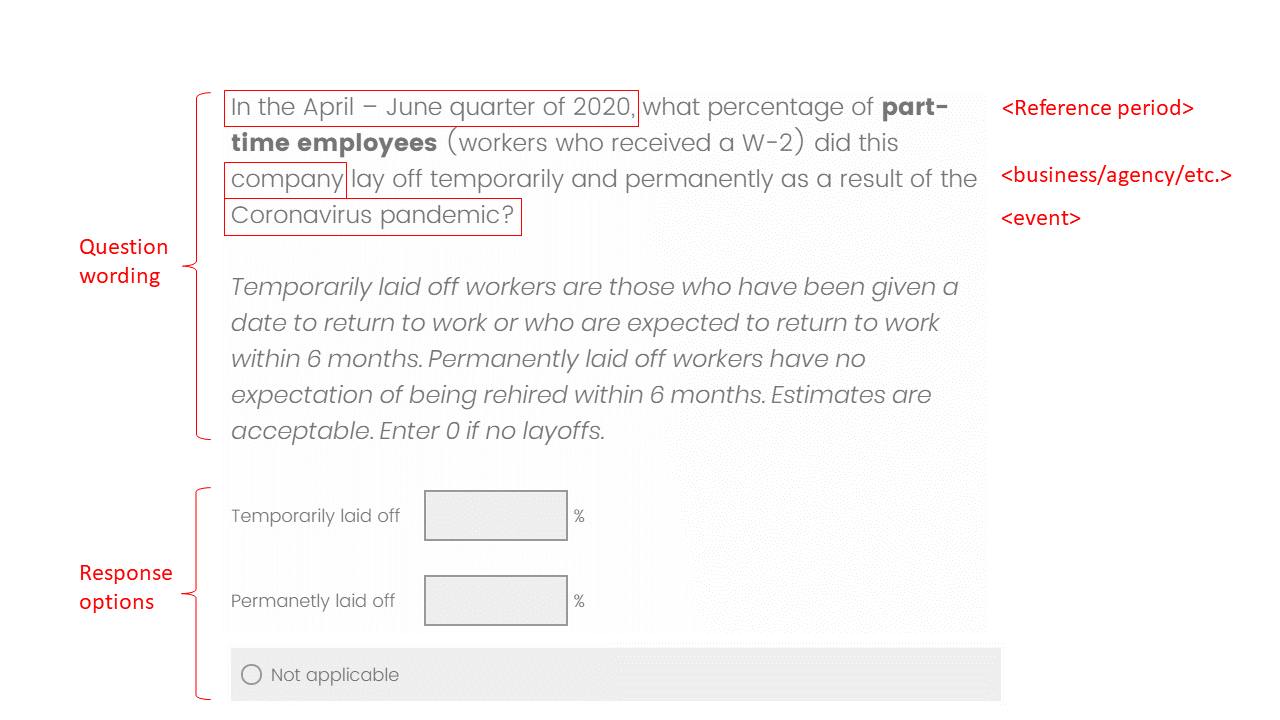
**Q20: Grid, select one answer**

****

**Q20\_A: Item-by-item, select one answer**



**Q03\_B: Item-by-item, open-end numeric**

****

# Employees and Payroll

## Changes in number of employees

|  |  |
| --- | --- |
| **Q #** | Q01 |
| **Topic tags** | Changes in number of employees; Changes in hours worked; Changes in payroll |
| **Question Wording** | <Reference period>, as a result of <event>, how did this <business/agency/etc.> change the following aspects of <employee type> employee staffing? |
| **If grid, subitems** | Total number of <employee type> employees  Total number of <employee type> staff hours <or shifts>  Hourly wages or salaries for <employee type> employees  Bonuses for <employee type> employees |
| **Response options** | Increased  Did not change  Decreased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (See Q01\_A, Q01\_B, Q01\_C, Q01\_D for item-by-item)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Testing indicated that participants had some difficulty differentiating between "hours" and "shifts." "Or shifts" should be included when the user believes that shift work is common among the population of interest. Otherwise, "staff hours" alone should cover the time worked by employees. |

|  |  |
| --- | --- |
| **Q #** | Q01\_A |
| **Topic tags** | Changes in number of employees; Public Sector Question |
| **Question Wording** | <Reference period>, as a result of <event>, how did this <business/agency/etc.> change the **total number of <employee type> employees**? |
| **If grid, subitems** |  |
| **Response options** | Increased  Did not change  Decreased  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * Testing indicated that respondents use “not applicable” to mean they are fully staffed by volunteers or board members or that it was not an option to change the total number of employees (e.g., due to set budget). |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q01 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  If asking multiple questions (Q01\_A-Q01\_D), consider emphasizing **total number of <employee type> employees** |

|  |  |
| --- | --- |
| **Q #** | Q01\_B |
| **Topic tags** | Changes in number of employees; Changes in hours worked; Public Sector Question |
| **Question Wording** | <Reference period>, as a result of <event>, how did this <business/agency/etc.>’s **total number of <employee type> staff hours <or shifts>** change? |
| **If grid, subitems** |  |
| **Response options** | Increased  Did not change  Decreased  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q01 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.   * Note that the wording of this question is different from the other standalone items in this series (i.e., Q01\_A, Q01\_C, and Q01\_D) * Testing with both the public and private sector indicated that using this new wording improved comprehension, as it more accurately reflects the experience of businesses/agencies. The previous wording implied that the business/agency was making an active decision to change the number of hours, whereas the new wording does not imply that it was an active decision by the business/agency.   See *General Instructions* for details on the <employee type> fill.   * Users should note that testing indicated that respondents in the private sector had difficulty answering this question about salaried employees. Salaried staff do not typically track the number of hours they work, so there are no reports that participants can reference other than just their general feeling about how much the salaried employees are working.   Testing indicated that participants had some difficulty differentiating between "hours" and "shifts." "Or shifts" should be included when the user believes that shift work is common among the population of interest. Otherwise, "staff hours" alone should cover the time worked by employees.  Testing indicated that respondents would need to consult records or other colleagues to answer this question.  If asking multiple questions (Q01\_A-Q01\_D), consider emphasizing **total number of <employee type> staff hours <or shifts>** |

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| **Q #** | Q01\_C |
| **Topic tags** | Changes in number of employees; Changes in payroll |
| **Question Wording** | <Reference period>, as a result of <event>, how did this <business/agency/etc.> change the **hourly wages or salaries for <employee type> employees**? |
| **If grid, subitems** |  |
| **Response options** | Increased  Did not change  Decreased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q01 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  If asking multiple questions (Q01\_A-Q01\_D), consider emphasizing **hourly wages or salaries for <employee type> employees** |

|  |  |
| --- | --- |
| **Q #** | Q01\_D |
| **Topic tags** | Changes in number of employees; Changes in payroll |
| **Question Wording** | <Reference period>, as a result of <event>, how did this <business/agency/etc.> change the **bonuses for <employee type> employees**? |
| **If grid, subitems** |  |
| **Response options** | Increased  Did not change  Decreased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q01 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  If asking multiple questions (Q01\_A-Q01\_D), consider emphasizing **bonuses for <employee type> employees** |

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| --- | --- |
| **Q #** | Q03 |
| **Topic tags** | Changes in number of employees; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, what percentage of the following types of workers did this <business/agency/etc.> lay off temporarily and permanently as a result of <event>?  <Include:   * Part-time <employee type> employees and officials * All elected or apointed officials paid any amount of pay or stipend (even small amounts of $25 per meeting or $100 annually) or paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, or annually * Temporary or seasonal employees   Exclude:   * Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees>   *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months. Permanently laid off workers have no expectation of being rehired within 6 months. Estimates are acceptable. Enter 0 if no layoffs.* |
| **If grid, subitems** | Full-time <employee type> employees (workers who received a W-2)  Part-time <employee type> employees (workers who received a W-2)  <employee type> employees  Workers who do not fall into any of the categories above |
| **Response options** | Columns: Temporarily laid off, Permanently laid off, Not applicable  Responses (for Temporarily laid off, Permanently laid off): [text box] %  Response (for Not applicable): [check box] |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * The inclusion and exclusion criteria (in bullet points) should not be included when using with the private sector.   *Public Sector Testing Notes:*   * RTI did not test this grid question with the public sector, but did test Q03\_B (the standalone item about part-time employees) and testing supported using Q03\_B with the public sector. During that testing, participants indicated that they could easily answer Q03\_B about full-time paid employees. * The inclusion and exclusion criteria (in bullet points) should be included when using with the public sector, as testing indicated that respondents required instructions to explain what types of employees to include and exclude while answering this question. |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q05, Q07, and/or Q08 as the follow-up to Q03. |
| **Question type** | Grid (See Q03\_A, Q03\_B, Q03\_C, and Q03\_D for item-by-item)  Open-end numeric (%) |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | Testing indicated that respondents would need to consult records or other individuals to answer this question.  See *General Instructions* for details on the <employee type> fill. However, the user should select the subitems from the grid that make the most sense for the survey population and the type of employees at those companies/businesses/agencies.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. * If using the <employee type> fill on the subitems for full-time and part-time employees, the user must select fill options that describe employees that receive a W-2. For example, the user can ask about “Full-time salaried employees,” “Part-time salaried employees,” “Full-time hourly employees,” and/or “Part-time hourly employees.” However, see *General Instructions* for more options for this fill. * If using the <employee type> fill to specify another type of employee (the third subitem above), the user must select fill options that are mutually exclusive from the other items. For example, the user cannot ask about both “Full-time employees” and “Production employees” because these two categories would not be mutually exclusive. |

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| **Q #** | Q03\_A |
| **Topic tags** | Changes in number of employees; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, what percentage of this <business/agency/etc.>’s **full-time <employee type> employees (workers who received a W-2)** were temporarily and permanently as a result of <event>?  <Include:   * Part-time <employee type> employees and officials * All elected or apointed officials paid any amount of pay or stipend (even small amounts of $25 per meeting or $100 annually) or paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, or annually * Temporary or seasonal employees   Exclude:   * Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees>   *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months. Permanently laid off workers have no expectation of being rehired within 6 months. Estimates are acceptable. Enter 0 if no layoffs.* |
| **If grid, subitems** |  |
| **Response options** | Temporarily laid off [text box] %  Permanently laid off [text box] %  [check box] Not applicable <- This <business/agency/etc.> has no full-time <employee type> employees> |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * The inclusion and exclusion criteria (in bullet points) should not be included when using with the private sector. * The optional text fill on the “Not applicable” option should not be used with the private sector.   *Public Sector Testing Notes:*   * RTI did not test this standalone question with the public sector, but did test Q03\_B. During that testing, participants indicated that they could easily answer Q03\_B about full-time paid employees. * The inclusion and exclusion criteria (in bullet points) should be included when using with the public sector, as testing indicated that respondents required instructions to explain what types of employees to include and exclude while answering this question. * The optional text fill on the “Not applicable” option should be used with the public sector. |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q05 as the follow-up to Q03. |
| **Question type** | Item-by-item (See Q03 for grid)  Open-end numeric (%) |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | Testing indicated that respondents would need to consult records or other individuals to answer this question.  If asking multiple questions (Q03\_A, Q03\_B, Q03\_C, and Q03\_D), consider emphasizing **full-time <employee type> employees (workers who received a W-2)**  See *General Instructions* for details on the <employee type> fill. However, the user should select the items that make the most sense for the survey population and the type of employees at those companies/businesses/agencies.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. * If using the <employee type> fill, the user must select fill options that describe employees that receive a W-2. For example, the user can ask about “Full-time salaried employees” and/or “Full-time hourly employees” (as two separate questions). However, see *General Instructions* for more options for this fill. |

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| **Q #** | Q03\_B |
| **Topic tags** | Changes in number of employees; Temporarily/Permanently laid off employees; Public Sector Question |
| **Question Wording** | <Reference period>, what percentage of this <business/agency/etc.>’s **part-time <employee type> employees (workers who received a W-2)** were temporarily and permanently as a result of <event>?  *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months. Permanently laid off workers have no expectation of being rehired within 6 months. Estimates are acceptable. Enter 0 if no layoffs.*  <Include:   * Part-time <employee type> employees and officials * All elected or apointed officials paid any amount of pay or stipend (even small amounts of $25 per meeting or $100 annually) or paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, or annually * Temporary or seasonal employees   Exclude:   * Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees>   *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months. Permanently laid off workers have no expectation of being rehired within 6 months. Estimates are acceptable. Enter 0 if no layoffs.* |
| **If grid, subitems** |  |
| **Response options** | Temporarily laid off [text box] %  Permanently laid off [text box] %  [check box] Not applicable <- This <business/agency/etc.> has no part-time <employee type> employees> |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * The inclusion and exclusion criteria (in bullet points) should not be included when using with the private sector. * The optional text fill on the “Not applicable” option should not be used with the private sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * The inclusion and exclusion criteria (in bullet points) should be included when using with the public sector, as testing indicated that respondents required instructions to explain what types of employees to include and exclude while answering this question. * The optional text fill on the “Not applicable” option should be used with the public sector. |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q05 as the follow-up to Q03. |
| **Question type** | Item-by-item (See Q03 for grid)  Open-end numeric (%) |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | Testing indicated that respondents would need to consult records or other individuals to answer this question.  If asking multiple questions (Q03\_A, Q03\_B, Q03\_C, and Q03\_D), consider emphasizing **part-time <employee type> employees (workers who received a W-2)**  See *General Instructions* for details on the <employee type> fill. However, the user should select the items that make the most sense for the survey population and the type of employees at those companies/businesses/agencies.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. * If using the <employee type> fill, the user must select fill options that describe employees that receive a W-2. For example, the user can ask about “Part-time salaried employees” and/or “Part-time hourly employees” (as two separate questions). However, see *General Instructions* for more options for this fill. |

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| **Q #** | Q03\_C |
| **Topic tags** | Changes in number of employees; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, what percentage of **<employee type> employees** did this <business/agency/etc.> lay off temporarily and permanently as a result of <event>?  <Include:   * Part-time <employee type> employees and officials * All elected or apointed officials paid any amount of pay or stipend (even small amounts of $25 per meeting or $100 annually) or paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, or annually * Temporary or seasonal employees   Exclude:   * Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees>   *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months. Permanently laid off workers have no expectation of being rehired within 6 months. Estimates are acceptable. Enter 0 if no layoffs.* |
| **If grid, subitems** |  |
| **Response options** | Temporarily laid off [text box] %  Permanently laid off [text box] %  [check box] Not applicable <- This <business/agency/etc.> has no <employee type> employees> |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * The inclusion and exclusion criteria (in bullet points) should not be included when using with the private sector. * The optional text fill on the “Not applicable” option should not be used with the private sector.   *Public Sector Testing Notes:*   * RTI did not test this standalone question with the public sector, but did test Q03\_B. * The inclusion and exclusion criteria (in bullet points) should be included when using with the public sector, as testing indicated that respondents required instructions to explain what types of employees to include and exclude while answering this question. * The optional text fill on the “Not applicable” option should be used with the public sector. |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q05 as the follow-up to Q03. |
| **Question type** | Item-by-item (See Q03 for grid)  Open-end numeric (%) |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | Testing indicated that respondents would need to consult records or other individuals to answer this question.  If asking multiple questions (Q03\_A, Q03\_B, Q03\_C, and Q03\_D), consider emphasizing **<employee type> employees**  See *General Instructions* for details on the <employee type> fill. However, the user should select the items that make the most sense for the survey population and the type of employees at those companies/businesses/agencies.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. * If using Q03\_C, the user must select <employee type> fill options that are mutually exclusive from the other items. For example, the user cannot ask about both “Full-time employees” in Q03\_A and “Production employees” in Q03\_C because these two categories would not be mutually exclusive. |

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| **Q #** | Q03\_D |
| **Topic tags** | Changes in number of employees; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, what percentage of **workers who do not fall into the categories above** did this <business/agency/etc.> lay off temporarily and permanently as a result of <event>?  *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months. Permanently laid off workers have no expectation of being rehired within 6 months. Estimates are acceptable. Enter 0 if no layoffs.* |
| **If grid, subitems** |  |
| **Response options** | Temporarily laid off [text box] %  Permanently laid off [text box] %  [check box] Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q05 as the follow-up to Q03. |
| **Question type** | Item-by-item (See Q03 for grid)  Open-end numeric (%) |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | Testing indicated that respondents would need to consult records or other individuals to answer this question.  Q03\_D should be presented on the same screen as Q03\_A/Q03\_B/Q03\_C. If the survey cannot accommodate this, then Q03\_D should not be used.  If asking multiple questions (Q03\_A, Q03\_B, Q03\_C, and Q03\_D), consider emphasizing **workers who do not fall into the categories above.** |

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| **Q #** | Q25 |
| **Topic tags** | Changes in number of employees |
| **Question Wording** | <Reference period>, how did the number of <employee type> employees at this <business/agency/etc.> change as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Did not change  Decreased |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Additionally, users can fill with specific types of employees, depending on the research question and on the survey population. For example, some examples of fills for <employee type> include:   * production workers * construction workers * building and grounds cleaning and maintenance staff * sales staff * administrative staff |

## Changes in types of employees

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| **Q #** | Q02 |
| **Topic tags** | Changes in types of employees |
| **Question Wording** | How many of this <business/agency/etc.>’s employees were classified as the following types of workers <reference period>?  *Enter 0 if the <business/agency/etc.> has no workers of that type.* |
| **If grid, subitems** | Full-time <employee type> employees (workers who received a W-2)  Part-time <employee type> employees (workers who received a W-2)  <Employee type> employees  Workers who do not fall into any of the categories above  Total [programmer: total these columns] |
| **Response options** | Columns: <date 1> <date 2>  Responses: [Numeric text boxes] |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (See Q02\_A, Q02\_B, Q02\_C, and Q02\_D for item-by-item)  Open-end numeric |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | on <date 1> and <date 2> |
| **Reference period notes** | Date 1 should be a date before the event. Date 2 should be a date after the event. |
| **Other notes** | Testing indicated that respondents would need to consult records or other individuals to answer this question.  See *General Instructions* for details on the <employee type> fill. However, the user should select the subitems from the grid that make the most sense for the survey population and the type of employees at those companies/businesses/agencies.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. * If using the <employee type> fill on the subitems for full-time and part-time employees, the user must select fill options that describe employees that receive a W-2. For example, the user can ask about “Full-time salaried employees,” “Part-time salaried employees,” “Full-time hourly employees,” and/or “Part-time hourly employees.” However, see *General Instructions* for more options for this fill. * If using the <employee type> fill to specify another type of employee (the third subitem above), the user must select fill options that are mutually exclusive from the other items. For example, the user cannot ask about both “Full-time employees” and “Production employees” because these two categories would not be mutually exclusive. |

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| **Q #** | Q02\_A |
| **Topic tags** | Changes in types of employees |
| **Question Wording** | How many of this <business/agency/etc.>’s employees were classified as **full-time <employee type> employees (workers who received a W-2)** <reference period>?  *Enter 0 if the <business/agency/etc.> has no workers of that type.* |
| **If grid, subitems** |  |
| **Response options** | Columns: <date 1> <date 2>  Responses: [Numeric text boxes] |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q02 for grid)  Open-end numeric |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | on <date 1> and <date 2> |
| **Reference period notes** | Date 1 should be a date before the event. Date 2 should be a date after the event. |
| **Other notes** | Testing indicated that respondents would need to consult records or other individuals to answer this question.  If asking multiple questions (Q02\_A, Q02\_B, Q02\_C, Q02\_D) consider emphasizing **full-time <employee type> employees (workers who received a W-2)**.  See *General Instructions* for details on the <employee type> fill. However, the user should select the items that make the most sense for the survey population and the type of employees at those companies/businesses/agencies.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. * If using the <employee type> fill, the user must select fill options that describe employees that receive a W-2. For example, the user can ask about “Full-time salaried employees” and/or “Full-time hourly employees” (as two separate questions). However, see *General Instructions* for more options for this fill. |

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| **Q #** | Q02\_B |
| **Topic tags** | Changes in types of employees |
| **Question Wording** | How many of this <business/agency/etc.>’s employees were classified as **part-time <employee type> employees (workers who received a W-2)** <reference period>?  *Enter 0 if the <business/agency/etc.> has no workers of that type.* |
| **If grid, subitems** |  |
| **Response options** | Columns: <date 1> <date 2>  Responses: [Numeric text boxes] |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q02 for grid)  Open-end numeric |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | on <date 1> and <date 2> |
| **Reference period notes** | Date 1 should be a date before the event. Date 2 should be a date after the event. |
| **Other notes** | Testing indicated that respondents would need to consult records or other individuals to answer this question.  If asking multiple questions (Q02\_A, Q02\_B, Q02\_C, Q02\_D) consider emphasizing **part-time <employee type> employees (workers who received a W-2)**.  See *General Instructions* for details on the <employee type> fill. However, the user should select the items that make the most sense for the survey population and the type of employees at those companies/businesses/agencies.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. * If using the <employee type> fill, the user must select fill options that describe employees that receive a W-2. For example, the user can ask about “Part-time salaried employees” and/or “Part-time hourly employees” (as two separate questions). However, see *General Instructions* for more options for this fill. |

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| **Q #** | Q02\_C |
| **Topic tags** | Changes in types of employees |
| **Question Wording** | How many of this <business/agency/etc.>’s employees were classified as **<employee type> employees** <reference period>?  *Enter 0 if the <business/agency/etc.> has no workers of that type*. |
| **If grid, subitems** |  |
| **Response options** | Columns: <date 1> <date 2>  Responses: [Numeric text boxes] |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q02 for grid)  Open-end numeric |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | on <date 1> and <date 2> |
| **Reference period notes** | Date 1 should be a date before the event. Date 2 should be a date after the event. |
| **Other notes** | Testing indicated that respondents would need to consult records or other individuals to answer this question.  Q02\_D should be presented on the same screen as Q02\_A/Q02\_B/Q02\_C. If the survey cannot accommodate this, then Q02\_D should not be used.  If asking multiple questions (Q02\_A, Q02\_B, Q02\_C, Q02\_D) consider emphasizing **<employee type> employees**.  See *General Instructions* for details on the <employee type> fill. However, the user should select the items that make the most sense for the survey population and the type of employees at those companies/businesses/agencies.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. * If using Q02\_C, the user must select <employee type> fill options that are mutually exclusive from the other items. For example, the user cannot ask about both “Full-time employees” in Q02\_A and “Production employees” in Q02\_C because these two categories would not be mutually exclusive. |

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| **Q #** | Q02\_D |
| **Topic tags** | Changes in types of employees |
| **Question Wording** | How many of this <business/agency/etc.>’s employees were classified as **workers who do not fall into the categories above** <reference period>?  *Enter 0 if the <business/agency/etc.> has no workers of that type*. |
| **If grid, subitems** |  |
| **Response options** | Columns: <date 1> <date 2>  Responses: [Numeric text boxes] |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q02 for grid)  Open-end numeric |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | on <date 1> and <date 2> |
| **Reference period notes** | Date 1 should be a date before the event. Date 2 should be a date after the event. |
| **Other notes** | Testing indicated that respondents would need to consult records or other individuals to answer this question.  Q02\_D should be presented on the same screen as Q02\_A/Q02\_B/Q02\_C. If the survey cannot accommodate this, then Q02\_D should not be used.  If asking multiple questions (Q02\_A, Q02\_B, Q02\_C, Q02\_D) consider emphasizing **workers who do not fall into the categories above**. |

## Rehiring of furloughed or laid off employees

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| **Q #** | Q05 |
| **Topic tags** | Rehiring of furloughed or laid off employees; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, what percentage of temporarily laid off <employee type> employees did this <business/agency/etc.> recall or rehire?  *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months. Enter 0 if no temporarily laid off workers have been recalled or rehired.* |
| **If grid, subitems** |  |
| **Response options** | [text box] %  [check box] Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If all employee types, temporarily laid off in Q03 !=0%]  If using Q03 as the gate question for Q05, then the "Not applicable" response option is not needed.  Optional skip pattern: Can use Q07 and/or Q08 as the follow-up to Q05. |
| **Question type** | Open-end numeric (%) |
| **Alternate/Complementary questions** | Q03 asks what percentage of employees were temporarily laid off. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  In <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | Testing indicated that respondents would need to consult records or other individuals to answer this question.  This question was tested with the reference period as "In 2020" and respondents did not have issues with this reference period.  See *General Instructions* for details on the <employee type> fill.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. However, note that this question was tested asking about all employees and this question would likely be more burdensome to answer if an employee type was specified. * If using Q03 as the gate question and specifying a type of employee in the <employee type> fill, then be sure to specify the same types of employees in both questions. |

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| **Q #** | Q06 |
| **Topic tags** | Application for and use of government loans/assistance; Access to private sources of capital (e.g., applying for a loan, receiving a loan); Rehiring of furloughed or laid off employees |
| **Question Wording** | Did this <business/agency/etc.> receive <an event>-related loan or grant tied to recalling or rehiring employees or maintaining employees on the payroll<, such as, <event-related examples>>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | If necessary, include event-specific sources of loans or grants. |

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| **Q #** | Q07 |
| **Topic tags** | Rehiring of furloughed or laid off employees; Temporarily/Permanently laid off employees |
| **Question Wording** | Compared to what was normal before <event>, how many hours did temporarily laid off <employee type> employees work when they returned <reference period>?  *Temporarily laid off employees are those who have been given a date to return to work or who are expected to return to work within 6 months. Do not include seasonal employees.*  *Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Fewer hours than before  The same number of hours as before  More hours than before  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If all employee types, temporarily laid off in Q03 !=0%] OR [If Q05!=0%]  Note that using Q05 as the gate question for Q07 would be less burdensome for respondents.  If using Q03/Q05 as the gate question for Q07, then the "Not applicable" response option is not needed. |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** | Q03 asks what percentage of employees were temporarily laid off. |
| **Reference period fill** | in the <month 1> — <month 2> quarter of <year>  in <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date  If using Q05 as the gate question for Q07, ensure that both questions use the same reference period |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. However, note that this question was tested asking about all employees and this question would likely be more burdensome to answer if an employee type was specified. * If using Q03 or Q05 as the gate question and specifying a type of employee in the <employee type> fill, then be sure to specify the same types of employees in both questions. |

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| **Q #** | Q08 |
| **Topic tags** | Rehiring of furloughed or laid off employees; Temporarily/Permanently laid off employees |
| **Question Wording** | Compared to what was normal before <event>, what changes did temporarily laid off <employee type> employees have in their salary or wages when they returned <reference period>?  *Temporarily laid off employees are those who have been given a date to return to work or who are expected to return to work within 6 months. Do not include seasonal employees.*  *Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Lower salary or wages than before  The same salary or wages as before  Higher salary or wages than before  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If all employee types, temporarily laid off in Q03 !=0%] OR [If Q05!=0%]  Note that using Q05 as the gate question for Q08 would be less burdensome for respondents.  If using Q03/Q05 as the gate question for Q08, then the "Not applicable" response option is not needed. |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** | Q03 asks what percentage of employees were temporarily laid off. |
| **Reference period fill** | in the <month 1> — <month 2> quarter of <year>  in <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date  If using Q05 as the gate question for Q08, ensure that both questions use the same reference period |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. However, note that this question was tested asking about all employees and this question would likely be more burdensome to answer if an employee type was specified. * If using Q03 or Q05 as the gate question and specifying a type of employee in the <employee type> fill, then be sure to specify the same types of employees in both questions. |

## Recent changes in benefits paid or provided to employees

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| **Q #** | Q09 |
| **Topic tags** | Recent changes in benefits paid or provided to employees; Changes in payroll; Personnel |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> offer the following benefits to any <employee type> employees?  *Include benefits paid for by employers or by employees*. |
| **If grid, subitems** | Health insurance  Critical illness insurance (*a special form of insurance that pays the policyholder a lump-sum, tax-free payment if they suffer from serious illness, including but not limited to cancer, heart attack, kidney failure and stroke*)  Disability insurance (short term and/or long term)  Contributions to retirement plans, such as 401(k) or Keogh  Profit sharing and/or stock options  Paid time off, such as vacation or sick leave  Flex time or time off for personal needs such as child or elder care (*Flex time is a work policy that allows employees the flexibility to create their own schedule as long as they meet established goals*.)  Tuition assistance and/or reimbursement  Bonuses  Access to Employee Assistance Program (EAP) services (*An EAP is a voluntary, confidential program that helps employees work through various life challenges that may adversely affect job performance, health, and personal well-being*.) |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (See Q09\_A-Q09\_J for item-by-item)  Select one answer |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10 and Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  Before <event>  Before <date> |
| **Reference period notes** | Reference period could be a period of time/date before or after event. This question does not ask about the impact of an event. If the user wants to know the impact of the event, then they should ask this question twice, once with a period of time before the event and once with a period of time after the event. Alternatively, the user could use Q09 and ask about a period of time before the event, then ask Q10/Q12 about a period of time after the event.  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing indicated that it is important to include both vacation time and sick leave in paid time off, as some companies do not differentiate between the two.  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events. |

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| **Q #** | Q09\_A |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> offer **health insurance** to any <employee type> employees?  *Include benefits paid for by employers or by employees*. |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q09 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10 and Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  Before <event>  Before <date> |
| **Reference period notes** | Reference period could be a period of time/date before or after event. This question does not ask about the impact of an event. If the user wants to know the impact of the event, then they should ask this question twice, once with a period of time before the event and once with a period of time after the event. Alternatively, the user could use Q09 and ask about a period of time before the event, then ask Q10/Q12 about a period of time after the event.  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q09\_A-Q09\_J), consider emphasizing **health insurance.** |

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| **Q #** | Q09\_B |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> offer **critical illness insurance** to any <employee type> employees?  *Critical illness insurance is a special form of insurance that pays the policyholder a lump-sum, tax-free payment if they suffer from serious illness, including but not limited to cancer, heart attack, kidney failure and stroke. Include benefits paid for by employers or by employees*. |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q09 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10 and Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  Before <event>  Before <date> |
| **Reference period notes** | Reference period could be a period of time/date before or after event. This question does not ask about the impact of an event. If the user wants to know the impact of the event, then they should ask this question twice, once with a period of time before the event and once with a period of time after the event. Alternatively, the user could use Q09 and ask about a period of time before the event, then ask Q10/Q12 about a period of time after the event.  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q09\_A-Q09\_J), consider emphasizing **critical illness insurance**. |

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| **Q #** | Q09\_C |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> offer **disability insurance (short term and/or long term)** to any <employee type> employees?  *Include benefits paid for by employers or by employees.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q09 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10 and Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  Before <event>  Before <date> |
| **Reference period notes** | Reference period could be a period of time/date before or after event. This question does not ask about the impact of an event. If the user wants to know the impact of the event, then they should ask this question twice, once with a period of time before the event and once with a period of time after the event. Alternatively, the user could use Q09 and ask about a period of time before the event, then ask Q10/Q12 about a period of time after the event.  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q09\_A-Q09\_J), consider emphasizing **disability insurance (short term and/or long term)**. |

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| **Q #** | Q09\_D |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> offer **contributions to retirement plans, such as 401(k) or Keogh** to any <employees> employees?  *Include benefits paid for by employers or by employees*. |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q09 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10 and Q12.  Other questions that ask about retirement savings plans: Q18\_F, Q19\_F |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  Before <event>  Before <date> |
| **Reference period notes** | Reference period could be a period of time/date before or after event. This question does not ask about the impact of an event. If the user wants to know the impact of the event, then they should ask this question twice, once with a period of time before the event and once with a period of time after the event. Alternatively, the user could use Q09 and ask about a period of time before the event, then ask Q10/Q12 about a period of time after the event.  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q09\_A-Q09\_J), consider emphasizing **contributions to retirement plans, such as 401(k) or Keogh**. |

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| **Q #** | Q09\_E |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> offer **profit sharing and/or stock options** to any <employee type> employees?  *Include benefits paid for by employers or by employees*. |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q09 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10 and Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  Before <event>  Before <date> |
| **Reference period notes** | Reference period could be a period of time/date before or after event. This question does not ask about the impact of an event. If the user wants to know the impact of the event, then they should ask this question twice, once with a period of time before the event and once with a period of time after the event. Alternatively, the user could use Q09 and ask about a period of time before the event, then ask Q10/Q12 about a period of time after the event.  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q09\_A-Q09\_J), consider emphasizing **profit sharing and/or stock options**. |

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| **Q #** | Q09\_F |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> offer **paid time off, such as vacation or sick leave** to any <employee type> employees?  *Include benefits paid for by employers or by employees*. |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q09 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10 and Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  Before <event>  Before <date> |
| **Reference period notes** | Reference period could be a period of time/date before or after event. This question does not ask about the impact of an event. If the user wants to know the impact of the event, then they should ask this question twice, once with a period of time before the event and once with a period of time after the event. Alternatively, the user could use Q09 and ask about a period of time before the event, then ask Q10/Q12 about a period of time after the event.  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing indicated that it is important to include both vacation time and sick leave in paid time off, as some companies do not differentiate between the two.  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q09\_A-Q09\_J), consider emphasizing **paid time off, such as vacation or sick leave**. |

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| **Q #** | Q09\_G |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> offer **flex time or time off for personal needs such as child or elder care** to any <employee type> employees?  *Flex time is a work policy that allows employees the flexibility to create their own schedule as long as they meet established goals. Include benefits paid for by employers or by employees*. |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q09 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10 and Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  Before <event>  Before <date> |
| **Reference period notes** | Reference period could be a period of time/date before or after event. This question does not ask about the impact of an event. If the user wants to know the impact of the event, then they should ask this question twice, once with a period of time before the event and once with a period of time after the event. Alternatively, the user could use Q09 and ask about a period of time before the event, then ask Q10/Q12 about a period of time after the event.  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q09\_A-Q09\_J), consider emphasizing **flex time or time off for personal needs such as child or elder care.** |

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| **Q #** | Q09\_H |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> offer **tuition assistance and/or reimbursement** to any <employee type> employees?  *Include benefits paid for by employers or by employees*. |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q09 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10 and Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  Before <event>  Before <date> |
| **Reference period notes** | Reference period could be a period of time/date before or after event. This question does not ask about the impact of an event. If the user wants to know the impact of the event, then they should ask this question twice, once with a period of time before the event and once with a period of time after the event. Alternatively, the user could use Q09 and ask about a period of time before the event, then ask Q10/Q12 about a period of time after the event.  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q09\_A-Q09\_J), consider emphasizing **tuition assistance and/or reimbursement.** |

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| **Q #** | Q09\_I |
| **Topic tags** | Recent changes in benefits paid or provided to employees; Changes in payroll |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> offer **bonuses** to any <employee type> employees?  *Include benefits paid for by employers or by employees*. |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q09 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10 and Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  Before <event>  Before <date> |
| **Reference period notes** | Reference period could be a period of time/date before or after event. This question does not ask about the impact of an event. If the user wants to know the impact of the event, then they should ask this question twice, once with a period of time before the event and once with a period of time after the event. Alternatively, the user could use Q09 and ask about a period of time before the event, then ask Q10/Q12 about a period of time after the event.  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q09\_A-Q09\_J), consider emphasizing **bonuses**. |

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| **Q #** | Q09\_J |
| **Topic tags** | Recent changes in benefits paid or provided to employees; Personnel |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> offer **access to Employee Assistance Program (EAP) services** to any <employee type> employees?  *An EAP is a voluntary, confidential program that helps employees work through various life challenges that may adversely affect job performance, health, and personal well-being. Include benefits paid for by employers or by employees*. |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q09 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10 and Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  Before <event>  Before <date> |
| **Reference period notes** | Reference period could be a period of time/date before or after event. This question does not ask about the impact of an event. If the user wants to know the impact of the event, then they should ask this question twice, once with a period of time before the event and once with a period of time after the event. Alternatively, the user could use Q09 and ask about a period of time before the event, then ask Q10/Q12 about a period of time after the event.  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q09\_A-Q09\_J), consider emphasizing **access to Employee Assistance Program (EAP) services.** |

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| **Q #** | Q10 |
| **Topic tags** | Recent changes in benefits paid or provided to employees; Changes in payroll; Personnel |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to the following benefits for any <employee type> employees?  *Include benefits paid for by employers or by employees. Select all that apply*. |
| **If grid, subitems** | Health insurance  Critical illness insurance (*a special form of insurance that pays the policyholder a lump-sum, tax-free payment if they suffer from serious illness, including but not limited to cancer, heart attack, kidney failure and stroke*)  Disability insurance (short term and/or long term)  Contributions to retirement plans, such as 401(k) or Keogh  Profit sharing and/or stock options  Paid time off, such as vacation or sick leave  Flex time or time off for personal needs such as child or elder care (*Flex time is a work policy that allows employees the flexibility to create their own schedule as long as they meet established goals*.)  Tuition assistance and/or reimbursement  Bonuses  Access to Employee Assistance Program (EAP) services (*An EAP is a voluntary, confidential program that helps employees work through various life challenges that may adversely affect job performance, health, and personal well-being.*) |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q13 as the follow-up to Q10 (row F: Paid time off, such as vacation or sick leave) |
| **Question type** | Grid (See Q10\_A-Q10\_J for item-by-item versions)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  Testing indicated that it is important to include both vacation time and sick leave in paid time off, as some companies do not differentiate between the two.  If using this question as a grid, ensure that all columns can be seen on the screen without scrolling. |

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| **Q #** | Q10\_A |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **health insurance** for any <employee type> employees?  *Include benefits paid for by employers or by employees. Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q10 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q10\_A-Q10\_J), consider emphasizing **health insurance**. |

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| **Q #** | Q10\_B |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **critical illness insurance** for any <employee type> employees?  *Critical illness insurance is a special form of insurance that pays the policyholder a lump-sum, tax-free payment if they suffer from serious illness, including but not limited to cancer, heart attack, kidney failure and stroke. Include benefits paid for by employers or by employees.*  *Select all that apply*. |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q10 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q10\_A-Q10\_J), consider emphasizing **critical illness insurance**. |
| **Q #** | Q10\_C |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **disability insurance (short term and/or long term)** for any <employee type> employees?  *Include benefits paid for by employers or by employees. Select all that apply*. |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q10 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q10\_A-Q10\_J), consider emphasizing **disability insurance (short term and/or long term).** |

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| **Q #** | Q10\_D |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **contributions to retirement plans, such as 401(k) or Keogh** for any <employee type> employees?  *Include benefits paid for by employers or by employees. Select all that apply*. |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q10 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10.  Other questions that ask about retirement savings plans: Q18\_F, Q19\_F |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q10\_A-Q10\_J), consider emphasizing **contributions to retirement plans, such as 401(k) or Keogh.** |

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| **Q #** | Q10\_E |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **profit sharing and/or stock options** for any <employee type> employees?  *Include benefits paid for by employers or by employees. Select all that apply*. |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q10 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q10\_A-Q10\_J), consider emphasizing **profit sharing and/or stock options**. |

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| **Q #** | Q10\_F |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **paid time off, such as vacation or sick leave** for any <employee type> employees?  *Include benefits paid for by employers or by employees. Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q13 as the follow-up to Q10F |
| **Question type** | Item-by-item (See Q10 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  Testing indicated that it is important to include both vacation time and sick leave in paid time off, as some companies do not differentiate between the two.  If asking multiple questions (Q10\_A-Q10\_J), consider emphasizing **paid time off, such as vacation or sick leave.** |

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| **Q #** | Q10\_G |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **flex time or time off for personal needs such as child or elder care** for any <employee type> employees?  *Flex time is a work policy that allows employees the flexibility to create their own schedule as long as they meet established goals. Include benefits paid for by employers or by employees.*  *Select all that apply*. |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q10 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q10\_A-Q10\_J), consider emphasizing **flex time or time off for personal needs such as child or elder care.** |

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| **Q #** | Q10\_H |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **tuition assistance and/or reimbursement** for any <employee type> employees?  *Include benefits paid for by employers or by employees. Select all that apply*. |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q10 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q10\_A-Q10\_J), consider emphasizing **tuition assistance and/or reimbursement.** |

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| **Q #** | Q10\_I |
| **Topic tags** | Recent changes in benefits paid or provided to employees; Changes in payroll |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **bonuses** for any <employee type> employees?  *Include benefits paid for by employers or by employees. Select all that apply*. |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q10 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q10\_A-Q10\_J), consider emphasizing **bonuses**. |

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| **Q #** | Q10\_J |
| **Topic tags** | Recent changes in benefits paid or provided to employees; Personnel |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **access to Employee Assistance Program (EAP) services** for any <employee type> employees?  *An EAP is a voluntary, confidential program that helps employees work through various life challenges that may adversely affect job performance, health, and personal well-being. Include benefits paid for by employers or by employees.*  *Select all that apply*. |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q10 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q10. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Testing illustrated that these benefits are often changed only once per year (i.e., annually) so this question may not be relevant for short-term events.  If asking multiple questions (Q10\_A-Q10\_J), consider emphasizing **access to Employee Assistance Program (EAP) services.** |

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| **Q #** | Q13 |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | <Reference period>, how many paid sick days did this <business/agency/etc.> voluntarily add to its sick leave policy for <all/any> <employee type> employees as a result of <event>?  *Do not include state or federally mandated paid leave<, such as, <examples>>.* |
| **If grid, subitems** |  |
| **Response options** | 0 days  1-5 days  6-10 days  More than 10 days  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q15 is the follow-up to Q13  Optional skip pattern: [If Q10 (Paid time off, such as vacation or sick leave)=Increased or If Q10F=Increased] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q10/Q10\_F asks how paid time off (such as vacation or sick leave) was modified as a result of the event. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  If the user would like to know the baseline number of paid sick days that this company offers its employees, then the user would have to write an additional question.  Policies specific to an event can be included as examples by using the <such as <examples>> fill. For example, “such as the Family First Coronavirus Response Act (FFCA)” could be included for questions related to the Coronavirus pandemic if desired. |

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| **Q #** | Q15 |
| **Topic tags** | Recent changes in benefits paid or provided to employees |
| **Question Wording** | Are any of the changes this <business/agency/etc.> made <reference period> to its sick leave policy as a result of <event> temporary?  *Do not include state or federally mandated paid leave<, such as, <examples>>.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q13=>1 day]  If using Q13 as the gate question for Q15, then the "Not applicable" response option is not needed. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q10/Q10\_F asks how paid time off (such as vacation or sick leave) was modified as a result of the event. |
| **Reference period fill** | from <date 1> to <date 2>  in the <month 1> — <month 2> quarter of <year>  since <date>  as of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q13 as a gate for Q15, then the reference period should be the same. |
| **Other notes** | If the survey software would allow for this question to be presented on the same screen as Q13, the question wording could be greatly simplified (e.g., “Are any of these changes temporary?”).  Policies specific to an event can be included as examples by using the <such as <examples>> fill. For example, “such as the Family First Coronavirus Response Act (FFCA)” could be included for questions related to the Coronavirus pandemic if desired. |

## Benefits paid or provided to laid off employees

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| **Q #** | Q11 |
| **Topic tags** | Benefits paid or provided to laid off employees; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> continue to pay all or a portion of health insurance premiums for any <employee type> employees who were temporarily laid off as a result of <event>?  *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months*. |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q03 asks what percentage of employees were temporarily laid off. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. However, note that this question was tested asking about all employees and this question would likely be more burdensome to answer if an employee type was specified. |

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| **Q #** | Q12 |
| **Topic tags** | Benefits paid or provided to laid off employees; Temporarily/Permanently laid off employees; Personnel |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to the following benefits for any <employee type> employees who were temporarily laid off?  *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months.*  *Include benefits paid for by employers or by employees. Select all that apply.* |
| **If grid, subitems** | Health insurance  Critical illness insurance (*a special form of insurance that pays the policyholder a lump-sum, tax-free payment if they suffer from serious illness, including but not limited to cancer, heart attack, kidney failure and stroke*)  Disability insurance (short term and/or long term)  Contributions to retirement plans, such as 401(k) or Keogh  Profit sharing and/or stock options  Paid time off, such as vacation or sick leave  Flex time or time off for personal needs such as child or elder care (*Flex time is a work policy that allows employees the flexibility to create their own schedule as long as they meet established goals*.)  Tuition assistance and/or reimbursement  Access to Employee Assistance Program (EAP) services (*An EAP is a voluntary, confidential program that helps employees work through various life challenges that may adversely affect job performance, health, and personal well-being*.) |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (See Q12\_A-Q12\_I for item-by-item versions)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | Testing indicated that it is important to include both vacation time and sick leave in paid time off, as some companies do not differentiate between the two.  Testing indicated that bonuses are not offered to temporarily laid off staff, so this subitem was removed for this question.  If using this question as a grid, ensure that all columns can be seen on the screen without scrolling.  See *General Instructions* for details on the <employee type> fill.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. However, note that this question was tested asking about all employees and this question would likely be more burdensome to answer if an employee type was specified. |

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| **Q #** | Q12\_A |
| **Topic tags** | Benefits paid or provided to laid off employees; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **health insurance** for any <employee type> employees who were temporarily laid off?  *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months.*  *Include benefits paid for by employers or by employees. Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q12 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | If asking multiple questions (Q12\_A-Q12\_I), consider emphasizing **health insurance.**  See *General Instructions* for details on the <employee type> fill.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. However, note that this question was tested asking about all employees and this question would likely be more burdensome to answer if an employee type was specified. |

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| **Q #** | Q12\_B |
| **Topic tags** | Benefits paid or provided to laid off employees; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **critical illness insurance** for any <employee type> employees who were temporarily laid off?  *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months.*  *Critical illness insurance is a special form of insurance that pays the policyholder a lump-sum, tax-free payment if they suffer from serious illness, including but not limited to cancer, heart attack, kidney failure and stroke.*  *Include benefits paid for by employers or by employees. Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q12 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | If asking multiple questions (Q12\_A-Q12\_I), consider emphasizing **critical illness insurance.**  See *General Instructions* for details on the <employee type> fill.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. However, note that this question was tested asking about all employees and this question would likely be more burdensome to answer if an employee type was specified. |

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| **Q #** | Q12\_C |
| **Topic tags** | Benefits paid or provided to laid off employees; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **disability insurance (short term and/or long term)** for any <employee type> employees who were temporarily laid off?  *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months.*  *Include benefits paid for by employers or by employees. Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q12 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | If asking multiple questions (Q12\_A-Q12\_I), consider emphasizing **disability insurance (short term and/or long term).**  See *General Instructions* for details on the <employee type> fill.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. However, note that this question was tested asking about all employees and this question would likely be more burdensome to answer if an employee type was specified. |

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| **Q #** | Q12\_D |
| **Topic tags** | Benefits paid or provided to laid off employees; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **contributions to retirement plans, such as 401(k) or Keogh** for any <employee type> employees who were temporarily laid off?  *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months.*  *Include benefits paid for by employers or by employees. Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q12 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q12.  Other questions that ask about retirement savings plans: Q18\_F, Q19\_F |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | If asking multiple questions (Q12\_A-Q12\_I), consider emphasizing **contributions to retirement plans, such as 401(k) or Keogh.**  See *General Instructions* for details on the <employee type> fill.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. However, note that this question was tested asking about all employees and this question would likely be more burdensome to answer if an employee type was specified. |

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| **Q #** | Q12\_E |
| **Topic tags** | Benefits paid or provided to laid off employees; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **profit sharing and/or stock options** for any <employee type> employees who were temporarily laid off?  *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months.*  *Include benefits paid for by employers or by employees. Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q12 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | If asking multiple questions (Q12\_A-Q12\_I), consider emphasizing **profit sharing and/or stock options.**  See *General Instructions* for details on the <employee type> fill.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. However, note that this question was tested asking about all employees and this question would likely be more burdensome to answer if an employee type was specified. |

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| **Q #** | Q12\_F |
| **Topic tags** | Benefits paid or provided to laid off employees; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **paid time off, such as vacation or sick leave** for any <employee type> employees who were temporarily laid off?  *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months.*  *Include benefits paid for by employers or by employees. Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q12 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | If asking multiple questions (Q12\_A-Q12\_I), consider emphasizing **paid time off, such as vacation or sick leave.**  Testing indicated that it is important to include both vacation time and sick leave in paid time off, as some companies do not differentiate between the two.  See *General Instructions* for details on the <employee type> fill.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. However, note that this question was tested asking about all employees and this question would likely be more burdensome to answer if an employee type was specified. |

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| **Q #** | Q12\_G |
| **Topic tags** | Benefits paid or provided to laid off employees; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **flex time or time off for personal needs such as child or elder care** for any <employee type> employees who were temporarily laid off?  *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months.*  *Flex time is a work policy that allows employees the flexibility to create their own schedule as long as they meet established goals.*  *Include benefits paid for by employers or by employees. Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q12 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | If asking multiple questions (Q12\_A-Q12\_I), consider emphasizing **flex time or time off for personal needs such as child or elder care.**  See *General Instructions* for details on the <employee type> fill.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. However, note that this question was tested asking about all employees and this question would likely be more burdensome to answer if an employee type was specified. |

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| **Q #** | Q12\_H |
| **Topic tags** | Benefits paid or provided to laid off employees; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make **to tuition assistance and/or reimbursement** for any <employee type> employees who were temporarily laid off?  *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months.*  *Include benefits paid for by employers or by employees. Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q12 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q12. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | If asking multiple questions (Q12\_A-Q12\_I), consider emphasizing **tuition assistance and/or reimbursement.**  See *General Instructions* for details on the <employee type> fill.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. However, note that this question was tested asking about all employees and this question would likely be more burdensome to answer if an employee type was specified. |

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| **Q #** | Q12\_I |
| **Topic tags** | Benefits paid or provided to laid off employees; Temporarily/Permanently laid off employees; Personnel |
| **Question Wording** | <Reference period>, as a result of <event>, what changes did this <business/agency/etc.> make to **access to Employee Assistance Program (EAP) services** for any <employee type> employees who were temporarily laid off?  *Temporarily laid off workers are those who have been given a date to return to work or who are expected to return to work within 6 months.*  *An EAP is a voluntary, confidential program that helps employees work through various life challenges that may adversely affect job performance, health, and personal well-being.*  *Include benefits paid for by employers or by employees. Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Introduced benefit  Increased benefit  Did not change benefit  Reduced benefit  Eliminated benefit  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q12 for grid)  Select all that apply |
| **Alternate/Complementary questions** | Q09 can provide baseline information for Q12.  Other questions that ask about EAP: Q152, Q152B, Q153, Q154 |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | If asking multiple questions (Q12\_A-Q12\_I), consider emphasizing **access to Employee Assistance Program (EAP) services.**  See *General Instructions* for details on the <employee type> fill.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. However, note that this question was tested asking about all employees and this question would likely be more burdensome to answer if an employee type was specified. |

## Voluntary turnover

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| **Q #** | Q24 |
| **Topic tags** | Voluntary turnover |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> have higher than usual, no change in, or lower than usual voluntary turnover for <employee type> employees?  *Voluntary turnover occurs when an employee chooses to leave a position that then needs to be refilled.* |
| **If grid, subitems** |  |
| **Response options** | Higher than usual  No change  Lower than usual  Don't know |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * Testing indicated that some respondents may include instances of when the company has not refilled the position as part of the voluntary turnover because they understand that voluntary turnover is about the need in refilling the position. If a survey designer is only interested in measuring the concept of turnover when positions are refilled, then this question should not be used.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing did not support using this question with the public sector. * Testing indicated that the concept of “refilling” a position (as described in the definition of voluntary turnover) was difficult for public sector respondents to comprehend, as the concept of refilling positions is more complicated in the public sector due to volunteers and elected positions. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

## Changes in payroll

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| **Q #** | Q26 |
| **Topic tags** | Changes in payroll; Public Sector Question |
| **Question Wording** | <Reference period>, how did this <business/agency/etc.>'s total payroll for <employee type> employees change as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Did not change  Decreased  <Not applicable> |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * See *General Instructions* for details on the <employee type> fill. * Additionally, users can fill with specific types of employees, depending on the research question and on the survey population. Some examples of fills for <employee type> include:   + production workers   + construction workers   + building and grounds cleaning and maintenance staff   + sales staff   + administrative staff * The “Not applicable” option should not be included for use with the private sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * See *General Instructions* for details on the <employee type> fill, but we recommend using “paid employees” for the public sector if there are no specific employee types of interest. * The “Not applicable” option should be included for use with the public sector. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** |  |

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| **Q #** | Q27 |
| **Topic tags** | Changes in payroll |
| **Question Wording** | What was this <business/agency/etc.>’s total payroll for <employee type> employees <reference period>? |
| **If grid, subitems** |  |
| **Response options** | $[text box] |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Open-end numeric |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period could be a period of time/date before or after event. This question does not ask about the impact of an event. If the user wants to know the impact of the event, then they should ask this question twice, once with a period of time before the event and once with a period of time after the event.  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  See *General Instructions* for details on the <employee type> fill.  Additionally, users can fill with specific types of employees, depending on the research question and on the survey population. For example, some examples of fills for <employee type> include:   * production workers * construction workers * building and grounds cleaning and maintenance staff * sales staff * administrative staff |

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| **Q #** | Q114 |
| **Topic tags** | Changes in payroll; Changes in number of employees; Changes in level of operations |
| **Question Wording** | <Reference period>, how did the **total number of <employee type> employees** on this <business/agency/etc.>’s payroll change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Did not change  Decreased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q114A is the follow-up to Q114 |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill. |

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| **Q #** | Q114A |
| **Topic tags** | Changes in payroll; Changes in number of employees; Changes in level of operations |
| **Question Wording** | How much time do you anticipate will pass before the total number of <employee type> employees on this <business/agency/etc.>’s payroll returns to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Less than 1 week  1 week to 1 month  2-3 months  4-6 months  More than 6 months  I do not believe this <business/agency/etc.>’s total number of <employee type> employees will return to what was normal before <event>  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q114=Increased or Decreased] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill. |

## Employees and payroll: General

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| **Q #** | Q16 |
| **Topic tags** | Employees and payroll: General; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> take the following actions related to **staffing**? |
| **If grid, subitems** | Temporary layoffs <or furlough> (workers are given a date to return to work or are expected to return to work within 6 months)  Permanent layoffs (workers have no expectation of being rehired within 6 months)  Hiring freezes  Hiring additional <employee type> employees |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (See Q16\_A, Q16\_B, Q16\_C, and Q16\_D for item-by-item)  Select one answer |
| **Alternate/Complementary questions** | Q17 asks about actions related to staffing in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Testing indicated that this question is burdensome for respondents to report this information for different units or parts of the company, citing the complexity of the organizatoinal structure or difficulty in retrieving records.  If asking multiple questions (Q16, Q18, and Q20), consider emphasizing **staffing**.  If necessary, specify “early retirement” as either an example of permanently layoff or an separate staffing actions if it is necessary to differentiate it from permanently layoff.  If necessary, include a brief clarification “(both temporary or permanent positions)” in the item “Hiring additional <employee type> employees”. |

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| **Q #** | Q16\_A |
| **Topic tags** | Employees and payroll: General; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **temporarily lay off <or furlough>** any employees?  *Temporarily laid off <or furloughed> workers are those who have been given a date to return to work or who are expected to return to work within 6 months.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q16 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q17\_A asks about termporarily laying off employees in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that this question is burdensome for respondents to report this information for different units or parts of the company, citing the complexity of the organizatoinal structure or difficulty in retrieving records.  If asking multiple questions (Q16\_A-Q16\_D), consider emphasizing **temporarily lay off** **<or furlough>**. |

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| **Q #** | Q16\_B |
| **Topic tags** | Employees and payroll: General; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **permanently lay off** any employees?  *Permanently laid off workers have no expectation of being rehired within 6 months.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q16 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q17\_B asks about permanently laying off employees in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that this question is burdensome for respondents to report this information for different units or parts of the company, citing the complexity of the organizatoinal structure or difficulty in retrieving records.  If asking multiple questions (Q16\_A-Q16\_D), consider emphasizing **permanently lay off.**  If necessary, specify “early retirement” as either an example of permanently layoff or a separate staffing action if it is necessary to differentiate it from permanently layoff. |

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| **Q #** | Q16\_C |
| **Topic tags** | Employees and payroll: General; Public Sector Question |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> put any **hiring freezes** in place? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * Testing indicated that this question is burdensome for private sector respondents to report this information for different units or parts of the company, citing the complexity of the organizatoinal structure or difficulty in retrieving records.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * Testing indicated that many public agencies have never experienced a hiring freeze. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q16 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q17\_C asks about hirizing freezes in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q16\_A-Q16\_D), consider emphasizing **hiring freezes.** |

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| **Q #** | Q16\_D |
| **Topic tags** | Employees and payroll: General; Public Sector Question |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **hire any additional <employee type> employees**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * Testing indicated that this question is burdensome for private sector respondents to report this information for different units or parts of the company, citing the complexity of the organizatoinal structure or difficulty in retrieving records.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * Testing indicated that public sector respondents may use the responses of “no” and “not applicable” interchangeably. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q16 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q17\_D asks about hiring additional employees in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  If necessary, include a brief clarification “(both temporary or permanent positions)” in the item “Hiring additional <employee type> employees”.  If asking multiple questions (Q16\_A-Q16\_D), consider emphasizing **hire any additional <employee type> employees**. |

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| **Q #** | Q17 |
| **Topic tags** | Employees and payroll: General; Temporarily/Permanently laid off employees |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to take the following actions related to staffing in <reference period> as a result of <event>? |
| **If grid, subitems** | Temporary layoffs <or furlough> (workers are given a date to return to work or are expected to return to work within 6 months)  Permanent layoffs (workers have no expectation of being rehired within 6 months)  Hiring freezes  Hiring additional <employee type> employees |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (See Q17\_A, Q17\_B, Q17\_C, and Q17\_D for item-by-item)  Select one answer |
| **Alternate/Complementary questions** | Q16 asks about actions related to staffing in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Testing indicated that questions that ask about future events are burdensome for respondents.  If necessary, specify “early retirement” as either an example of permanently layoff or an separate staffing actions if it is necessary to differentiate it from permanently layoff.  If necessary, include a brief clarification “(both temporary or permanent positions)” in the item “Hiring additional <employee type> employees”. |

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| **Q #** | Q17\_A |
| **Topic tags** | Employees and payroll: General; Temporarily/Permanently laid off employees |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to **temporarily lay off <or furlough>** any employees in <reference period> as a result of <event>?  *Temporarily laid off <or furloughed> workers are those who have been given a date to return to work or who are expected to return to work within 6 months.* |
| **If grid, subitems** |  |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q17 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q16\_A asks about temporarily laying off employees in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple questions (Q17\_A-Q17\_D), consider emphasizing **temporarily lay off <or furlough>.** |

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| **Q #** | Q17\_B |
| **Topic tags** | Employees and payroll: General; Temporarily/Permanently laid off employees |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to **permanently lay off** any employees in <reference period> as a result of <event>?  *Permanently laid off workers have no expectation of being rehired within 6 months.* |
| **If grid, subitems** |  |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q17 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q16\_B asks about permanently laying off employees in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple questions (Q17\_A-Q17\_D), consider emphasizing **permanently lay off.**  If necessary, specify “early retirement” as either an example of permanently layoff or an separate staffing actions if it is necessary to differentiate it from permanently layoff. |

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| **Q #** | Q17\_C |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to put any **hiring freezes** in place in <reference period> as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q17 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q16\_C asks about hirizing freezes in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple questions (Q17\_A-Q17\_D), consider emphasizing **hiring freezes.** |

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| **Q #** | Q17\_D |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to **hire any additional <employee type> employees** in <reference period> as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q17 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q16\_D asks about hiring additional employees in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple questions (Q17\_A-Q17\_D), consider emphasizing **hire any additional <employee type> employees**.  If necessary, include a brief clarification “(both temporary or permanent positions)” in the item “Hiring additional <employee type> employees”. |

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| **Q #** | Q18 |
| **Topic tags** | Employees and payroll: General; Changes in payroll |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> take the following actions related to employee compensation? |
| **If grid, subitems** | Hourly wage or salary freezes  Decrease in hourly wages or salaries  Increase in hourly wages or salaries  Bonus freezes or delays  Emergency bonus pay or hazard pay  Retirement saving contribution freezes  Decrease in healthcare benefit coverage |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (See Q18\_A-Q18\_G for item-by-item versions)  Select one answer |
| **Alternate/Complementary questions** | Q19 asks about decisions related to employee compensation in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill. |

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| **Q #** | Q18\_A |
| **Topic tags** | Employees and payroll: General; Changes in payroll |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **freeze hourly wages or salaries**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q18 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q19\_A asks about decisions related to employee compensation in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple quesitons (Q18\_A-Q18\_G), consider emphasizing **freeze hourly wages or salaries.** |

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| **Q #** | Q18\_B |
| **Topic tags** | Employees and payroll: General; Changes in payroll |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **decrease hourly wages or salaries**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q18 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q19\_B asks about decisions related to employee compensation in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple quesitons (Q18\_A-Q18\_G), consider emphasizing **decrease hourly wages or salaries.** |

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| **Q #** | Q18\_C |
| **Topic tags** | Employees and payroll: General; Changes in payroll |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **increase hourly wages or salaries**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q18 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q19\_C asks about decisions related to employee compensation in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple quesitons (Q18\_A-Q18\_G), consider emphasizing **increase hourly wages or salaries.** |

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| **Q #** | Q18\_D |
| **Topic tags** | Employees and payroll: General; Changes in payroll |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **freeze or delay bonuses**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q18 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q19\_D asks about decisions related to employee compensation in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple quesitons (Q18\_A-Q18\_G), consider emphasizing **freeze or delay bonuses.** |

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| **Q #** | Q18\_E |
| **Topic tags** | Employees and payroll: General; Changes in payroll |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **give emergency bonus pay or hazard pay**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q18 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q19\_E asks about decisions related to employee compensation in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple quesitons (Q18\_A-Q18\_G), consider emphasizing **give emergency bonus pay or hazard pay.** |

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| **Q #** | Q18\_F |
| **Topic tags** | Employees and payroll: General; Changes in payroll |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **freeze retirement saving contributions**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q18 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q19\_F asks about decisions related to employee compensation in a future time period.  Other questions that ask about retirement savings plans: Q09\_D, Q10\_D, Q12\_D |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple quesitons (Q18\_A-Q18\_G), consider emphasizing **freeze retirement saving contributions**. |

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| **Q #** | Q18\_G |
| **Topic tags** | Employees and payroll: General; Changes in payroll |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **decrease healthcare benefit coverage**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q18 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q19\_G asks about decisions related to employee compensation in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple quesitons (Q18\_A-Q18\_G), consider emphasizing **decrease healthcare benefit coverage.** |

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| **Q #** | Q19 |
| **Topic tags** | Employees and payroll: General; Changes in payroll |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to take the following actions related to compensation <reference period> as a result of <event>? |
| **If grid, subitems** | Hourly wage or salary freezes  Decrease in hourly wages or salaries  Increase in hourly wages or salaries  Bonus freezes or delays  Emergency bonus pay or hazard pay  Retirement saving contribution freezes  Decrease in healthcare benefit coverage |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (See Q19\_A-Q19\_G for item-by-item versions)  Select one answer |
| **Alternate/Complementary questions** | Q18 asks about decisions related to employee compensation in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents. |

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| **Q #** | Q19\_A |
| **Topic tags** | Employees and payroll: General; Changes in payroll |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to **freeze hourly wages or salaries** <reference period> as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q19 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q18\_A asks about decisions related to employee compensation in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple quesitons (Q19\_A-Q19\_G), consider emphasizing **freeze hourly wages or salaries**. |

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| **Q #** | Q19\_B |
| **Topic tags** | Employees and payroll: General; Changes in payroll |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to **decrease hourly wages or salaries** <reference period> as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q19 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q18\_B asks about decisions related to employee compensation in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple quesitons (Q19\_A-Q19\_G), consider emphasizing **decrease hourly wages or salaries.** |

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| **Q #** | Q19\_C |
| **Topic tags** | Employees and payroll: General; Changes in payroll |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to **increase hourly wages or salaries** <reference period> as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q19 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q18\_C asks about decisions related to employee compensation in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple quesitons (Q19\_A-Q19\_G), consider emphasizing **increase hourly wages or salaries**. |

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| **Q #** | Q19\_D |
| **Topic tags** | Employees and payroll: General; Changes in payroll |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to **freeze or delay bonuses** <reference period> as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q19 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q18\_D asks about decisions related to employee compensation in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple quesitons (Q19\_A-Q19\_G), consider emphasizing **freeze or delay bonuses.** |

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| **Q #** | Q19\_E |
| **Topic tags** | Employees and payroll: General; Changes in payroll |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to **give emergency bonus pay or hazard pay** <reference period> as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q19 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q18\_E asks about decisions related to employee compensation in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple quesitons (Q19\_A-Q19\_G), consider emphasizing **give emergency bonus pay or hazard pay.** |

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| **Q #** | Q19\_F |
| **Topic tags** | Employees and payroll: General; Changes in payroll |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to **freeze retirement saving contributions** <reference period> as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q19 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q18\_F asks about decisions related to employee compensation in a previous time period.  Q09\_D, Q10\_D, Q12\_D |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple quesitons (Q19\_A-Q19\_G), consider emphasizing **freeze retirement saving contributions.** |

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| **Q #** | Q19\_G |
| **Topic tags** | Employees and payroll: General; Changes in payroll |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to **decrease healthcare benefit coverage** <reference period> as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q19 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q18\_G asks about decisions related to employee compensation in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple quesitons (Q19\_A-Q19\_G), consider emphasizing **decrease healthcare benefit coverage**. |

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| **Q #** | Q20 |
| **Topic tags** | Employees and payroll: General; Changes in hours worked |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> take the following actions related to **shifts or hours**? |
| **If grid, subitems** | Reduction in overtime  Increase in overtime  Reduction in shifts or hours  Increase in shifts or hours |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing did not support using this question with the public sector. * Testing indicated that there were comprehension issues around the applicability of some terms (i.e., “overtime” and “shifts/hours”) for public agencies. * Testing indicated that smaller public agencies’ possible response to a natural disaster would be “all hands-on deck.” This would mean staff would work in whatever capacity they have to make sure things are smooth again. The agency may not have changed the hours actively but may have approved employee worked hours later. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (See Q20\_A, Q20\_B, Q20\_C, and Q20\_D for item-by-item)  Select one answer |
| **Alternate/Complementary questions** | Q21 asks respondents about changes to shifts or hours in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q16, Q18, and Q20), consider emphasizing **shifts or hours**.  If necessary, include an instruction to clarify the definition of overtime. |

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| **Q #** | Q20\_A |
| **Topic tags** | Employees and payroll: General; Changes in hours worked |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **reduce overtime**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing did not support using this question with the public sector. * Testing indicated that there were comprehension issues around the applicability of some terms (i.e., “overtime” and “shifts/hours”) for their agency. * Testing indicated that smaller public agencies’ possible response to a natural disaster would be “all hands-on deck.” This would mean staff would work in whatever capacity they have to make sure things are smooth again. The agency may not have changed the hours actively but may have approved employee worked hours later. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q20 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q21\_A asks respondents about reducing overtime in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q20\_A-Q20\_D), then consider emphasizing **reduce overtime.**  If necessary, include an instruction to clarify the definition of overtime. |

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| **Q #** | Q20\_B |
| **Topic tags** | Employees and payroll: General; Changes in hours worked |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **increase overtime**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing did not support using this question with the public sector. * Testing indicated that there were comprehension issues around the applicability of some terms (i.e., “overtime” and “shifts/hours”) for their agency. * Testing indicated that smaller public agencies’ possible response to a natural disaster would be “all hands-on deck.” This would mean staff would work in whatever capacity they have to make sure things are smooth again. The agency may not have changed the hours actively but may have approved employee worked hours later. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q20 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q21\_B asks respondents about increasing overtime in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q20\_A-Q20\_D), then consider emphasizing **increase overtime**.  If necessary, include an instruction to clarify the definition of overtime. |

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| **Q #** | Q20\_C |
| **Topic tags** | Employees and payroll: General; Changes in hours worked |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **reduce shifts or hours**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing did not support using this question with the public sector. * Testing indicated that there were comprehension issues around the applicability of some terms (i.e., “overtime” and “shifts/hours”) for their agency. * Testing indicated that smaller public agencies’ possible response to a natural disaster would be “all hands-on deck.” This would mean staff would work in whatever capacity they have to make sure things are smooth again. The agency may not have changed the hours actively but may have approved employee worked hours later. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q20 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q21\_C asks respondents about reducing shifts or hours in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q20\_A-Q20\_D), then consider emphasizing **reduce shifts or hours**. |

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| **Q #** | Q20\_D |
| **Topic tags** | Employees and payroll: General; Changes in hours worked |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **increase shifts or hours**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing did not support using this question with the public sector. * Testing indicated that there were comprehension issues around the applicability of some terms (i.e., “overtime” and “shifts/hours”) for their agency. * Testing indicated that smaller public agencies’ possible response to a natural disaster would be “all hands-on deck.” This would mean staff would work in whatever capacity they have to make sure things are smooth again. The agency may not have changed the hours actively but may have approved employee worked hours later. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q20 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q21\_D asks respondents about increasing shifts or hours in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q20\_A-Q20\_D), then consider emphasizing **increase shifts or hours**. |

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| **Q #** | Q21 |
| **Topic tags** | Employees and payroll: General; Changes in hours worked |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to take the following actions related to shifts or hours <reference period> as a result of <event>? |
| **If grid, subitems** | Reduction in overtime  Increase in overtime  Reduction in shifts or hours  Increase in shifts or hours |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (See Q21\_A, Q21\_B, Q21\_C, and Q21\_D for item-by-item)  Select one answer |
| **Alternate/Complementary questions** | Q20 asks respondents about changes to shifts or hours in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If necessary, include an instruction to clarify the definition of overtime. |

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| **Q #** | Q21\_A |
| **Topic tags** | Employees and payroll: General; Changes in hours worked |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to **reduce overtime** <reference period> as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q21 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q20\_A asks respondents about reducing overtime in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple questions (Q21\_A-Q21\_D), then consider emphasizing **reduce overtime**.  If necessary, include an instruction to clarify the definition of overtime. |

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| **Q #** | Q21\_B |
| **Topic tags** | Employees and payroll: General; Changes in hours worked |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to **increase overtime** <reference period> as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q21 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q20\_B asks respondents about increasing overtime in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple questions (Q21\_A-Q21\_D), then consider emphasizing **increase overtime**.  If necessary, include an instruction to clarify the definition of overtime. |

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| **Q #** | Q21\_C |
| **Topic tags** | Employees and payroll: General; Changes in hours worked |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to **reduce shifts or hours** <reference period> as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q21 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q20\_C asks respondents about reducing shifts or hours in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple questions (Q21\_A-Q21\_D), then consider emphasizing **reduce shifts or hours**. |

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| **Q #** | Q21\_D |
| **Topic tags** | Employees and payroll: General; Changes in hours worked |
| **Question Wording** | How likely do you think this <business/agency/etc.> is to **increase shifts or hours** <reference period> as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Extremely likely  Somewhat likely  Not at all likely |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q21 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q20\_D asks respondents about increasing shifts or hours in a previous time period. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple questions (Q21\_A-Q21\_D), then consider emphasizing **increase shifts or hours**. |

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| **Q #** | Q22 |
| **Topic tags** | Employees and payroll: General; Public Sector Question |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in **<recruiting/hiring>** <workers/<employee type> employees> <in the following occupations> compared to what was normal before <event>? |
| **If grid, subitems** | *For use with the private sector:*  Management  Business and Financial Operations  Building and Grounds Cleaning and Maintenance  Sales and Related  Office and Administrative Support  Production  Other, please describe: [text box] |
| **Response options** | Less difficulty  No change  More difficulty  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * The wording for the private sector should be: <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in **recruiting** workers in the following occupations compared to what was normal before <event>?   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * The wording for the public sector should be: <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in **hiring** <employee type> employees compared to what was normal before <event>? * Testing indicated that the wording for use with the public sector should use “hiring” instead of “recruiting” because recruiting activities are less common in the public sector. * Testing indicated that smaller agencies that do have paid employees but do not have much turnover or hiring experience may struggle to answer this question because they do not have a solid comparison point for hiring difficulties before the natural disaster. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | *Private sector:*  Grid (See Q22\_A, Q22\_B, Q22\_C, Q22\_D, Q22\_E, Q22\_F, and Q22\_G for item-by-item)  Select one answer  *Public sector:*  Select one answer |
| **Alternate/Complementary questions** | Q23 asks about difficulty in retaining workers. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | For use with the private sector, researchers should only include the grid subitems (i.e., occupations) that they believe are most pertinent for the line of business of interest in their study. The “Other” category can be used in combination with a reduced set of occupations to capture professions that are omitted.  If presenting both Q22 and Q23, consider emphasizing **recruiting**. |

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| **Q #** | Q22\_A |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in recruiting workers in **management** compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Less difficulty  No change  More difficulty  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q22 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q23\_A asks about difficulty in retaining workers in management. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Researchers should only include the occupations that they believe are most pertinent for the line of business of interest in their study. The “Other” category can be used in combination with a reduced set of occupations to capture professions that are omitted.  If asking multiple questions (Q22\_A-Q22\_G), consider emphasizing **management**. |

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| --- | --- |
| **Q #** | Q22\_B |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in recruiting workers in **business and financial operations** compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Less difficulty  No change  More difficulty  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q22 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q23\_B asks about difficulty in retaining workers in business and financial operations. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Researchers should only include the occupations that they believe are most pertinent for the line of business of interest in their study. The “Other” category can be used in combination with a reduced set of occupations to capture professions that are omitted.  If asking multiple questions (Q22\_A-Q22\_G), consider emphasizing **business and financial operations**. |

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| --- | --- |
| **Q #** | Q22\_C |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in recruiting workers in **building and grounds cleaning maintenance** compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Less difficulty  No change  More difficulty  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q22 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q23\_C asks about difficulty in retaining workers in building and grounds cleaning maintenance. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Researchers should only include the occupations that they believe are most pertinent for the line of business of interest in their study. The “Other” category can be used in combination with a reduced set of occupations to capture professions that are omitted.  If asking multiple questions (Q22\_A-Q22\_G), consider emphasizing **building and grounds cleaning maintenance**. |

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| **Q #** | Q22\_D |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in recruiting workers in **sales and related occupations** compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Less difficulty  No change  More difficulty  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q22 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q23\_D asks about difficulty in retaining workers in sales and related occupations. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Researchers should only include the occupations that they believe are most pertinent for the line of business of interest in their study. The “Other” category can be used in combination with a reduced set of occupations to capture professions that are omitted.  If asking multiple questions (Q22\_A-Q22\_G), consider emphasizing **sales and related occupations.** |

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| **Q #** | Q22\_E |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in recruiting workers in **office and administrative support** compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Less difficulty  No change  More difficulty  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q22 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q23\_E asks about difficulty in retaining workers in office and administrative support. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Researchers should only include the occupations that they believe are most pertinent for the line of business of interest in their study. The “Other” category can be used in combination with a reduced set of occupations to capture professions that are omitted.  If asking multiple questions (Q22\_A-Q22\_G), consider emphasizing **office and administrative support**. |

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| **Q #** | Q22\_F |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in recruiting workers in **production** compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Less difficulty  No change  More difficulty  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q22 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q23\_F asks about difficulty in retaining workers in production occupations. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Researchers should only include the occupations that they believe are most pertinent for the line of business of interest in their study. The “Other” category can be used in combination with a reduced set of occupations to capture professions that are omitted.  If asking multiple questions (Q22\_A-Q22\_G), consider emphasizing **production**. |

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| **Q #** | Q22\_G |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in recruiting workers in **other occupations** compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Less difficulty  No change  More difficulty  Not applicable  <[If Q22\_G!=Not applicable] Please describe other occupations: [text box]> |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q22 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q23\_G asks about difficulty in retaining workers in other occupations. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Researchers should only include the occupations that they believe are most pertinent for the line of business of interest in their study. The “Other” category can be used in combination with a reduced set of occupations to capture professions that are omitted.  Q22\_G should be presented on the same screen as Q22\_A-Q22\_F. If the survey cannot accommodate this, then Q22\_G should not be used.  If asking multiple questions (Q22\_A-Q22\_G), consider emphasizing **other occupations**.  Users need to be aware that any narrative open-ended will be more labor intensive after receiving data, due to the need for coding. Consider this when deciding whether or not to include the other, specify box on this question. |

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| **Q #** | Q23 |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in **retaining** workers in the following occupations compared to what was normal before <event>? |
| **If grid, subitems** | Management  Business and Financial Operations  Building and Grounds Cleaning and Maintenance  Sales and Related  Office and Administrative Support  Production  Other, please describe: [text box] |
| **Response options** | Less difficulty  No change  More difficulty  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (See Q23\_A, Q23\_B, Q23\_C, Q23\_D, Q23\_E, Q23\_F, and Q23\_G for item-by-item)  Select one answer |
| **Alternate/Complementary questions** | Q22 asks about difficulty in recruiting workers. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Researchers should only include the grid subitems (i.e., occupations) that they believe are most pertinent for the line of business of interest in their study. The “Other” category can be used in combination with a reduced set of occupations to capture professions that are omitted.  If presenting both Q22 and Q23, consider emphasizing **retaining**. |

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| **Q #** | Q23\_A |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in retaining workers in **management** compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Less difficulty  No change  More difficulty  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q23 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q22\_A asks about difficulty in recruiting workers in management. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Researchers should only include the occupations that they believe are most pertinent for the line of business of interest in their study. The “Other” category can be used in combination with a reduced set of occupations to capture professions that are omitted.  If asking multiple questions (Q23\_A-Q23\_G), consider emphasizing **management**. |

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| **Q #** | Q23\_B |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in retaining workers in **business and financial operations** compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Less difficulty  No change  More difficulty  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q23 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q22\_B asks about difficulty in recruiting workers in business and financial operations. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Researchers should only include the occupations that they believe are most pertinent for the line of business of interest in their study. The “Other” category can be used in combination with a reduced set of occupations to capture professions that are omitted.  If asking multiple questions (Q23\_A-Q23\_G), consider emphasizing **business and financial operations**. |

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| **Q #** | Q23\_C |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in retaining workers in **building and grounds cleaning maintenance** compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Less difficulty  No change  More difficulty  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q23 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q22\_C asks about difficulty in recruiting workers in building and grounds cleaning maintenance. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Researchers should only include the occupations that they believe are most pertinent for the line of business of interest in their study. The “Other” category can be used in combination with a reduced set of occupations to capture professions that are omitted.  If asking multiple questions (Q23\_A-Q23\_G), consider emphasizing **building and grounds cleaning maintenance.** |

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| **Q #** | Q23\_D |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in retaining workers in **sales and related occupations** compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Less difficulty  No change  More difficulty  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q23 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q22\_D asks about difficulty in recruiting workers in sales and related occupations. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Researchers should only include the occupations that they believe are most pertinent for the line of business of interest in their study. The “Other” category can be used in combination with a reduced set of occupations to capture professions that are omitted.  If asking multiple questions (Q23\_A-Q23\_G), consider emphasizing **sales and related occupations**. |

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| **Q #** | Q23\_E |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in retaining workers in **office and administrative support** compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Less difficulty  No change  More difficulty  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q23 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q22\_E asks about difficulty in recruiting workers in office and administrative support. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Researchers should only include the occupations that they believe are most pertinent for the line of business of interest in their study. The “Other” category can be used in combination with a reduced set of occupations to capture professions that are omitted.  If asking multiple questions (Q23\_A-Q23\_G), consider emphasizing **office and administrative support**. |

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| **Q #** | Q23\_F |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in retaining workers in **production** compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Less difficulty  No change  More difficulty  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q23 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q22\_F asks about difficulty in recruiting workers in production occupations. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Researchers should only include the occupations that they believe are most pertinent for the line of business of interest in their study. The “Other” category can be used in combination with a reduced set of occupations to capture professions that are omitted.  If asking multiple questions (Q23\_A-Q23\_G), consider emphasizing **production**. |

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| **Q #** | Q23\_G |
| **Topic tags** | Employees and payroll: General |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have less difficulty, no change, or more difficulty in retaining workers in **other occupations** compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Less difficulty  No change  More difficulty  Not applicable  <[If Q23\_G!=Not applicable] Please describe other occupations: [text box]> |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q23 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q22\_G asks about difficulty in recruiting workers in other occupations. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Researchers should only include the occupations that they believe are most pertinent for the line of business of interest in their study. The “Other” category can be used in combination with a reduced set of occupations to capture professions that are omitted.  Q23\_G should be presented on the same screen as Q23\_A-Q23\_F. If the survey cannot accommodate this, then Q23\_G should not be used.  If asking multiple questions (Q23\_A-Q23\_G), consider emphasizing **other occupations**.  Users need to be aware that any narrative open-ended will be more labor intensive after receiving data, due to the need for coding. Consider this when deciding whether or not to include the other, specify box on this question. |

# Provision of Services

## Changes in number of clients serviced or service offering(s)

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| **Q #** | Q29 |
| **Topic tags** | Changes in number of clients serviced or service offering(s); Public Sector Question |
| **Question Wording** | <Reference period>, how much did demand for this <business/agency/etc.>’s <goods or services> change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased a lot  Increased a moderate amount  Did not change  Decreased a moderate amount  Decreased a lot |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * The <goods or services> fill should be “goods or services” when using with the private sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * The <goods or services> fill should be “services” when using with the public sector. |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that some respondents interpreted "business demand" and changes in "client/customer base" as the same concept, while others interpreted these terms as different. To reduce measurement error, we recommend asking either Q29 or Q30 on a questionnaire (not both). |

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| **Q #** | Q30 |
| **Topic tags** | Changes in number of clients serviced or service offering(s) |
| **Question Wording** | <Reference period>, how did this <business/agency/etc.>’s client/customer base change as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Did not change  Decreased |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that some respondents interpreted "business demand" and changes in "client/customer base" as the same concept, while others interpreted these terms as different. To reduce measurement error, we recommend asking either Q29 or Q30 on a questionnaire (not both). |

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| --- | --- |
| **Q #** | Q197 |
| **Topic tags** | Changes in number of clients serviced or service offering(s); Online sales |
| **Question Wording** | <Reference period>, as a result of <event>, has there been an increase in this <business/agency/etc.>’s use of online platforms to offer goods or services? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q92=Yes]  If using Q92 as the gate to Q197, then "Not applicable" is not needed. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q37 asks about changes in online revenues/sales/receipts. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | This question was previously tested by the Census Bureau and not included in RTI’s cognitive testing. |

## New services

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| **Q #** | Q45 |
| **Topic tags** | New services |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> provide new goods and/or services? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  <[If yes selected] Please describe: [text box]> |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Users need to be aware that any narrative open-ended will be more labor intensive after receiving data, due to the need for coding. Consider this when deciding whether or not to include the open remarks box on this question. |

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| --- | --- |
| **Q #** | Q46 |
| **Topic tags** | New services; Production of new goods |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> do the following regarding the goods and/or services it offers? |
| **If grid, subitems** | Sell a new good or offer a new service that this <business/agency/etc.> has never offered before  Improve a good or service’s performance by making changes in materials, equipment, software, or other components  Develop a new use for a good or service  Add a new feature to a good or service  Make it easier for customers to use a good or service |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes]  If Q137 is used as the gate question, then “Not applicable” is not needed. |
| **Question type** | Grid (See Q46\_A, Q46\_B, Q46\_C, Q46\_D, and Q46\_E for item-by-item)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q46\_A |
| **Topic tags** | New services; Production of new goods |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **sell a new good or offer a new service that this <business/agency/etc.> has never offered before**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes]  If Q137 is used as the gate question, then “Not applicable” is not needed. |
| **Question type** | Item-by-item (See Q46 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q46\_A-Q46\_E), then consider emphasizing **sell a new good or offer a new service that this <business/agency/etc.> has never offered before.** |

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| **Q #** | Q46\_B |
| **Topic tags** | New services; Production of new goods |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **improve a good or service’s performance by making changes in materials, equipment, software, or other components**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes]  If Q137 is used as the gate question, then “Not applicable” is not needed. |
| **Question type** | Item-by-item (See Q46 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q46\_A-Q46\_E), then consider emphasizing **improve a good or service’s performance by making changes in materials, equipment, software, or other components**. |

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| **Q #** | Q46\_C |
| **Topic tags** | New services; Production of new goods |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **develop a new use for a good or service**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes]  If Q137 is used as the gate question, then “Not applicable” is not needed. |
| **Question type** | Item-by-item (See Q46 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q46\_A-Q46\_E), then consider emphasizing **develop a new use for a good or service.** |

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| **Q #** | Q46\_D |
| **Topic tags** | New services; Production of new goods |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **add a new feature to a good or service**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes]  If Q137 is used as the gate question, then “Not applicable” is not needed. |
| **Question type** | Item-by-item (See Q46 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q46\_A-Q46\_E), then consider emphasizing **add a new feature to a good or service.** |

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| **Q #** | Q46\_E |
| **Topic tags** | New services; Production of new goods |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **make it easier for customers to use a good or service**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes]  If Q137 is used as the gate question, then “Not applicable” is not needed. |
| **Question type** | Item-by-item (See Q46 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q46\_A-Q46\_E), then consider emphasizing **make it easier for customers to use a good or service.** |

## Services eliminated

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| **Q #** | Q47 |
| **Topic tags** | Services eliminated |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **eliminate** any of the goods and/or services it usually offers? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q48 asks if the company suspended any goods/services. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | It is recommended that if asking both Q47 and Q48 that Q48 be presented first, to ensure that respondents don’t answer about suspended services on Q47.  If presenting both Q47 and Q48, consider emphasizing **eliminate**. |

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| **Q #** | Q48 |
| **Topic tags** | Services eliminated; Public Sector Question |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **suspend** any of the <goods and/or services> it usually offers? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * The <goods and/or services> fill should be “goods and/or services” when using with the private sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * The <goods and/or services> fill should be “services” when using with the public sector. |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q47 asks if the company eliminated any goods/services. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | It is recommended that if asking both Q47 and Q48 that Q48 be presented first, to ensure that respondents don’t answer about suspended services on Q47.  If presenting both Q47 and Q48, consider emphasizing **suspend**. |

# Revenue, Expenses, etc.

## Changes in sales or revenue

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| **Q #** | Q31 |
| **Topic tags** | Changes in sales or revenue |
| **Question Wording** | How did the prices of goods or services sold by this <business/agency/etc.> change <reference period> compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Prices increased  Prices did not change  Prices decreased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q32 |
| **Topic tags** | Changes in sales or revenue |
| **Question Wording** | <Reference period>, how did this <business/agency/etc.>’s number of order cancellations change compared to what was normal before <event>?  *An order cancellation occurs when a customer voids a purchase of a <business/agency/etc.>’s goods or services.* |
| **If grid, subitems** |  |
| **Response options** | Increased a lot  Increased a moderate amount  Did not change  Decreased a moderate amount  Decreased a lot  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | The “Not applicable” response option should be retained if researchers’ target population includes businesses that may not have orders or cancellations. |

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| **Q #** | Q33 |
| **Topic tags** | Changes in sales or revenue |
| **Question Wording** | <Reference period>, how did this <business/agency/etc.>’s net profits change compared to what was normal before <event>?  *<If this <business/agency/etc.> is non-profit or not-for-profit, select “Not applicable.”>* |
| **If grid, subitems** |  |
| **Response options** | *Response option set 1:*  Increased a lot  Increased a moderate amount  Did not change  Decreased a moderate amount  Decreased a lot  Not applicable  *Response option set 2:*  Increased  Did not change  Decreased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  Testing indicated that it was easier for respondents to answer this question using vague quantifiers as response options than it was to answer this question using percent change as response options.  Testing indicated that respondents are able to answer this question using either set of response options. The user should use only one set of response options, depending on the level of detail they would like to measure.  Users should use the optional instruction about selecting “Not applicable” when non-profits are included in the survey target population. |

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| **Q #** | Q36 |
| **Topic tags** | Changes in sales or revenue; Changes in supply chain: General; Changes in operations: General; Operating at a decreased/increased capacity; Changes in number of clients serviced or service offering(s); Government mandates |
| **Question Wording** | <Reference period>, did the following factors limit this <business/agency/etc.>’s <revenues/sales/receipts>? |
| **If grid, subitems** | Weak demand  Staffing shortages (such as, missed work related to the natural disaster, absenteeism, difficulty hiring, etc.)  Limited operating capacity due to state/local restrictions  Supplier disruptions  Clients’ or customers’ inability to pay  Other, please describe: [text box] |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (See Q36\_A-Q36\_F for item-by-item versions)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q36\_A |
| **Topic tags** | Changes in sales or revenue; Changes in supply chain: General; Changes in operations: General; Changes in number of clients served or service offering(s) |
| **Question Wording** | <Reference period>, did **weak demand** limit this <business/agency/etc.>’s <revenues/sales/receipts>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q36 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q36\_A-Q36\_F), consider emphasizing **weak demand**. |

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| **Q #** | Q36\_B |
| **Topic tags** | Changes in sales or revenue; Changes in supply chain: General; Changes in operations: General |
| **Question Wording** | <Reference period>, did **staffing shortages (such as, missed work related to <event>, absenteeism, difficulty hiring, etc.)** limit this <business/agency/etc.>’s <revenues/sales/receipts>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q36 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q36\_A-Q36\_F), consider emphasizing **staffing shortages (missed work related to <event>, absenteeism, difficulty hiring, etc.).** |

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| **Q #** | Q36\_C |
| **Topic tags** | Changes in sales or revenue; Changes in supply chain: General; Changes in operations: General; Operating at a decreased/increased capacity; Government mandates |
| **Question Wording** | <Reference period>, did **limited operating capacity due to state/local restrictions** limit this <business/agency/etc.>’s <revenues/sales/receipts>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q36 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q36\_A-Q36\_F), consider emphasizing **limited operating capacity due to state/local restrictions.** |

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| **Q #** | Q36\_D |
| **Topic tags** | Changes in sales or revenue; Changes in supply chain: General; Changes in operations: General |
| **Question Wording** | <Reference period>, did **supplier disruptions** limit this <business/agency/etc.>’s <revenues/sales/receipts>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q36 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q36\_A-Q36\_F), consider emphasizing **supplier disruptions**. |

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| **Q #** | Q36\_E |
| **Topic tags** | Changes in sales or revenue; Changes in supply chain: General; Changes in operations: General |
| **Question Wording** | <Reference period>, did **clients’ or customers’ inability to pay** limit this <business/agency/etc.>’s <revenues/sales/receipts>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q36 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q36\_A-Q36\_F), consider emphasizing **clients’ or customers’ inability to pay**. |

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| **Q #** | Q36\_F |
| **Topic tags** | Changes in sales or revenue; Changes in supply chain: General; Changes in operations: General |
| **Question Wording** | <Reference period>, did **something else** limit this <business/agency/etc.>’s <revenues/sales/receipts>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable  <[If yes selected] Please describe: [text box]> |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q36 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Q36\_F should be presented on the same screen as Q36\_A-Q36\_E. If the survey cannot accommodate this, then Q36\_F should not be used.  Users need to be aware that any narrative open-ended will be more labor intensive after receiving data, due to the need for coding. Consider this when deciding whether or not to include the other, specify box on this question.  If asking multiple questions (Q36\_A-Q36\_F), consider emphasizing **something else.** |

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| **Q #** | Q37 |
| **Topic tags** | Changes in sales or revenue; Online sales |
| **Question Wording** | <Reference period>, how did this <business/agency/etc.>’s <revenues/sales/receipts> for goods or services sold online change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased a lot  Increased a moderate amount  Did not change  Decreased a moderate amount  Decreased a lot  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q38 is the follow-up to Q37.  Optional skip pattern: [If Q92=Yes]  If using Q92 as the gate for Q37, then the "Not applicable" response option is not needed. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q38 |
| **Topic tags** | Changes in sales or revenue; Online sales |
| **Question Wording** | Do you anticipate that the changes in this <business/agency/etc.>’s <revenues/sales/receipts> for goods or services sold online in <reference period> are temporary? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Don't know  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q37!=Did not change OR Not applicable]  If using Q37 as the gate question for Q38, then the "Not applicable" response option is not needed. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q54 |
| **Topic tags** | Changes in sales or revenue |
| **Question Wording** | <Reference period 1>, how did this <business/agency/etc.>’s operating <revenues/sales/receipts> change compared to the operating <revenues/sales/receipts> in <reference period 2>?  *<Do not include any financial assistance or loans.>* |
| **If grid, subitems** |  |
| **Response options** | Increased a lot  Increased a moderate amount  Did not change at all  Decreased a moderate amount  Decreased a lot  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | In the <month 1> — <month 2> quarter of <year>  In <month> <year>  In <year> |
| **Reference period notes** | Reference period 1 should be a period of time after event. Reference period 2 should be a period of time before event. |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  The "Not applicable" response option is necessary in this question for those businesses that were not open during reference period 2.  The optional instruction is event-specific.  Testing indicated that it was easier for respondents to answer this question using vague quantifiers as response options than it was to answer this question using percent change as response options. |

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| **Q #** | Q199 |
| **Topic tags** | Changes in sales or revenue |
| **Question Wording** | <Reference period>, what were the total operating <revenues/sales/receipts> for this <business/agency/etc.>?  *<Do not include any financial assistance or loans.>* |
| **If grid, subitems** |  |
| **Response options** | $0 - $500  $501 - $2,500  $2,501 - $5,000  $5,001 - $15,000  $15,001 - $50,000  $50,001 - $125,000  $125,001 - $200,000  $200,001 - $500,000  $500,001 or more |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event |
| **Other notes** | This question is intended for small businesses only. For larger entities, the operating/accounting unit would need to be defined (a single store, division, factory, etc.).  The optional instruction is event-specific.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  This question was previously tested by the Census Bureau and not included in RTI’s cognitive testing. |

## Application for and use of government loans/assistance

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| **Q #** | Q42 |
| **Topic tags** | Application for and use of government loans/assistance; Public Sector Question |
| **Question Wording** | As a result of <event>, did this <business/agency/etc.> **apply for** any government <loans or assistance/grants> <reference period>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * When using with the private sector, the wording should be: “government loans or assistance”   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * When using with the public sector, the wording should be: “government loans/grants” * We recommend using Q42 paired with Q43 for the public sector due to the significant wait times between applying for and receiving government aid. Asking both questions can help analysts understand if the agency has applied for aid but has not yet received it. |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q43 as a follow-up to Q42.  Note that the optional skip pattern should *only* be used with the private sector and a skip pattern should *not* be used with the public sector, as agencies do not always have to apply for government aid. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using multiple in Q42, Q43, and Q44, then reference period should be the same.  Testing indicated that financial assistance from the government can take a long time to receive and both the reference period and timing of including this question on a survey should be considered. |
| **Other notes** | If presenting both Q42 and Q43, consider emphasizing **apply for.** |

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| **Q #** | Q43 |
| **Topic tags** | Application for and use of government loans/assistance; Public Sector Question |
| **Question Wording** | As a result of <event>, did this <business/agency/etc.> **receive** any government <loans or assistance/grants> <reference period>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * When using with the private sector, the wording should be: “government loans or assistance”   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * When using with the public sector, the wording should be: “government loans/grants” * We recommend using Q42 paired with Q43 for the public sector due to the significant wait times between applying for and receiving government aid. Asking both questions can help analysts understand if the agency has applied for aid but has not yet received it. |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q42=Yes]  Note that the optional skip pattern (using Q42 as a gate question) should *only* be used with the private sector and a skip pattern should *not* be used with the public sector, as agencies do not always have to apply for government aid.  Recommended skip pattern: Q44 is the follow-up to Q43. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using multiple in Q42, Q43, and Q44, then reference period should be the same.  Testing indicated that financial assistance from the government can take a long time to receive and both the reference period and timing of including this question on a survey should be considered. |
| **Other notes** | If presenting both Q42 and Q43, consider emphasizing **receive**. |

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| **Q #** | Q44 |
| **Topic tags** | Application for and use of government loans/assistance |
| **Question Wording** | What was the total dollar amount of government <loans and assistance/grants> this <business/agency/etc.> received <reference period>? |
| **If grid, subitems** |  |
| **Response options** | $ [text box]  [check box] Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * When using with the private sector, the wording should be: “government loans or assistance”   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector;, however, if used with the public sector, the wording should be: “government loans/grants” (to match the wording of Q42 and Q43). |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q43=Yes]  If used with skip pattern, then "Not applicable" is not needed on Q44 |
| **Question type** | Open-end numeric |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using multiple in Q42, Q43, and Q44, then reference period should be the same.  Testing indicated that financial assistance from the government can take a long time to receive and both the reference period and timing of including this question on a survey should be considered. |
| **Other notes** | Testing indicated that respondents would have to consult with others at their company or consult records in order to answer this question |

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| **Q #** | Q49 |
| **Topic tags** | Application for and use of government loans/assistance |
| **Question Wording** | <Reference period>, from which of the following sources has this <business/agency/etc.> **requested** financial assistance as a result of <event>?  *Select all that apply*. |
| **If grid, subitems** |  |
| **Response options** | Banks  Owners  Family or friends  <Specific Federal programs of interest>  State or local government programs  <Event-specific finanical assistance>  Other, please describe: [text box]  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q50 as the follow-up to Q49. |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using both Q49 and Q50, the reference period should be the same. |
| **Other notes** | If presenting both Q49 and Q50, consider emphasizing **requested**.  The <Event-specific finanical assistance> fill could include programs or policies specific to a particular event. For example, if a researcher were using this question to ask about the Coronavirus pandemic, they might include Paycheck Protection Program (PPP) as an option. |

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| **Q #** | Q50 |
| **Topic tags** | Application for and use of government loans/assistance |
| **Question Wording** | <Reference period>, from which of the following sources has this <business/agency/etc.> **received** financial assistance as a result of <event>?  *Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Banks  Owners  Family or friends  <Specific Federal programs of interest>  State or local government programs  <Event-specific financial assistance>  Other, please describe: [text box]  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q49 as the gate to Q50. Should only fill response options in Q50 with those that were selected in Q49, if survey programming has the capabilities.  If skip pattern is used, then "not applicable" is not needed for Q50. |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using both Q49 and Q50, the reference period should be the same. |
| **Other notes** | If presenting both Q49 and Q50, consider emphasizing **received**.  The <Event-specific finanical assistance> fill could include programs or policies specific to a particular event. For example, if a researcher were using this question to ask about the Coronavirus pandemic, they might include Paycheck Protection Program (PPP) as an option. |

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| **Q #** | Q60 |
| **Topic tags** | Application for and use of government loans/assistance |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> receive any financial assistance related to <event>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q61 is the follow-up to Q60. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q60 as the gate for Q61, both questions should use the same reference period. |
| **Other notes** |  |

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| **Q #** | Q61 |
| **Topic tags** | Application for and use of government loans/assistance; Changes in payroll; Changes in capital expenditure plans; Utilities |
| **Question Wording** | Thinking about the financial assistance this <business/agency/etc.> received <reference period> related to <event>, did this <business/agency/etc.> spend this financial assistance on the following? |
| **If grid, subitems** | Payroll  Rent/mortgage  Utilities  Capital expenditures  Insurance  Other, please describe: [text box] |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q60=Yes]  If skip pattern is used, then Not applicable is not needed for Q61 |
| **Question type** | Grid (See Q61\_A, Q61\_B, Q61\_C, Q61\_D, Q61\_E, Q61\_F for item-by-item)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q60 as the gate for Q61, both questions should use the same reference period. |
| **Other notes** | Testing indicated that this question may be burdensome for respondents to retrieve the answer to this question. |
| **Q #** | Q61\_A |
| **Topic tags** | Application for and use of government loans/assistance; Changes in payroll |
| **Question Wording** | Thinking about the financial assistance this <business/agency/etc.> received <reference period> related to <event>, did this <business/agency/etc.> spend this financial assistance on **payroll**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q60=Yes]  If skip pattern is used, then Not applicable is not needed for Q61\_A |
| **Question type** | Item-by-item (See Q61 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q60 as the gate for Q61, both questions should use the same reference period. |
| **Other notes** | Testing indicated that this question may be burdensome for respondents to retrieve the answer to this question.  If asking multiple questions (Q61\_A-Q61\_F), consider emphasizing **payroll**. |

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| **Q #** | Q61\_B |
| **Topic tags** | Application for and use of government loans/assistance |
| **Question Wording** | Thinking about the financial assistance this <business/agency/etc.> received <reference period> related to <event>, did this <business/agency/etc.> spend this financial assistance on **rent/mortgage**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q60=Yes]  If skip pattern is used, then Not applicable is not needed for Q61\_B |
| **Question type** | Item-by-item (See Q61 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q60 as the gate for Q61, both questions should use the same reference period. |
| **Other notes** | Testing indicated that this question may be burdensome for respondents to retrieve the answer to this question.  If asking multiple questions (Q61\_A-Q61\_F), consider emphasizing **rent/mortgage.** |

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| **Q #** | Q61\_C |
| **Topic tags** | Application for and use of government loans/assistance; Utilities |
| **Question Wording** | Thinking about the financial assistance this <business/agency/etc.> received <reference period> related to <event>, did this <business/agency/etc.> spend this financial assistance on **utilities**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q60=Yes]  If skip pattern is used, then Not applicable is not needed for Q61\_C |
| **Question type** | Item-by-item (See Q61 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q60 as the gate for Q61, both questions should use the same reference period. |
| **Other notes** | Testing indicated that this question may be burdensome for respondents to retrieve the answer to this question.  If asking multiple questions (Q61\_A-Q61\_F), consider emphasizing **utilities**. |

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| **Q #** | Q61\_D |
| **Topic tags** | Application for and use of government loans/assistance; Changes in capital expenditure plans |
| **Question Wording** | Thinking about the financial assistance this <business/agency/etc.> received <reference period> related to <event>, did this <business/agency/etc.> spend this financial assistance on **capital expenditures**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q60=Yes]  If skip pattern is used, then Not applicable is not needed for Q61\_D |
| **Question type** | Item-by-item (See Q61 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q60 as the gate for Q61, both questions should use the same reference period. |
| **Other notes** | Testing indicated that this question may be burdensome for respondents to retrieve the answer to this question.  If asking multiple questions (Q61\_A-Q61\_F), consider emphasizing **capital expenditures**. |

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| **Q #** | Q61\_E |
| **Topic tags** | Application for and use of government loans/assistance |
| **Question Wording** | Thinking about the financial assistance this <business/agency/etc.> received <reference period> related to <event>, did this <business/agency/etc.> spend this financial assistance on **insurance**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q60=Yes]  If skip pattern is used, then Not applicable is not needed for Q61\_E |
| **Question type** | Item-by-item (See Q61 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q60 as the gate for Q61, both questions should use the same reference period. |
| **Other notes** | Testing indicated that this question may be burdensome for respondents to retrieve the answer to this question.  If asking multiple questions (Q61\_A-Q61\_F), consider emphasizing **insurance**. |

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| **Q #** | Q61\_F |
| **Topic tags** | Application for and use of government loans/assistance |
| **Question Wording** | Thinking about the financial assistance this <business/agency/etc.> received <reference period> related to <event>, did this <business/agency/etc.> spend this financial assistance on **something else**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable  <[If yes selected] Please describe: [text box]> |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q60=Yes]  If skip pattern is used, then Not applicable is not needed for Q61\_F |
| **Question type** | Item-by-item (See Q61 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q60 as the gate for Q61, both questions should use the same reference period. |
| **Other notes** | Testing indicated that this question may be burdensome for respondents to retrieve the answer to this question.  Q61\_F should be presented on the same screen as Q61\_A-Q61\_E. If the survey cannot accommodate this, then Q61\_F should not be used.  Users need to be aware that any narrative open-ended will be more labor intensive after receiving data, due to the need for coding. Consider this when deciding whether or not to include the other, specify box on this question.  If asking multiple questions (Q61\_A-Q61\_F), consider emphasizing **something else**. |

## Changes in business forecast

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| **Q #** | Q51 |
| **Topic tags** | Changes in business forecast |
| **Question Wording** | As a result of <event>, how did this <business/agency/etc.>’s original revenue forecast for <reference period> compare to the actual revenue for <time period>? |
| **If grid, subitems** |  |
| **Response options** | Forecast was higher than actual  Forecast was about the same as actual  Forecast was lower than actual  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  Reference period must be a bounded period of time with a clear start date and end date |
| **Other notes** | Users should note that businesses may use a variety of intervals for financial forecasts. This may impact the ease of which respondents can answer this question and may introduce measurement error if a given company's financial forecasts differ significantly from the reference period in the question. |

## Changes in capital expenditure plans

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| **Q #** | Q52 |
| **Topic tags** | Changes in capital expenditure plans |
| **Question Wording** | As a result of <event>, how did this <business/agency/etc.> change its budgeted capital expenditures <reference period>?  *Select all that apply*. |
| **If grid, subitems** |  |
| **Response options** | Cancelled budgeted capital expenditure(s)  Decreased budgeted capital expenditure(s)  Postponed budgeted capital expenditure(s)  Increased budgeted capital expenditure(s)  Introduced new unbudgeted capital expenditure(s)  No changes  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing did not support using this question with the public sector. * Testing indicated that some agencies do not have budgets for capital expenditures and others do not have the ability to change their budget mid-year, limiting the applicability of this question to the public sector. * Testing also indicated that respondents would have to consult records or other colleagues in order to answer this question, making it a burdensome question to answer for the public sector. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If necessary, include a definition of “capital expenditures.” |

## Changes in operating budget

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| **Q #** | Q53 |
| **Topic tags** | Changes in operating budget |
| **Question Wording** | <Reference period>, how did this <business/agency/etc.>’s operating budget change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Did not change  Decreased  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing did not support using this question with the public sector. * Testing indicated that while some participants were able to understand and answer this question thinking about their “operating budget”, for certain agencies with budgets defined in advance for a given year, this phrase may not match their agency’s experience. Some respondents pointed out that a budget is preplanned and would not change due to a natural disaster. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q62 |
| **Topic tags** | Changes to operating budget |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> ask its lender or property owner about deferring rent or mortgage payments? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q63 is the follow-up to Q62. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q62 as the gate for Q63, both questions should use the same reference period. |
| **Other notes** |  |

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| **Q #** | Q63 |
| **Topic tags** | Changes to operating budget |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.>’s lender or property owner allow for rent or mortgage payment deferral? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q62=Yes]  If skip pattern is used, then Not applicable is not needed for Q63 |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q62 as the gate for Q63, then the reference period should be the same |
| **Other notes** |  |

## Changes in expenses

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| **Q #** | Q55 |
| **Topic tags** | Changes in expenses; Public Sector Question |
| **Question Wording** | <Reference period>, how did this <business/agency/etc.>’s expenses change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Expenses increased  Expenses did not change  Expenses decreased |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | A more specific wording for type of expenses (such as total expense, operating expense etc.) might be used for clarity when presenting this question with other budget questions together in the same survey questionnaire. |

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| **Q #** | Q56 |
| **Topic tags** | Changes in expenses; Changes in hours worked; Changes in payroll; Temporarily/Permanently laid off employees; Changes in work location / remote work; Access to private sources of capital (e.g., applying for a loan, receiving a loan) |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> take the following measures? |
| **If grid, subitems** | Temporary layoffs (workers are given a date to return to work or are expected to return to work within 6 months)  Permanent layoffs (workers have no expectation of being rehired within 6 months)  Reduced hours  Started allowing some or all employees to work from home one day or more per week  Reduced salaries  Used line of credit  Used <the owner/CEO/leadership/etc.>'s personal savings  Obtained a loan payment deferral  Obtained a rent payment deferral  Took out a new loan  Used <business/agency/etc.> cash reserves  Other, please describe: [text box] |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (See Q56\_A-Q56\_L for item-by-item)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | The subitem "used <the owner/CEO/leadership/etc.>'s personal savings" may only be applicable to small businesses. |

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| **Q #** | Q56\_A |
| **Topic tags** | Changes in expenses; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **temporarily lay off any employees**?  *Temporarily laid off employees are given a date to return to work or are expected to return to work within 6 months.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q56 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q56\_A-Q56\_L), consider emphasizing **temporarily lay off any employees.** |

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| **Q #** | Q56\_B |
| **Topic tags** | Changes in expenses; Temporarily/Permanently laid off employees |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **permanently lay off any employees**?  *Permanently laid off employees have no expectation of being rehired within 6 months.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q56 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q56\_A-Q56\_L), consider emphasizing **permanently lay off any employees.** |

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| **Q #** | Q56\_C |
| **Topic tags** | Changes in expenses; Changes in hours worked |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **reduce employee hours**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q56 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q56\_A-Q56\_L), consider emphasizing **reduce employee hours**. |

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| **Q #** | Q56\_D |
| **Topic tags** | Changes in expenses; Changes in work location / remote work |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **start allowing some or all employees to work from home one day or more per week**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q56 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q56\_A-Q56\_L), consider emphasizing **start allowing some or all employees to work from home one day or more per week.** |

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| **Q #** | Q56\_E |
| **Topic tags** | Changes in expenses; Changes in payroll |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **reduce salaries**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q56 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q56\_A-Q56\_L), consider emphasizing **reduce salaries**. |

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| **Q #** | Q56\_F |
| **Topic tags** | Changes in expenses; Access to private sources of capital (e.g., applying for a loan, receiving a loan) |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **use a line of credit**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q56 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q56\_A-Q56\_L), consider emphasizing **use a line of credit**. |

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| **Q #** | Q56\_G |
| **Topic tags** | Changes in expenses; Access to private sources of capital (e.g., applying for a loan, receiving a loan) |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc**.> use <the owner/CEO/leadership/etc.>'s personal savings**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q56 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | The subitem "used <the owner/CEO/leadership/etc.>'s personal savings" may only be applicable to small businesses.  If asking multiple questions (Q56\_A-Q56\_L), consider emphasizing **use <the owner/CEO/leadership/etc.>'s personal savings.** |

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| **Q #** | Q56\_H |
| **Topic tags** | Changes in expenses; Access to private sources of capital (e.g., applying for a loan, receiving a loan) |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **obtain a loan payment deferral**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q56 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using “Since <date>”, date should be date of event |
| **Other notes** | If asking multiple questions (Q56\_A-Q56\_L), consider emphasizing **obtain a loan payment deferral**. |

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| **Q #** | Q56\_I |
| **Topic tags** | Changes in expenses |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **obtain a rent payment deferral**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q56 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using “Since <date>”, date should be date of event |
| **Other notes** | If asking multiple questions (Q56\_A-Q56\_L), consider emphasizing **obtain a rent payment deferral**. |

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| **Q #** | Q56\_J |
| **Topic tags** | Changes in expenses; Access to private sources of capital (e.g., applying for a loan, receiving a loan) |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **take out a new loan**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q56 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q56\_A-Q56\_L), consider emphasizing **take out a new loan**. |

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| **Q #** | Q56\_K |
| **Topic tags** | Changes in expenses; Access to private sources of capital (e.g., applying for a loan, receiving a loan) |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **use <business/agency/etc.> cash reserves**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q56 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q56\_A-Q56\_L), consider emphasizing **use <business/agency/etc.> company cash reserves.** |

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| **Q #** | Q97 |
| **Topic tags** | Changes in expenses; Changes in sales/revenue; Changes in production costs; Changes in supply chain: General |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> make any of the following arrangements with suppliers?  *If this <business/agency/etc.> does not have suppliers, please select "Not applicable" for each row.* |
| **If grid, subitems** | Negotiate longer payment terms  Renegotiate current and/or future prices  Implement short-term alliances with suppliers and/or competitors |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (see Q97\_A, Q97\_B, and Q97\_C for item-by-item)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q97\_A |
| **Topic tags** | Changes in expenses; Changes in sales/revenue; Changes in production costs; Changes in supply chain: General |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **negotiate longer payment terms with suppliers**?  *If this <business/agency/etc.> does not have suppliers, please select "Not applicable."* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (see Q97 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q97A-Q97C), then consider emphasizing **negotiate longer payment terms.** |

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| **Q #** | Q97\_B |
| **Topic tags** | Changes in expenses; Changes in sales/revenue; Changes in production costs; Changes in supply chain: General |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **renegotiate current and/or future prices with suppliers**?  If *this <business/agency/etc.> does not have suppliers, please select "Not applicable."* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (see Q97 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q97A-Q97C), then consider emphasizing **renegotiate current and/or future prices.** |

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| **Q #** | Q97\_C |
| **Topic tags** | Changes in expenses; Changes in sales/revenue; Changes in production costs; Changes in supply chain: General |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **implement short-term alliances with suppliers and/or competitors?** |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (see Q97 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | The instruction for when to select "Not applicable" was removed from this question because this question is asking about both suppliers and competitors.  If asking multiple questions (Q97A-Q97C), then consider emphasizing **implement short-term alliances with suppliers and/or competitors.** |

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| **Q #** | Q200 |
| **Topic tags** | Changes in expenses; Utilities |
| **Question Wording** | <Reference period>, has this <business/agency/etc.> missed any scheduled payments, not including loans?  *Examples of scheduled payments include rent, utilities, and payroll. Scheduled payments that have been forgiven or postponed should not be considered to be missed.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q201 should be asked before this question. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  This question was previously tested by the Census Bureau and not included in RTI’s cognitive testing. |

## Access to private sources of capital (e.g., applying for a loan, receiving a loan)

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| **Q #** | Q57 |
| **Topic tags** | Access to private sources of capital (e.g., applying for a loan, receiving a loan) |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> already have a business term loan or a line of credit? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q58 is the follow-up to Q57. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Before <date>  On <date> |
| **Reference period notes** | Reference period should be a period of time/date before event  If using "Before <date>" or "On <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q58 |
| **Topic tags** | Access to private sources of capital (e.g., applying for a loan, receiving a loan) |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> ask its lender about deferring payments for a business term loan or a line of credit? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q57=Yes]  If skip pattern is used, then Not applicable is not needed for Q58  Recommended skip pattern: Q59 is the follow-up to Q58. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q59 |
| **Topic tags** | Access to private sources of capital (e.g., applying for a loan, receiving a loan) |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.>’s lender allow for payment deferral for this <business/agency/etc.>’s business term loan or line of credit? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q58=Yes]  If skip pattern is used, then Not applicable is not needed for Q59 |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q58 as the gate for Q59, then the reference period should be the same. |
| **Other notes** |  |

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| **Q #** | Q201 |
| **Topic tags** | Access to private sources of capital (e.g., applying for a loan, receiving a loan) |
| **Question Wording** | <Reference period>, has this <business/agency/etc.> missed any loan payments?  *Loan payments that have been forgiven or postponed should not be considered to be missed.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | This question should be asked before Q200. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  This question was previously tested by the Census Bureau and not included in RTI’s cognitive testing. |

## Revenue, expenses, etc.: General

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| **Q #** | Q39 |
| **Topic tags** | Revenue, expenses, etc.: General; Access to private sources of capital (e.g., applying for a loan, receiving a loan) |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **require** any additional financial assistance or loans to continue operation? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  <[If yes selected] Please describe: [text box]> |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q40 asks respondents if they have applied for financial assistance/loans. Q41 asks respondents if they have received financial assistance/loans. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using “Since <date>”, date should be date of event  If using multiple in Q39, Q40, and Q31, then reference period should be the same. |
| **Other notes** | If presenting with multiple of Q40-Q41, then consider emphasizing **require**.  Users need to be aware that any narrative open-ended will be more labor intensive after receiving data, due to the need for coding. Consider this when deciding whether or not to include the open remarks box on this question. |

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| **Q #** | Q40 |
| **Topic tags** | Revenue, expenses, etc.: General; Access to private sources of capital (e.g., applying for a loan, receiving a loan) |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **apply for** any additional financial assistance or loans to continue operation? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  <[If yes selected] Please describe: [text box]> |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q41 as the follow-up for Q40. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q39 asks respondents if they required any financial assistance/loans. Q41 asks respondents if they received any financial assistance/loans. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using “Since <date>”, date should be date of event  If using multiple in Q39, Q40, and Q31, then reference period should be the same. |
| **Other notes** | If presenting with multiple of Q40-Q41, then consider emphasizing **apply for**.  Users need to be aware that any narrative open-ended will be more labor intensive after receiving data, due to the need for coding. Consider this when deciding whether or not to include the open remarks box on this question. |

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| **Q #** | Q41 |
| **Topic tags** | Revenue, expenses, etc.: General; Access to private sources of capital (e.g., applying for a loan, receiving a loan) |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **receive** any additional financial assistance or loans to continue operation? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  <[If yes selected] Please describe: [text box]> |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q40=Yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q39 asks respondents if they required any financial assistance/loans. Q40 asks respondents if they applied for any financial assistance/loans. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using multiple in Q39, Q40, and Q31, then reference period should be the same. |
| **Other notes** | If presenting with multiple of Q40-Q41, then consider emphasizing **receive**.  Users need to be aware that any narrative open-ended will be more labor intensive after receiving data, due to the need for coding. Consider this when deciding whether or not to include the open remarks box on this question. |

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| **Q #** | Q198 |
| **Topic tags** | Revenue, expenses, etc.: General; Access to private sources of capital (e.g., applying for a loan, receiving a loan) |
| **Question Wording** | How would you describe the current availability of cash on hand for this <business/agency/etc.>, including any financial assistance or loans? Currently, cash on hand will cover: |
| **If grid, subitems** |  |
| **Response options** | 1-7 days of business operations  1-2 weeks of business operations  3-4 weeks of business operations  1-2 months of business operations  3 or more months of business operations  Don’t know  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  This question was previously tested by the Census Bureau and not included in RTI’s cognitive testing. |

# Changes in Manufacturing Production

## Elimination of certain goods being produced

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| **Q #** | Q67 |
| **Topic tags** | Elimination of certain goods being produced |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> stop production of any good that it usually produces? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q68 and Q69 (Q69\_A-H) are the follow-up questions to Q67  Optional skip pattern: Can use Q70 as the follow-up to Q67/Q68. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| --- | --- |
| **Q #** | Q68 |
| **Topic tags** | Elimination of certain goods being produced |
| **Question Wording** | Was this stop in production permanent or temporary? |
| **If grid, subitems** |  |
| **Response options** | Permanent for all goods  Temporary for all goods  Permanent for some goods, temporary for other goods  Don't know  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q67=Yes]  If skip pattern is used, then Not applicable is not needed for Q68  Optional skip pattern: Can use Q70 as the follow-up to Q67/Q68. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | Testing indicated that the “Don’t know” response option is a necessary response option to include, as companies could potentially not have made a decision yet about whether the stop in production is permanent or temporary at the time of survey response. |

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| **Q #** | Q69 |
| **Topic tags** | Elimination of certain goods being produced; Changes in number of clients serviced or service offering(s); Government mandates; Changes in supply chain: General; Shipment delays; Physical surroundings/Building construction |
| **Question Wording** | <Reference period>, did <event> cause this <business/agency/etc.> to stop production of any goods that it usually produces due to the following? |
| **If grid, subitems** | Lack of sufficient fuel or energy  Damage to facility or equipment  Shortage of local labor force/skills  Supplier delays  Transportation delays in shipping goods to customers  Decreased customer demand  Government mandated closure  Switching production efforts to goods that are not usually produced |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q67=Yes]  If skip pattern is used, then Not applicable is not needed for Q69 |
| **Question type** | Grid (See Q69\_A-Q69\_H for item-by-item versions)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that respondents would have to consult records or other colleagues to retrieve the answer to this question. |

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| **Q #** | Q69\_A |
| **Topic tags** | Elimination of certain goods being produced |
| **Question Wording** | <Reference period>, did <event> cause this <business/agency/etc.> to stop production of any goods that it usually produces due to **lack of sufficient fuel or energy**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q67=Yes]  If skip pattern is used, then Not applicable is not needed for Q69\_A |
| **Question type** | Item-by-item (See Q69 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that when asking all items in the grid, there was high respondent burden because of the different sources of information. When selecting individual items, users should keep in mind that there is the potential for high respondent burden depending on how many items are selected.  If asking multiple questions (Q69\_A-Q69\_H), consider emphasizing **lack of sufficient fuel or energy**. |

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| **Q #** | Q69\_B |
| **Topic tags** | Elimination of certain goods being produced; Physical surroundings/Building construction |
| **Question Wording** | <Reference period>, did <event> cause this <business/agency/etc.> to stop production of any goods that it usually produces due to **damage to facility or equipment**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q67=Yes]  If skip pattern is used, then Not applicable is not needed for Q69\_B |
| **Question type** | Item-by-item (See Q69 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that when asking all items in the grid, there was high respondent burden because of the different sources of information. When selecting individual items, users should keep in mind that there is the potential for high respondent burden depending on how many items are selected.  If asking multiple questions (Q69\_A-Q69\_H), consider emphasizing **damage to facility or equipment**. |

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| **Q #** | Q69\_C |
| **Topic tags** | Elimination of certain goods being produced |
| **Question Wording** | <Reference period>, did <event> cause this <business/agency/etc.> to stop production of any goods that it usually produces due to **shortage of local labor force/skills**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q67=Yes]  If skip pattern is used, then Not applicable is not needed for Q69\_C |
| **Question type** | Item-by-item (See Q69 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that when asking all items in the grid, there was high respondent burden because of the different sources of information. When selecting individual items, users should keep in mind that there is the potential for high respondent burden depending on how many items are selected.  If asking multiple questions (Q69\_A-Q69\_H), consider emphasizing **shortage of local labor force/skills**. |

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| **Q #** | Q69\_D |
| **Topic tags** | Elimination of certain goods being produced; Changes in supply chain: General |
| **Question Wording** | <Reference period>, did <event> cause this <business/agency/etc.> to stop production of any goods that it usually produces due to **supplier delays**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q67=Yes]  If skip pattern is used, then Not applicable is not needed for Q69\_D |
| **Question type** | Item-by-item (See Q69 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that when asking all items in the grid, there was high respondent burden because of the different sources of information. When selecting individual items, users should keep in mind that there is the potential for high respondent burden depending on how many items are selected.  If asking multiple questions (Q69\_A-Q69\_H), consider emphasizing **supplier delays**. |

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| **Q #** | Q69\_E |
| **Topic tags** | Elimination of certain goods being produced; Shipment delays |
| **Question Wording** | <Reference period>, did <event> cause this <business/agency/etc.> to stop production of any goods that it usually produces due to **transportation delays in shipping goods to customers**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q67=Yes]  If skip pattern is used, then Not applicable is not needed for Q69\_E |
| **Question type** | Item-by-item (See Q69 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that when asking all items in the grid, there was high respondent burden because of the different sources of information. When selecting individual items, users should keep in mind that there is the potential for high respondent burden depending on how many items are selected.  If asking multiple questions (Q69\_A-Q69\_H), consider emphasizing **transportation delays in shipping goods to customers.** |

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| **Q #** | Q69\_F |
| **Topic tags** | Elimination of certain goods being produced; Changes in number of clients serviced or service offering(s) |
| **Question Wording** | <Reference period>, did <event> cause this <business/agency/etc.> to stop production of any goods that it usually produces due to **decreased customer demand**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q67=Yes]  If skip pattern is used, then Not applicable is not needed for Q69\_F |
| **Question type** | Item-by-item (See Q69 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that when asking all items in the grid, there was high respondent burden because of the different sources of information. When selecting individual items, users should keep in mind that there is the potential for high respondent burden depending on how many items are selected.  If asking multiple questions (Q69\_A-Q69\_H), consider emphasizing **decreased customer demand**. |

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| **Q #** | Q69\_G |
| **Topic tags** | Elimination of certain goods being produced; Government mandates |
| **Question Wording** | <Reference period>, did <event> cause this <business/agency/etc.> to stop production of any goods that it usually produces due to a **government mandated closure**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q67=Yes]  If skip pattern is used, then Not applicable is not needed for Q69\_G |
| **Question type** | Item-by-item (See Q69 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that when asking all items in the grid, there was high respondent burden because of the different sources of information. When selecting individual items, users should keep in mind that there is the potential for high respondent burden depending on how many items are selected.  If asking multiple questions (Q69\_A-Q69\_H), consider emphasizing **government mandated closure**. |

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| **Q #** | Q69\_H |
| **Topic tags** | Elimination of certain goods being produced |
| **Question Wording** | <Reference period>, did <event> cause this <business/agency/etc.> to stop production of any goods that it usually produces due to **switching production efforts to goods that are not usually produced**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q67=Yes]  If skip pattern is used, then Not applicable is not needed for Q69\_H |
| **Question type** | Item-by-item (See Q69 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that when asking all items in the grid, there was high respondent burden because of the different sources of information. When selecting individual items, users should keep in mind that there is the potential for high respondent burden depending on how many items are selected.  If asking multiple questions (Q69\_A-Q69\_H), consider emphasizing **switching production efforts to goods that are not usually produced.** |

## Shift in the production line and return to original production

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| **Q #** | Q70 |
| **Topic tags** | Shift in the production line and return to original production |
| **Question Wording** | How long do you think it will take for this <business/agency/etc.>’s production of goods to return to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Less than 1 week  1 week to less than 1 month  1 month to less than 3 months  3 months to less than 6 months  Longer than 6 months  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q64=Increased or Decreased] OR [If Q67=Yes]  If using Q64 or Q67 as the gate for Q70, then "Not applicable" is not needed. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q64 asks respondents how production of goods changed as a result of the event. |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  The response options (i.e., time periods) could be customized to an event. |

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| **Q #** | Q77 |
| **Topic tags** | Shift in the production line and return to original production; Production of new goods |
| **Question Wording** | <Reference period>, how did this <business/agency/etc.> change its production of goods compared to what was normal before <event>?  *Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Increased production of goods usually produced  No change in production of goods usually produced  Decreased production of goods usually produced  Stopped production of goods usually produced  Started production of goods **not** usually produced  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q78 is the follow-up to Q77 |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Consider emphasizing "**not**" in the response option "Started production of goods **not** usually produced". |

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| **Q #** | Q78 |
| **Topic tags** | Shift in the production line and return to original production; Production of new goods |
| **Question Wording** | Are these changes to production permanent or temporary? |
| **If grid, subitems** |  |
| **Response options** | Permanent for all goods  Temporary for all goods  Permanent for some goods, temporary for other goods  Don't know  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q77!=No change or Not applicable]  If skip pattern is used, then Not applicable is not needed for Q78 |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | Testing indicated that the “Don’t know” response option is a necessary response option to include, as companies could potentially not have made a decision yet about whether the changes to production are permanent or temporary at the time of survey response. |

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| **Q #** | Q85 |
| **Topic tags** | Shift in the production line and return to original production; Production of new goods |
| **Question Wording** | <Reference period>, how did the President’s decision to invoke the Defense Production Act change this <business/agency/etc.>’s production of goods compared to what was normal before <event>?  *Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Increased production of goods usually produced  No change in production of goods usually produced  Decreased production of goods usually produced  Stopped production of goods usually produced  Started production of goods **not** usually produced  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q86 is the follow-up to Q85 |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Consider emphasizing "**not**" in the response option "Started production of goods **not** usually produced". |

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| **Q #** | Q86 |
| **Topic tags** | Shift in the production line and return to original production; Production of new goods |
| **Question Wording** | Are these changes to production permanent or temporary? |
| **If grid, subitems** |  |
| **Response options** | Permanent for all goods  Temporary for all goods  Permanent for some goods, temporary for other goods  Don't know  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q85!=No change or Not applicable]  If skip pattern is used, then Not applicable is not needed on Q86 |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | Testing indicated that the “Don’t know” response option is a necessary response option to include, as companies could potentially not have made a decision yet about whether the changes to production are permanent or temporary at the time of survey response. |

## Production of new goods

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| --- | --- |
| **Q #** | Q71 |
| **Topic tags** | New services; Production of new goods |
| **Question Wording** | <Reference period>, as a result of <event>, did this this <business/agency/etc.> produce new goods and/or provide new services? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  <[If yes selected] Please describe: [text box]> |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | This could be split into two questions—one for goods and one for services—if that distinction is important.  Users need to be aware that any narrative open-ended will be more labor intensive after receiving data, due to the need for coding. Consider this when deciding whether or not to include the open remarks box on this question. |

## Changes in production costs

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| **Q #** | Q73 |
| **Topic tags** | Changes in production costs; Changes in supply chain: General |
| **Question Wording** | <Reference period>, overall, how did this <business/agency/etc.>’s prices from suppliers change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Did not change  Decreased |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

## Halt in production

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| --- | --- |
| **Q #** | Q76 |
| **Topic tags** | Halt in production |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> cease production for at least one day as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q193 as the follow-up for Q76. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q193 asks how many days the entity ceased production. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| --- | --- |
| **Q #** | Q193 |
| **Topic tags** | Halt in production |
| **Question Wording** | <Reference period>, as a result of <event>, for how many days did this <business/agency/etc.> cease production?  *Enter 0 if production did not cease for at least 1 day.* |
| **If grid, subitems** |  |
| **Response options** | [Open-ended text box] |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q76=Yes]  If using Q76 as gate for Q193, then instructions to "Enter 0 if production did not cease for at least 1 day." are not needed. |
| **Question type** | Open-end numeric answer |
| **Alternate/Complementary questions** | Q76 asks if the entity ceased production due to the event. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | This question was previously tested by the Census Bureau and not included in RTI’s cognitive testing. |

## Backlogs/Unfilled orders

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| --- | --- |
| **Q #** | Q80 |
| **Topic tags** | Backlogs/Unfilled orders |
| **Question Wording** | <Reference period>, how were this <business/agency/etc.>’s unfilled orders (order backlog) affected by <event>, compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Did not change  Decreased  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that respondents would need to consult others at their company or consult records in order to answer this question and that this retrieval process is burdensome. |

## Changes in manufacturing production: General

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| **Q #** | Q64 |
| **Topic tags** | Changes in manufacturing production: General |
| **Question Wording** | <Reference period>, as a result of <event>, how did this <business/agency/etc.>’s production of goods change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Did not change  Decreased  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q65 is the follow-up to Q64.  Optional skip pattern: Can use Q70 as the follow-up to Q64. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q65 |
| **Topic tags** | Changes in manufacturing production: General |
| **Question Wording** | <Reference period>, why did this this <business/agency/etc.>’s production decrease compared to what was normal before <event>?  *Select all that apply*. |
| **If grid, subitems** |  |
| **Response options** | Shortage of materials  Lack of orders  Shortage of labor force/skills  Shortage of fuel or electric energy  Equipment limitations  Storage limitations  Logistics/transportation constraints  Sufficient inventory of finished goods on hand  Strike or work stoppage  Environmental restrictions  Other, please describe: [text box]  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q64=Decrease]  If skip pattern is used, then Not applicable is not needed for Q65 |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q66 |
| **Topic tags** | Changes in manufacturing production: General |
| **Question Wording** | <Reference period>, how many days of production were lost as a result of <event>?  *Please enter “0” if none*. |
| **If grid, subitems** |  |
| **Response options** | [text box] days |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Open-end numeric |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q75 |
| **Topic tags** | Changes in manufacturing production: General |
| **Question Wording** | <Reference period>, how much did <event> <positively/negatively> impact this <business/agency/etc.>’s manufacturing production? |
| **If grid, subitems** |  |
| **Response options** | A great deal  A lot  A moderate amount  A little  Not at all  <[If any response option other than"Not at all" selected] Please describe: [text box]> |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If necessary, use a 3-point response scale to allow for simpler, but more differentiation between the response options:  A great deal  A moderate amount  Not at all  Users need to be aware that any narrative open-ended will be more labor intensive after receiving data, due to the need for coding. Consider this when deciding whether or not to include the open remarks box on this question. |

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| **Q #** | Q79 |
| **Topic tags** | Changes in manufacturing production: General |
| **Question Wording** | <Reference period>, how do you expect this <business/agency/etc.>’s overall production levels to change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increase by <%> or more  Increase by up to <%>  Stay about the same  Decrease by up to <%>  Decrease by <%> or more |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period. |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  The percentage used in the response options will have to be filled in with industry conventions. The question was tested with 10% and we think that 20% may also work. |

# Changes in Supply Chain

## Problems with current supply chain

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| **Q #** | Q72 |
| **Topic tags** | Problems with current supply chain |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> experience disruptions in receiving materials used in production? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q91 asks if the company has experienced delays in supplier shipments, and Q91A asks how this delay impacted revenues. Q81 asks if the company experienced a change in the amount of time required for delivery of materials used in production, and Q81A asks how this amount of time changed compared to what was normal. Because these questions are worded similarly and testing indicated that respondents did not differentiate between them, we recommend that the user picks one group of questions (i.e., either Q91/Q91A/Q91B, or Q81/Q81A, or Q72) and does not ask them all. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q83 |
| **Topic tags** | Problems with current supply chain; Shipment delays |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> experience disruptions in transporting or shipping final products to customers? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

## New supply chain options

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| **Q #** | Q74 |
| **Topic tags** | New supply chain options |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> identify any new suppliers? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q84 |
| **Topic tags** | New supply chain options |
| **Question Wording** | <Reference period>, will this <business/agency/etc.> need to identify new supply chain options as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period. |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents. |

## Changes in supply chain: General

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| **Q #** | Q81 |
| **Topic tags** | Changes in supply chain: General |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> experience a change in the amount of time required for delivery of any materials used in production? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q81A is the follow-up to Q81. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q91 asks if the company has experienced delays in supplier shipments, and Q91A asks how this delay impacted revenues. Q72 asks if the company experienced disruptions in receiving materials used in production. Because these questions are worded similarly and testing indicated that respondents did not differentiate between them, we recommend that the user picks one group of questions (i.e., either Q91/Q91A/Q91B, or Q81/Q81A, or Q72) and does not ask them all. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event |
| **Other notes** |  |

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| **Q #** | Q81A |
| **Topic tags** | Changes in supply chain: General |
| **Question Wording** | <Reference period>, how did the amount of time required for delivery of any materials used in production change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased a lot  Increased a moderate amount  Did not change  Decreased a moderate amount  Decreased a lot  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q81=Yes]  If using Q81 as the gate for Q81A, then the "Not applicable" response option is not needed. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q91 asks if the company has experienced delays in supplier shipments, and Q91A asks how this delay impacted revenues. Q72 asks if the company experienced disruptions in receiving materials used in production. Because these questions are worded similarly and testing indicated that respondents did not differentiate between them, we recommend that the user picks one group of questions (i.e., either Q91/Q91A/Q91B, or Q81/Q81A, or Q72) and does not ask them all. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event |
| **Other notes** |  |

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| **Q #** | Q82 |
| **Topic tags** | Changes in supply chain: General |
| **Question Wording** | <Reference period>, as a result of <event>, how did this <business/agency/etc.> change its level of inventories of materials and supplies used in production? |
| **If grid, subitems** |  |
| **Response options** | Increased  Did not change  Decreased  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q202 |
| **Topic tags** | Changes in supply chain: General; Changes in number of clients serviced or service offering(s); Changes in expenses; Changes in number of employees; Temporary vs. permanent closures; Revenue, expenses, etc.: General; Changes in business forecast; Online sales; Changes in capital expenditure plans; Access to private sources of capital (e.g., applying for a loan, receiving a loan) |
| **Question Wording** | <Reference period>, which of the following do you think this <business/agency/etc.> will need to do as a result of <event>?  *Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Obtain financial assistance or additional capital  Identify new supply chain options  Develop online sales or websites  Increase marketing or sales  Learn how to better provide for the safety of customers and employees  Identify and hire new employees  Make a capital expenditure  Cancel or postpone a capital expenditure  Permanently close this <business/agency/etc.>  None of the above |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  This question was previously tested by the Census Bureau and not included in RTI’s cognitive testing. |

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| **Q #** | Q203 |
| **Topic tags** | Shipment delays; Changes in supply chain: General |
| **Question Wording** | <Reference period>, which of the following did this <business/agency/etc.> experience as a result of <event>?  *Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Domestic supplier delays  Foreign supplier delays  Difficulty locating alternate domestic suppliers  Difficulty locating alternate foreign suppliers  Production delays at this <business/agency/etc.>  Delays in delivery / shipping to customers  None of the above |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | This question was previously tested by the Census Bureau and not included in RTI’s cognitive testing. |

# Changes in Operations

## Changes in hours worked

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| **Q #** | Q99 |
| **Topic tags** | Changes in hours worked |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have at least one physical location that was open to customers? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q99A is the follow-up to Q99 |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using Q99A as the follow-up, both questions should use the same reference period. |
| **Other notes** | Using this question on a cross-sector survey may lead to measurement error for responses from participants in non-profits or manufacturing sectors, who may struggle to apply the terms “customers” and “open to customers” to their specific situations. This question is most appropriate for sectors with clearly defined customers, such as industries of retail, accommodation, and food services.  This series of questions (Q99, Q99A, Q99B) does not differentiate between businesses with reduced hours and businesses that closed completely. Users should pair this series of questions with a question about temporary or permanent closures if this distinction is important to survey designers. |

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| **Q #** | Q99A |
| **Topic tags** | Changes in hours worked |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> change the number of hours its physical locations were open to customers? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q99=Yes]  Recommended skip pattern: Q99B is the follow-up to Q99A |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using Q99 as the gate question and/or Q99B as the follow-up, all questions should use the same reference period. |
| **Other notes** | Using this question on a cross-sector survey may lead to measurement error for responses from participants in non-profits or manufacturing sectors, who may struggle to apply the terms “customers” and “open to customers” to their specific situations. This question is most appropriate for sectors with clearly defined customers, such as industries of retail, accommodation, and food services.  This series of questions (Q99, Q99A, Q99B) does not differentiate between businesses with reduced hours and businesses that closed completely. Users should pair this series of questions with a question about temporary or permanent closures if this distinction is important to survey designers. |

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| **Q #** | Q99B |
| **Topic tags** | Changes in hours worked |
| **Question Wording** | <Reference period>, as a result of <event>, **how** did this <business/agency/etc.> change the number of hours its physical locations were open to customers? |
| **If grid, subitems** |  |
| **Response options** | Increased hours  Decreased hours |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q99A=Yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using Q99A as the gate question, both questions should use the same reference period. |
| **Other notes** | Using this question on a cross-sector survey may lead to measurement error for responses from participants in non-profits or manufacturing sectors, who may struggle to apply the terms “customers” and “open to customers” to their specific situations. This question is most appropriate for sectors with clearly defined customers, such as industries of retail, accommodation, and food services.  This series of questions (Q99, Q99A, Q99B) does not differentiate between businesses with reduced hours and businesses that closed completely. Users should pair this series of questions with a question about temporary or permanent closures if this distinction is important to survey designers. |

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| **Q #** | Q103 |
| **Topic tags** | Changes in hours worked |
| **Question Wording** | <Reference period>, how did the total number of hours worked by the following types of workers change compared to what was normal before <event>? |
| **If grid, subitems** | Full-time <employee type> employees (workers who received a W-2)  Part-time <employee type> employees (workers who received a W-2)  <Employee type> employees  Temporary staff, leased employees, contractors, subcontractors, independent contractors, and outside consultants  Workers who do not fall into any of the categories above |
| **Response options** | Increased  Little to no change  Decreased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (see Q103\_A-Q103\_E for item-by-item)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Q103 includes the category of temporary staff, leased employees, etc. because this question is not asking for detailed information from respondents. Q02 does not include the category of temporary staff, leased employees, etc. because that question is more detailed and respondents indicated that they don't keep detailed records on these types of employees.  Testing indicated that most respondents had no difficulties understanding the response option “little to no change” as a negligible amount of difference that did not impact the business or no change at all compared to what is normal.  See *General Instructions* for details on the <employee type> fill. However, the user should select the subitems from the grid that make the most sense for the survey population and the type of employees at those companies/businesses/agencies.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. * If using the <employee type> fill on the subitems for full-time and part-time employees, the user must select fill options that describe employees that receive a W-2. For example, the user can ask about “Full-time salaried employees,” “Part-time salaried employees,” “Full-time hourly employees,” and/or “Part-time hourly employees.” However, see *General Instructions* for more options for this fill. * If using the <employee type> fill to specify another type of employee (the third subitem above), the user must select fill options that are mutually exclusive from the other items. For example, the user cannot ask about both “Full-time employees” and “Production employees” because these two categories would not be mutually exclusive. |

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| **Q #** | Q103\_A |
| **Topic tags** | Changes in hours worked |
| **Question Wording** | <Reference period>, how did the total number of hours worked by **full-time <employee type> employees (workers who receive a W-2)** change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Little to no change  Decreased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (see Q103 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q103\_A-Q103\_E), consider emphasizing **full-time <employee type> employees (workers who receive a W-2).**  Testing indicated that most respondents had no difficulties understanding the response option “little to no change” as a negligible amount of difference that did not impact the business or no change at all compared to what is normal.  See *General Instructions* for details on the <employee type> fill. However, the user should select the items that make the most sense for the survey population and the type of employees at those companies/businesses/agencies.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. * If using the <employee type> fill, the user must select fill options that describe employees that receive a W-2. For example, the user can ask about “Full-time salaried employees” and/or “Full-time hourly employees” (as two separate questions). However, see *General Instructions* for more options for this fill. |

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| **Q #** | Q103\_B |
| **Topic tags** | Changes in hours worked |
| **Question Wording** | <Reference period>, how did the total number of hours worked by **part-time <employee type> employees (workers who receive a W-2)** change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Little to no change  Decreased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (see Q103 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q103\_A-Q103\_E), consider emphasizing **part-time <employee type> employees (workers who receive a W-2).**  Testing indicated that most respondents had no difficulties understanding the response option “little to no change” as a negligible amount of difference that did not impact the business or no change at all compared to what is normal.  See *General Instructions* for details on the <employee type> fill. However, the user should select the items that make the most sense for the survey population and the type of employees at those companies/businesses/agencies.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. * If using the <employee type> fill, the user must select fill options that describe employees that receive a W-2. For example, the user can ask about “Part-time salaried employees” and/or “Part-time hourly employees” (as two separate questions). However, see *General Instructions* for more options for this fill. |

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| **Q #** | Q103\_C |
| **Topic tags** | Changes in hours worked |
| **Question Wording** | <Reference period>, how did the total number of hours worked by **temporary staff, leased employees, contractors, subcontractors, independent contractors, and outside consultants** change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Little to no change  Decreased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (see Q103 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Q103 includes the category of temporary staff, leased employees, etc. because this question is not asking for detailed information from respondents. Q02 does not include the category of temporary staff, leased employees, etc. If comparison across questions is important, then the user should not include this question.  If asking multiple questions (Q103\_A-Q103\_E), consider emphasizing **temporary staff, leased employees, contractors, subcontractors, independent contractors, and outside consultants.**  Testing indicated that most respondents had no difficulties understanding the response option “little to no change” as a negligible amount of difference that did not impact the business or no change at all compared to what is normal. |

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| **Q #** | Q103\_D |
| **Topic tags** | Changes in hours worked |
| **Question Wording** | <Reference period>, how did the total number of hours worked by **<employee type> employees** change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Little to no change  Decreased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (see Q103 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Q103 includes the category of temporary staff, leased employees, etc. because this question is not asking for detailed information from respondents. Q02 does not include the category of temporary staff, leased employees, etc. If comparison across questions is important, then the user should not include this question.  If asking multiple questions (Q103\_A-Q103\_E), consider emphasizing **<employee type> employees.**  Testing indicated that most respondents had no difficulties understanding the response option “little to no change” as a negligible amount of difference that did not impact the business or no change at all compared to what is normal.  See *General Instructions* for details on the <employee type> fill. However, the user should select the items that make the most sense for the survey population and the type of employees at those companies/businesses/agencies.   * As always, the <employee type> fill is optional and the user may choose not to specify any specific kinds of employees and instead, ask about all employees. * If using Q103\_D, the user must select <employee type> fill options that are mutually exclusive from the other items. For example, the user cannot ask about both “Full-time employees” in Q103\_A and “Production employees” in Q103\_D because these two categories would not be mutually exclusive. |

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| **Q #** | Q103\_D |
| **Topic tags** | Changes in hours worked |
| **Question Wording** | <Reference period>, how did the total number of hours worked by **workers who do not fall into the categories above** change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Little to no change  Decreased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (see Q103 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Q103\_E should be presented on the same screen as Q103\_A-Q103\_D. If the survey cannot accommodate this, then Q103\_E should not be used.  If asking multiple questions (Q103\_A-Q103\_E), consider emphasizing **workers who do not fall into the categories above**.  Testing indicated that most respondents had no difficulties understanding the response option “little to no change” as a negligible amount of difference that did not impact the business or no change at all compared to what is normal. |

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| **Q #** | Q123 |
| **Topic tags** | Changes in hours worked |
| **Question Wording** | <Reference period>, how did the <average/total> number of <annual/weekly/monthly/etc.> hours worked by <employee type> employees at this <business/agency/etc.> change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Little to no change  Decreased |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | See *General Instructions* for details on the <employee type> fill.  Testing indicated that this question may be more burdensome for respondents when their company has seasonal fluctuations in hours worked or when different categories of employees experienced different changes in hours. |

## Operating at a decreased/increased capacity

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| **Q #** | Q206 |
| **Topic tags** | Operating at a decreased/increased capacity; Temporarily/Permanently laid off employees; Rehiring of furloughed or laid off employees; Changes in supply chain: General; Changes in work location / remote work |
| **Question Wording** | <Reference period>, was this <business/agency/etc.>’s operating capacity affected by any of the following?  *Operating capacity is the maximum amount of activity this <business/agency/etc.> could conduct under realistic operating conditions. Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Ability to rehire furloughed or laid off employees and/or hire new employees  Availability of employees to work  Ability of employees to work from home  Physical distancing of employees  Physical distancing of customers or clients and/or limits on the number of concurrent customers or clients  Availability of Personal Protective Equipment (PPE) and/or related equipment or supplies  Availability of other supplies or inputs used to provide good or services  None of the above |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | This question was originally written to pertain to COVID. Many of these response options may not make sense when asking about other events.  This question was previously tested by the Census Bureau and not included in RTI’s cognitive testing. |

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| **Q #** | Q207 |
| **Topic tags** | Operating at a decreased/increased capacity |
| **Question Wording** | How would you describe this <business/agency/etc.>’s current operating capacity compared to what was normal before <event>?  *Operating capacity is the maximum amount of activity this <business/agency/etc.> could conduct under realistic operating conditions.* |
| **If grid, subitems** |  |
| **Response options** | Operating capacity has increased 50% or more  Operating capacity has increased less than 50%  No change in operating capacity  Operating capacity has decreased less than 50%  Operating capacity has decreased 50% or more |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | This question was previously tested by the Census Bureau and not included in RTI’s cognitive testing. |

## Changes in level of operations

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| **Q #** | Q194 |
| **Topic tags** | Changes in level of operations; Changes in sales or revenue |
| **Question Wording** | In your opinion, how much time do you anticipate will pass before this <business/agency/etc.>’s <revenues/sales/receipts> return to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | 1 month or less  2-3 months  4-6 months  More than 6 months  I do not believe this <business/agency/etc.>’s <revenues/sales/receipts> will return to what was normal before <event>  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  This question was previously tested by the Census Bureau and not included in RTI’s cognitive testing. |

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| **Q #** | Q106 |
| **Topic tags** | Changes in level of operations; Government mandates |
| **Question Wording** | <Reference period>, were any of this <business/agency/etc.>’s locations designated as essential by the federal<, state, or local> government? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date during the event |
| **Other notes** | Users should only ask this question about either “the federal, state, or local government” or “the federal government” only. Testing indicated that when this question asked about only “state” or “local” government, respondents more often said that they did not know the answer to the question. |

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| **Q #** | Q108 |
| **Topic tags** | Changes in level of operations |
| **Question Wording** | <Reference period>, how did this <business/agency/etc.>’s on-site operations change compared to what was normal before <event>?  *If operations ceased on-site but continued remotely (such as working from home), please select ‘on-site operations ceased’.* |
| **If grid, subitems** |  |
| **Response options** | On-site operations increased  On-site operations continued with no change  On-site operations decreased  On-site operations ceased |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event |
| **Other notes** |  |

## Changes in physical/site operations

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| **Q #** | Q107 |
| **Topic tags** | Changes in physical/site operations |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> make changes to its business processes to promote social distancing? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event |
| **Other notes** | This question is specific to the COVID-19 pandemic. This question only asks if any social distancing practices were implemented during the reference period. It does not measure whether there are currently any social distancing practices in place. |

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| **Q #** | Q120 |
| **Topic tags** | Changes in physical/site operations; Changes in level of operations; Access to equipment/vehicles/tools |
| **Question Wording** | <Reference period>, how did employees losing access to systems, equipment, or tools affect this <business/agency/etc.>’s business operations?  *Business operations are normal activities that make an organization run.*  *Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | **Some** business operations were **temporarily** shut down  **Some** business operations were **permanently** shut down  **All** business operations were **temporarily** shut down  **All** business operations were **permanently** shut down  No effect - <Business/Agency/etc.> was fully operational |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q133=Yes]  If using Q133 ask the gate question for Q120, then the "No effect" response option is not needed. |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  Due to the similarly worded response options, consider emphasizing **all**, **some**, **temporarily**, and **permanently**. |

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| **Q #** | Q132 |
| **Topic tags** | Changes in physical/site operations; Utilities |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> experience interruptions to the following utility services? |
| **If grid, subitems** | Gas  Power  Water  Internet  Telecommunications |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q134 as the follow-up to Q132 |
| **Question type** | Grid (See Q132\_A, Q132\_B, Q132\_C, Q132\_D, Q132\_E for item-by-item)  Select one answer |
| **Alternate/Complementary questions** | Q184 asks if the company had plans to continue operating without these utilities. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q132\_A |
| **Topic tags** | Changes in physical/site operations; Utilities |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> experience interruptions to **gas** utility services? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q134 as the follow-up to Q132\_A |
| **Question type** | Item-by-item (See Q132 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q184\_A asks if the company had plans to continue operating without gas. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q132\_A-Q132\_E), consider emphasizing **gas**. |

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| **Q #** | Q132\_B |
| **Topic tags** | Changes in physical/site operations; Utilities |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> experience interruptions to **power** utility services? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q134 as the follow-up to Q132\_B |
| **Question type** | Item-by-item (See Q132 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q184\_B asks if the company had plans to continue operating without power. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q132\_A-Q132\_E), consider emphasizing **power**. |

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| **Q #** | Q132\_C |
| **Topic tags** | Changes in physical/site operations; Utilities |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> experience interruptions to **water** utility services? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q134 as the follow-up to Q132\_C |
| **Question type** | Item-by-item (See Q132 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q184\_C asks if the company had plans to continue operating without water. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q132\_A-Q132\_E), consider emphasizing **water**. |

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| **Q #** | Q132\_D |
| **Topic tags** | Changes in physical/site operations; Utilities |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> experience interruptions to **Internet** utility services? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q134 as the follow-up to Q132\_D |
| **Question type** | Item-by-item (See Q132 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q184\_D asks if the company had plans to continue operating without Internet. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q132\_A-Q132\_E), consider emphasizing **Internet**. |

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| **Q #** | Q132\_E |
| **Topic tags** | Changes in physical/site operations; Utilities |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> experience interruptions to **telecommunications** utility services? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q134 as the follow-up to Q132\_E |
| **Question type** | Item-by-item (See Q132 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q184\_E asks if the company had plans to continue operating without telecommunications. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking multiple questions (Q132\_A-Q132\_E), consider emphasizing **telecommunications**. |

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| **Q #** | Q133 |
| **Topic tags** | Changes in physical/site operations; Access to equipment/vehicles/tools |
| **Question Wording** | <Reference period>, as a result of <event>, did any employees lose access to any systems, equipment, or tools needed to perform their jobs? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q120 is the follow-up to Q133. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing. |

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| **Q #** | Q134 |
| **Topic tags** | Changes in physical/site operations; Utilities |
| **Question Wording** | <Reference period>, how did utility service interruptions affect this <business/agency/etc.>’s operations? |
| **If grid, subitems** |  |
| **Response options** | **Some** operations were **temporarily** shut down  **Some** operations were **permanently** shut down  **All** operations were **temporarily** shut down  **All** operations were **permanently** shut down  No effect-<Business/Agency/etc.> was fully operational |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q132/Q132\_A/Q132\_B/Q132\_C/Q132\_D/Q132\_E=Yes for any service] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Due to the similarly worded response options, consider emphasizing **all**, **some**, **temporarily**, and **permanently**. |

## Permanent changes to business practices

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| **Q #** | Q92 |
| **Topic tags** | Permanent changes to business practices; Online sales |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> sell any goods or services online? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes]  Optional skip pattern: Can use Q37 and/or Q197 as a follow-up to Q92. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details). |

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| **Q #** | Q121 |
| **Topic tags** | Permanent changes to business practices |
| **Question Wording** | Did <event> result in any permanent changes to this <business/agency/etc.> ’s business practices? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  <[If yes selected] Please describe: [text box]> |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | This question is likely only applicable for long-term events, like the COVID-19 pandemic.  Users need to be aware that any narrative open-ended will be more labor intensive after receiving data, due to the need for coding. Consider this when deciding whether or not to include the open remarks box on this question. |

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| **Q #** | Q137 |
| **Topic tags** | Permanent changes to business practices |
| **Question Wording** | Does this <business/agency/etc.> sell its goods or services to clients or customers? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q137A is the follow-up to Q137.  This question is key to reduce respondent burden for those businesses without traditional clients/customers and we recommend using this question as a gate for the following: Q29, Q30, Q31, Q32, Q45, Q46 (Q46\_A-Q46\_E), Q47, Q48, Q92, Q93, Q94, Q105. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | Users can use this question as a gate to reduce respondent burden for establishments that do not have traditional clients/customers.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details). |

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| **Q #** | Q137A |
| **Topic tags** | Permanent changes to business practices; Online sales |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> make any changes to its primary method of selling goods or services (e.g., from in-person to online)? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q137=Yes]  If skip pattern is used, then Not applicable is not needed on Q137A |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

## Temporary changes in business travel

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| **Q #** | Q135 |
| **Topic tags** | Temporary changes in business travel |
| **Question Wording** | <Reference period>, how did this <business/agency/etc.>’s business travel expenditures for air, rail, car rental or lodging change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Little to no change  Decreased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q195=Yes]  If using Q195 as the gate for Q135, then "Not applicable" is not needed. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q195 asks if this entity had business travel expenditures before the event.  Q208 asks about business travel expenditures in the future. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| --- | --- |
| **Q #** | Q195 |
| **Topic tags** | Temporary changes in business travel |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have business travel expenditures for air, rail, car rental or lodging? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q135 and/or Q208 as the follow-ups for Q195. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q135 asks about how business travel expenditures changed due to the event.  Q208 asks about business travel expenditures in the future. |
| **Reference period fill** | Before <date> |
| **Reference period notes** | Reference period should be a period of time/date before event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  This question was previously tested by the Census Bureau and not included in RTI’s cognitive testing. |

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| **Q #** | Q208 |
| **Topic tags** | Temporary changes in business travel |
| **Question Wording** | <Reference period>, do you think this <business/agency/etc.> will have business travel expenditures for air, rail, car rental, or lodging? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q195=Yes]  If using Q195 as the gate for Q208, then "Not applicable" is not needed. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q135 asks about business travel expenditure changes due to event. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  This question was previously tested by the Census Bureau and not included in RTI’s cognitive testing. |

## Changes in operations: General

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| **Q #** | Q105 |
| **Topic tags** | Changes in operations: General |
| **Question Wording** | <Reference period>, as a result of <event>, did any of this <business/agency/etc.>’s locations begin to offer pickup, carry-out, or delivery as an option for providing goods and services to their customers?  *Please select “Not applicable” if this <business/agency/etc.> would never be able to offer its goods or services via pickup, carry-out, or delivery*. |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q205 |
| **Topic tags** | Changes in operations: General |
| **Question Wording** | Overall, how has this <business/agency/etc.> been affected by <event>? |
| **If grid, subitems** |  |
| **Response options** | Large negative effect  Moderate negative effect  Little to no effect  Moderate positive effect  Large positive effect |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | This question was previously tested by the Census Bureau and not included in RTI’s cognitive testing. |

# Closures and Work Location

## Temporary vs. permanent closures

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| **Q #** | Q101 |
| **Topic tags** | Temporary vs. permanent closures; Government mandates; Changes in number of clients serviced or service offering(s); Changes in supply chain: General; Physical surroundings/Building construction; Public Sector Question |
| **Question Wording** | <Reference period>, did the following factors related to <event> influence this <business/agency/etc.>’s decision to close temporarily? |
| **If grid, subitems** | *Subitems to use for the private sector:*  State of emergency declared by the federal, state, or local government  Stay-at-home orders  Restricted or limited access to the <business/agency/etc.>  Local government information/suggestion  Employee safety  Lack of customers  Distruption to supply/inventory delivery  Nearby business closings  Staff's unwillingness or hesitation to report for work  Tight business margins  *Subitems to use for the public sector:*  State of emergency declared by the federal, state, or local government  Stay-at-home orders  Restricted or limited access to the <business/agency/etc.>’s worksite  Employee safety  Staff's unwillingness or hesitation to report for work  Other, please describe: [text box] |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * If both “state of emergency declared” and “local government information/suggestion” were included in a survey, we recommend removing the phrase “local government” from “state of emergency declared by the federal, state, or local government” so that it will read as “state of emergency declared by the federal or state government.”   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * Testing indicated that many public agencies do not close temporarily. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q196=Temporarily close] or [If Q109=Yes]  If skip pattern is used, then Not applicable is not needed on Q101  We do not recommend asking this question as a standalone item without using Q109 as the gate question because Q109 includes the definition of temporary closures. |
| **Question type** | Grid (see Q101\_A-Q101\_J for item-by-item)  Select one answer |
| **Alternate/Complementary questions** | Q102 asks about temporary and permanent closures in a future time period. Q131 asks if the entire company is currently temporarily or permanently closed. Q112 asks how many locations were temporarily/permanently closed. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q196/Q109 as the gate for Q101, the reference period should be the same. |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  Testing indicated that the first four grid items (State of emergency declared, Stay-at-home orders, Restricted or limited access to the company, and Local government information/suggestion) could be overlapping for respondents, depending on what event they are thinking about.   * Survey designers should only select the options that make the most sense for the emergency event in question. For example, survey designers should not include the subitem “stay-at-home orders” when asking about a hurricane with an evacuation order. |

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| **Q #** | Q101\_A |
| **Topic tags** | Temporary vs. permanent closures; Government mandates; Public Sector Question |
| **Question Wording** | <Reference period>, did **a state of emergency declared by the federal, state, or local government** related to <event> influence this <business/agency/etc.>’s decision to close temporarily? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * If both “state of emergency declared” and “local government information/suggestion” were included in a survey, we recommend removing the phrase “local government” from “state of emergency declared by the federal, state, or local government” so that it will read as “state of emergency declared by the federal or state government.”   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * Testing indicated that many public agencies do not close temporarily. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q196=Temporarily close] or [If Q109=Yes]  If skip pattern is used, then Not applicable is not needed on Q101\_A  We do not recommend asking this question as a standalone item without using Q109 as the gate question because Q109 includes the definition of temporary closures. |
| **Question type** | Item-by-item (See Q101 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q102 asks about temporary and permanent closures in a future time period. Q131 asks if the entire company is currently temporarily or permanently closed. Q112 asks how many locations were temporarily/permanently closed. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q196/Q109 as the gate for Q101, the reference period should be the same. |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  Testing indicated that the first four grid items (State of emergency declared, Stay-at-home orders, Restricted or limited access to the company, and Local government information/suggestion) could be overlapping for respondents, depending on what event they are thinking about.   * Survey designers should only select the options that make the most sense for the emergency event in question. For example, survey designers should not include the subitem “stay-at-home orders” when asking about a hurricane with an evacuation order.   If asking multiple questions (Q101\_A-Q101\_J), consider emphasizing **a state of emergency declared**. |

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| **Q #** | Q101\_B |
| **Topic tags** | Temporary vs. permanent closures; Government mandates; Public Sector Question |
| **Question Wording** | <Reference period>, did **stay-at-home orders** related to <event> influence this <business/agency/etc.>’s decision to close temporarily? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * Testing indicated that many public agencies do not close temporarily. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q196=Temporarily close] or [If Q109=Yes]  If skip pattern is used, then Not applicable is not needed on Q101\_B  We do not recommend asking this question as a standalone item without using Q109 as the gate question because Q109 includes the definition of temporary closures. |
| **Question type** | Item-by-item (See Q101 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q102 asks about temporary and permanent closures in a future time period. Q131 asks if the entire company is currently temporarily or permanently closed. Q112 asks how many locations were temporarily/permanently closed. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q196/Q109 as the gate for Q101, the reference period should be the same. |
| **Other notes** | Testing indicated that the first four grid items (State of emergency declared, Stay-at-home orders, Restricted or limited access to the company, and Local government information/suggestion) could be overlapping for respondents, depending on what event they are thinking about.   * Survey designers should only select the options that make the most sense for the emergency event in question. For example, survey designers should not include the subitem “stay-at-home orders” when asking about a hurricane with an evacuation order.   If asking multiple questions (Q101\_A-Q101\_J), consider emphasizing **stay-at-home orders**. |

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| **Q #** | Q101\_C |
| **Topic tags** | Temporary vs. permanent closures; Physical surroundings/Building construction; Public Sector Question |
| **Question Wording** | <Reference period>, did **restricted or limited access to the <business/agency/etc.><’s worksite(s)>** related to <event> influence this <business/agency/etc.>’s decision to close temporarily? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * The fill for <’s worksite(s)> should not be used with the private sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * The fill for <’s worksite(s)> should be used with the public sector. * Testing indicated that many public agencies do not close temporarily. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q196=Temporarily close] or [If Q109=Yes]  If skip pattern is used, then Not applicable is not needed on Q101\_C  We do not recommend asking this question as a standalone item without using Q109 as the gate question because Q109 includes the definition of temporary closures. |
| **Question type** | Item-by-item (See Q101 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q102 asks about temporary and permanent closures in a future time period. Q131 asks if the entire company is currently temporarily or permanently closed. Q112 asks how many locations were temporarily/permanently closed. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q196/Q109 as the gate for Q101, the reference period should be the same. |
| **Other notes** | If asking multiple questions (Q101\_A-Q101\_J), consider emphasizing **restricted or limited access to the company.** |

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| **Q #** | Q101\_D |
| **Topic tags** | Temporary vs. permanent closures; Government mandates |
| **Question Wording** | <Reference period>, did **local government information/suggestion** related to <event> influence this <business/agency/etc.>’s decision to close temporarily? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * If both “state of emergency declared” and “local government information/suggestion” were included in a survey, we recommend removing the phrase “local government” from “state of emergency declared by the federal, state, or local government” so that it will read as “state of emergency declared by the federal or state government.”   *Public Sector Testing Notes:*   * This standalone item should not be used with the public sector. * Testing indicated that this item is confusing for the public sector because these agencies may comprise the local government. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q196=Temporarily close] or [If Q109=Yes]  If skip pattern is used, then Not applicable is not needed on Q101\_D  We do not recommend asking this question as a standalone item without using Q109 as the gate question because Q109 includes the definition of temporary closures. |
| **Question type** | Item-by-item (See Q101 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q102 asks about temporary and permanent closures in a future time period. Q131 asks if the entire company is currently temporarily or permanently closed. Q112 asks how many locations were temporarily/permanently closed. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q196/Q109 as the gate for Q101, the reference period should be the same. |
| **Other notes** | Testing indicated that the first four grid items (State of emergency declared, Stay-at-home orders, Restricted or limited access to the company, and Local government information/suggestion) could be overlapping for respondents, depending on what event they are thinking about.   * Survey designers should only select the options that make the most sense for the emergency event in question. For example, survey designers should not include the subitem “stay-at-home orders” when asking about a hurricane with an evacuation order.   If asking multiple questions (Q101\_A-Q101\_J), consider emphasizing **local government information/suggestion.** |

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| **Q #** | Q101\_E |
| **Topic tags** | Temporary vs. permanent closures; Public Sector Question |
| **Question Wording** | <Reference period>, did **employee safety** related to <event> influence this <business/agency/etc.>’s decision to close temporarily? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * Testing indicated that many public agencies do not close temporarily. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q196=Temporarily close] or [If Q109=Yes]  If skip pattern is used, then Not applicable is not needed on Q101\_E  We do not recommend asking this question as a standalone item without using Q109 as the gate question because Q109 includes the definition of temporary closures. |
| **Question type** | Item-by-item (See Q101 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q102 asks about temporary and permanent closures in a future time period. Q131 asks if the entire company is currently temporarily or permanently closed. Q112 asks how many locations were temporarily/permanently closed. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q196/Q109 as the gate for Q101, the reference period should be the same. |
| **Other notes** | If asking multiple questions (Q101\_A-Q101\_J), consider emphasizing **employee safety**. |

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| **Q #** | Q101\_F |
| **Topic tags** | Temporary vs. permanent closures; Changes in number of clients serviced or service offering(s) |
| **Question Wording** | <Reference period>, did **lack of customers** related to <event> influence this <business/agency/etc.>’s decision to close temporarily? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * This standalone item should not be used with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q196=Temporarily close] or [If Q109=Yes]  If skip pattern is used, then Not applicable is not needed on Q101\_F  We do not recommend asking this question as a standalone item without using Q109 as the gate question because Q109 includes the definition of temporary closures. |
| **Question type** | Item-by-item (See Q101 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q102 asks about temporary and permanent closures in a future time period. Q131 asks if the entire company is currently temporarily or permanently closed. Q112 asks how many locations were temporarily/permanently closed. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q196/Q109 as the gate for Q101, the reference period should be the same. |
| **Other notes** | If asking multiple questions (Q101\_A-Q101\_J), consider emphasizing **lack of customers**. |

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| **Q #** | Q101\_G |
| **Topic tags** | Temporary vs. permanent closures; Changes in supply chain: General |
| **Question Wording** | <Reference period>, did **disruption to supply/inventory delivery** related to <event> influence this <business/agency/etc.>’s decision to close temporarily? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * This standalone item should not be used with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q196=Temporarily close] or [If Q109=Yes]  If skip pattern is used, then Not applicable is not needed on Q101\_G  We do not recommend asking this question as a standalone item without using Q109 as the gate question because Q109 includes the definition of temporary closures. |
| **Question type** | Item-by-item (See Q101 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q102 asks about temporary and permanent closures in a future time period. Q131 asks if the entire company is currently temporarily or permanently closed. Q112 asks how many locations were temporarily/permanently closed. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q196/Q109 as the gate for Q101, the reference period should be the same. |
| **Other notes** | If asking multiple questions (Q101\_A-Q101\_J), consider emphasizing **disruption to supply/inventory delivery.** |

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| **Q #** | Q101\_H |
| **Topic tags** | Temporary vs. permanent closures |
| **Question Wording** | <Reference period>, did **nearby business closings** related to <event> influence this <business/agency/etc.>’s decision to close temporarily? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * This standalone item should not be used with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q196=Temporarily close] or [If Q109=Yes]  If skip pattern is used, then Not applicable is not needed on Q101\_I  We do not recommend asking this question as a standalone item without using Q109 as the gate question because Q109 includes the definition of temporary closures. |
| **Question type** | Item-by-item (See Q101 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q102 asks about temporary and permanent closures in a future time period. Q131 asks if the entire company is currently temporarily or permanently closed. Q112 asks how many locations were temporarily/permanently closed. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q196/Q109 as the gate for Q101, the reference period should be the same. |
| **Other notes** | If asking multiple questions (Q101\_A-Q101\_J), consider emphasizing **nearby business closings.** |

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| **Q #** | Q101\_I |
| **Topic tags** | Temporary vs. permanent closures; Public Sector Question |
| **Question Wording** | <Reference period>, did **staff's unwillingness or hesitation to report for work** related to <event> influence this <business/agency/etc.>’s decision to close temporarily? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * Testing indicated that many public agencies do not close temporarily. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q196=Temporarily close] or [If Q109=Yes]  If skip pattern is used, then Not applicable is not needed on Q101\_J  We do not recommend asking this question as a standalone item without using Q109 as the gate question because Q109 includes the definition of temporary closures. |
| **Question type** | Item-by-item (See Q101 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q102 asks about temporary and permanent closures in a future time period. Q131 asks if the entire company is currently temporarily or permanently closed. Q112 asks how many locations were temporarily/permanently closed. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q196/Q109 as the gate for Q101, the reference period should be the same. |
| **Other notes** | If asking multiple questions (Q101\_A-Q101\_J), consider emphasizing **staff's unwillingness or hesitation to report for work.** |

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| **Q #** | Q101\_J |
| **Topic tags** | Temporary vs. permanent closures |
| **Question Wording** | <Reference period>, did **tight business margins** related to <event> influence this <business/agency/etc.>’s decision to close temporarily? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * This standalone item should not be used with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q196=Temporarily close] or [If Q109=Yes]  If skip pattern is used, then Not applicable is not needed on Q101\_K  We do not recommend asking this question as a standalone item without using Q109 as the gate question because Q109 includes the definition of temporary closures. |
| **Question type** | Item-by-item (See Q101 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q102 asks about temporary and permanent closures in a future time period. Q131 asks if the entire company is currently temporarily or permanently closed. Q112 asks how many locations were temporarily/permanently closed. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q196/Q109 as the gate for Q101, the reference period should be the same. |
| **Other notes** | If asking multiple questions (Q101\_A-Q101\_J), consider emphasizing **tight business margins**. |

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| **Q #** | Q102 |
| **Topic tags** | Temporary vs. permanent closures |
| **Question Wording** | <Reference period>, do you anticipate that this <business/agency/etc.> will temporarily or permanently close any locations as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector, but public sector testing indicated that many public agencies do not close temporarily. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q196 includes permanent closures in one of the response options. Q131 asks if the entire company is currently temporarily or permanently closed. Q101 asks about the reasons for temporary closures. Q109/Q111 asks if any locations were temporarily/permanently closed for at least one day. Q112 asks how many locations were temporarily/permanently closed. |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period. |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents. |

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| **Q #** | Q109 |
| **Topic tags** | Temporary vs. permanent closures; Public Sector Question |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> **temporarily** close <any of its physical locations> for at least one day?  *Temporary closures can include times when a small number of employees monitor and maintain any of a <business/agency/etc.>’s physical locations while it is otherwise shut down.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | *Private sector:*   * Applicable cross-sector. * The definition of temporary closures should be kept when using with the private sector. * The <any of its physical locations> fill should be kept when using with the private sector. * Testing with the private sector indicated that respondents tend to conflate temporary and permanent closures. To prevent this, Q109 and Q111 should be asked together on the same page when possible and Q111 should be asked BEFORE Q109.   *Public sector testing notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * The definition of temporary closures should be removed when using with the public sector. * Testing indicated that many public agencies do not close temporarily. * The <any of its physical locations> fill should be removed for the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q112, Q101 (Q101\_A-K), and/or Q122 are the follow-ups to Q109. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q196 includes temporary closures in one of the response options. Q131 asks if the entire company is currently temporarily or permanently closed. Q101 asks about the reasons for temporary closures. Q102 asks about temporary and permanent closures in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using “Since <date>”, date should be date of event  If using Q109 and Q111 as the gate questions for Q112, then all should use the same reference period. |
| **Other notes** | When using both Q109 and Q111, consider emphasizing **temporarily**.  A “Not applicable” response option may be needed when a survey could include businesses that are remote only (i.e., do not have any physical locations). |

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| **Q #** | Q122 |
| **Topic tags** | Temporary vs. permanent closures; Changes in level of operations |
| **Question Wording** | <Reference period>, what was the total amount of time this <business/agency/etc.> was **temporarily** closed as a result of <event>?  *Temporary closures can include times when a small number of employees monitor and maintain any of a <business/agency/etc.>’s physical locations while it is otherwise shut down.* |
| **If grid, subitems** |  |
| **Response options** | Did not close (remained open either in full or limited capacity)  Less than 1 week  1-3 weeks  4 weeks or longer |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector, but public sector testing indicated that many public agencies do not close temporarily. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q196=Temporarily close] or [If Q109=Yes]  If skip pattern is used, then the “Did not close” response option is not needed on Q122 |
| **Question type** |  |
| **Alternate/Complementary questions** | Q196 includes temporary closures in one of the response options. Q131 asks if the entire company is currently temporarily or permanently closed. Q101 asks about the reasons for temporary closures. Q102 asks about temporary and permanent closures in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using “Since <date>”, date should be date of event  If using Q109 or Q196 as the gate questions for Q122, then all should use the same reference period. |
| **Other notes** | If also asking questions about permanent closures, consider emphasizing **temporarily.** |

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| **Q #** | Q111 |
| **Topic tags** | Temporary vs. permanent closures; Public Sector Question |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> **permanently** close <any of its physical locations> as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * The <any of its physical locations> fill should kept when using with the private sector. * Testing with the private sector indicated that respondents tend to conflate temporary and permanent closures. To prevent this, Q109 and Q111 should be asked together on the same page.   *Public sector testing notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * Testing indicated that it is unlikely that a public agency would permanently close. * The <any of its physical locations> fill should removed when using with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q111A and/or Q112 are the follow-ups to Q111. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q196 includes permanent closures in one of the response options. Q131 asks if the entire company is currently temporarily or permanently closed. Q102 asks about temporary and permanent closures in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q109 and Q111 as the gate questions for Q112/Q111A, then all should use the same reference period. |
| **Other notes** | When using both Q109 and Q111, consider emphasizing **permanently**.  A "Not applicable" response option may be needed when a survey could include businesses that are remote only (i.e., do not have any physical locations). |

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| **Q #** | Q111A |
| **Topic tags** | Temporary vs. permanent closures; Public Sector Question |
| **Question Wording** | <Reference period>, why did this <business/agency/etc.> **permanently** close as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | [Open-ended text box] |
| **Sector applicability** | *Private Sector:*   * This question has not been tested with the private sector.   *Public sector testing notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * Testing indicated that it is unlikely that a public agency would permanently close. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q111=Yes] |
| **Question type** | Open-end narrative |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q111 as the gate question for Q111A, then both should use the same reference period. |
| **Other notes** | When using both Q109 and Q111, consider emphasizing **permanently**. |

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| **Q #** | Q112 |
| **Topic tags** | Temporary vs. permanent closures |
| **Question Wording** | <Reference period>, as a result of <event>, how many phsyical locations did this <business/agency/etc.> close?  *Please enter 0 if none*. |
| **If grid, subitems** |  |
| **Response options** | Locations permanently closed: [text box]  Locations temporarily closed for at least one day *(Temporary closures can include times when a small number of employees monitor and maintain any of a company's locations while it is otherwise shut down)*: [text box]\_ |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector, but public sector testing indicated that many public agencies do not close temporarily and it is unlikely that they would permanently close. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q109 or Q111=Yes]  If used with skip pattern, instruction to enter "0" is not needed. |
| **Question type** | Open-end numeric |
| **Alternate/Complementary questions** | Q196 includes permanent closures in one of the response options. Q131 asks if the entire company is currently temporarily or permanently closed. Q101 asks about the reasons for temporary closures. Q102 asks about temporary and permanent closures in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event  If using Q109 and Q111 as the gate questions for Q112, then all should use the same reference period. |
| **Other notes** | Testing indicated that this question was less burdensome for smaller businesses to answer and more burdensome for larger businesses to answer. |

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| **Q #** | Q131 |
| **Topic tags** | Temporary vs. permanent closures; Changes in number of clients serviced or service offering(s) |
| **Question Wording** | What is the current state of this <business/agency/etc.>? |
| **If grid, subitems** |  |
| **Response options** | Open at full capacity  Open at reduced capacity (e.g., reduced hours or services)  Temporarily closed  Permanently closed |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector, but public sector testing indicated that many public agencies do not close temporarily and it is unlikely that they would permanently close. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q196, Q109, Q111, and Q112 ask about temporary and permanent closures of locations. Q101 asks about the reasons for temporary closures. Q102 asks about temporary and permanent closures in a future time period. |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** |  |

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| **Q #** | Q196 |
| **Topic tags** | Temporary vs. permanent closures |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> do any of the following for at least one day as a result of <event>?  *Select all that apply*. |
| **If grid, subitems** |  |
| **Response options** | Open a previously closed location  Open a new location  Temporarily close a location  Permanently close a location  None of the above |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector, but public sector testing indicated that many public agencies do not close temporarily and it is unlikely that they would permanently close. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q101 (Q101\_A-K) and/or Q122are the follow-ups for Q196. |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** | Q109, Q111, and Q112 ask about the number of locations that were temporarily and permanently closed. Q131 asks if the entire company is currently temporarily or permanently closed. Q101 asks about the reasons for temporary closures. Q102 asks about temporary and permanent closures in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | This question was previously tested by the Census Bureau and not included in RTI’s cognitive testing. |

## Building closures/Changes in amount of commercial space leased

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| **Q #** | Q115 |
| **Topic tags** | Building closures / changes in amount of commercial space leased |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> lease any real estate properties **to others**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q116A and Q116B are follow-ups to Q115. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date>  Before <date>  Before <event> |
| **Reference period notes** | Reference period should a period of time/date before event  If using "On <date>" or "Before <date>", date should be date of event |
| **Other notes** | This question does not ask about the impact of an event, but rather serves as a gate question for Q116A and Q116B. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  These questions have limited cross-sector applicability.  If asking both Q115 and Q117, consider emphasizing **to others.** |

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| **Q #** | Q116A |
| **Topic tags** | Building closures / changes in amount of commercial space leased |
| **Question Wording** | What percentage of the real estate properties this <business/agency/etc.> leases **to others** were **unoccupied** <reference period>? |
| **If grid, subitems** |  |
| **Response options** | 0% (all leased real estate properties occupied)  1-25% unoccupied  26-50% unoccupied  51-75% unoccupied  76-99% unoccupied  100% unoccupied  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q115=Yes]  If using Q115 as the gate question, the "Not applicable" response option is not needed. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | On <date> |
| **Reference period notes** | Reference period should be a date before the event.  If using Q115 as the gate for Q116A, then both questions should use the same "On <date>" reference period. |
| **Other notes** | These questions have limited cross-sector applicability.  This question does not ask respondents about the direct impact of the event, but uses the two-date format (see user manual for details).  Testing indicated that it is important to emphasize **to others** and **unoccupied**. |

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| **Q #** | Q116B |
| **Topic tags** | Building closures / changes in amount of commercial space leased |
| **Question Wording** | What percentage of the real estate properties this <business/agency/etc.> leases **to others** were **unoccupied** <reference period>? |
| **If grid, subitems** |  |
| **Response options** | 0% (all leased real estate properties occupied)  1-25% unoccupied  26-50% unoccupied  51-75% unoccupied  76-99% unoccupied  100% unoccupied  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q115=Yes]  If using Q115 as the gate question, the "Not applicable" response option is not needed. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | On <date> |
| **Reference period notes** | Reference period should be a date after the event. |
| **Other notes** | These questions have limited cross-sector applicability.  This question does not ask respondents about the direct impact of the event, but uses the two-date format (see user manual for details).  Testing indicated that it is important to emphasize **to others** and **unoccupied**. |

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| **Q #** | Q117 |
| **Topic tags** | Building closures / changes in amount of commercial space leased |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> lease any assets **from others**, such as commercial office, facility, equipment, or vehicle leases? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q118 (Q118\_A-D) and Q119 (Q119\_A-D) are the follow-ups to Q117. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event |
| **Other notes** | This question does not ask about the impact of an event, but rather serves as a gate question for Q118 and Q119. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  If asking both Q115 and Q117, consider emphasizing **from others**. |

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| **Q #** | Q118 |
| **Topic tags** | Building closures / changes in amount of commercial space leased; Access to equipment/vehicles/tools; Changes in expenses |
| **Question Wording** | <Reference period>, as a result of <event>, how did this <business/agency/etc.>’s expenses change for the following types of leases?  *If this <business/agency/etc.> did not lease an asset from others, please select “Not applicable.”* |
| **If grid, subitems** | Commercial office leases  Facility leases  Equipment leases  Vehicle leases |
| **Response options** | Decreased  No change  Increased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q117=Yes] |
| **Question type** | Grid (See Q118\_A-Q118\_D for item-by-item versions)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event |
| **Other notes** |  |

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| **Q #** | Q118\_A |
| **Topic tags** | Building closures / changes in amount of commercial space leased; Changes in expenses |
| **Question Wording** | <Reference period>, as a result of <event>, how did this <business/agency/etc.>’s expenses change for **commercial office leases**?  *If this <business/agency/etc.> did not have commercial office leases, please select “Not applicable.”* |
| **If grid, subitems** |  |
| **Response options** | Decreased  No change  Increased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q117=Yes] |
| **Question type** | Item-by-item (See Q118 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | If asking multiple questions (Q118\_A-Q118\_D), consider emphasizing **commercial office leases**. |

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| **Q #** | Q118\_B |
| **Topic tags** | Building closures / changes in amount of commercial space leased; Changes in expenses |
| **Question Wording** | <Reference period>, as a result of <event>, how did this <business/agency/etc.>’s expenses change for **facility leases**?  *If this <business/agency/etc.> did not have facility leases, please select “Not applicable.”* |
| **If grid, subitems** |  |
| **Response options** | Decreased  No change  Increased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q117=Yes] |
| **Question type** | Item-by-item (See Q118 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | If asking multiple questions (Q118\_A-Q118\_D), consider emphasizing **facility leases**. |

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| **Q #** | Q118\_C |
| **Topic tags** | Building closures / changes in amount of commercial space leased; Access to equipment/vehicles/tools; Changes in expenses |
| **Question Wording** | <Reference period>, as a result of <event>, how did this <business/agency/etc.>’s expenses change for **equipment leases**?  *If this <business/agency/etc.> did not have equipment leases, please select “Not applicable.”* |
| **If grid, subitems** |  |
| **Response options** | Decreased  No change  Increased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q117=Yes] |
| **Question type** | Item-by-item (See Q118 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | If asking multiple questions (Q118\_A-Q118\_D), consider emphasizing **equipment leases**. |

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| **Q #** | Q118\_D |
| **Topic tags** | Building closures / changes in amount of commercial space leased; Access to equipment/vehicles/tools; Changes in expenses |
| **Question Wording** | <Reference period>, as a result of <event>, how did this <business/agency/etc.>’s expenses change for **vehicle leases**?  *If this <business/agency/etc.> did not have vehicle leases, please select “Not applicable.”* |
| **If grid, subitems** |  |
| **Response options** | Decreased  No change  Increased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q117=Yes] |
| **Question type** | Item-by-item (See Q118 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | If asking multiple questions (Q118\_A-Q118\_D), consider emphasizing **vehicle leases**. |

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| **Q #** | Q119 |
| **Topic tags** | Building closures / changes in amount of commercial space leased; Access to equipment/vehicles/tools; Changes in expenses |
| **Question Wording** | <Reference period>, as a result of <event>, how will this <business/agency/etc.>’s expenses change for the following types of leases?  *If this <business/agency/etc.> does not lease an asset from others, please select “Not applicable.”* |
| **If grid, subitems** | Commercial office leases  Facility leases  Equipment leases  Vehicle leases |
| **Response options** | Decrease  No change  Increase  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q117=Yes] |
| **Question type** | Grid (See Q119\_A-Q119\_D for item-by-item versions)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period. |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents. |

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| **Q #** | Q119\_A |
| **Topic tags** | Building closures / changes in amount of commercial space leased; Changes in expenses |
| **Question Wording** | <Reference period>, as a result of <event>, how will this <business/agency/etc.>’s expenses change for **commercial office leases**?  *If this <business/agency/etc.> does not have commercial office leases, please select “Not applicable.”* |
| **If grid, subitems** |  |
| **Response options** | Decrease  No change  Increase  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q117=Yes] |
| **Question type** | Item-by-item (See Q119 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period. |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple questions (Q119\_A-Q119\_D), consider emphasizing **commercial office leases**. |

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| **Q #** | Q119\_B |
| **Topic tags** | Building closures / changes in amount of commercial space leased; Changes in expenses |
| **Question Wording** | <Reference period>, as a result of <event>, how will this <business/agency/etc.>’s expenses change for **facility leases**?  *If this <business/agency/etc.> does not have facility leases, please select “Not applicable.”* |
| **If grid, subitems** |  |
| **Response options** | Decrease  No change  Increase  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q117=Yes] |
| **Question type** | Item-by-item (See Q119 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period. |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple questions (Q119\_A-Q119\_D), consider emphasizing **facility leases.** |

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| **Q #** | Q119\_C |
| **Topic tags** | Building closures / changes in amount of commercial space leased; Access to equipment/vehicles/tools; Changes in expenses |
| **Question Wording** | <Reference period>, as a result of <event>, how will this <business/agency/etc.>’s expenses change for **equipment leases**?  *If this <business/agency/etc.> does not have equipment leases, please select “Not applicable.”* |
| **If grid, subitems** |  |
| **Response options** | Decrease  No change  Increase  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q117=Yes] |
| **Question type** | Item-by-item (See Q119 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period. |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple questions (Q119\_A-Q119\_D), consider emphasizing **equipment leases**. |

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| **Q #** | Q119\_D |
| **Topic tags** | Building closures / changes in amount of commercial space leased; Access to equipment/vehicles/tools; Changes in expenses |
| **Question Wording** | <Reference period>, as a result of <event>, how will this <business/agency/etc.>’s expenses change for **vehicle leases**?  *If this <business/agency/etc.> does not have vehicle leases, please select “Not applicable.”* |
| **If grid, subitems** |  |
| **Response options** | Decrease  No change  Increase  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q117=Yes] |
| **Question type** | Item-by-item (See Q119 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period. |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  If asking multiple questions (Q119\_A-Q119\_D), consider emphasizing **vehicle leases.** |

## Changes in work location/remote work

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| **Q #** | Q113 |
| **Topic tags** | Changes in work location / remote work |
| **Question Wording** | <Reference period>, what percent of all employees at this <business/agency/etc.> worked from home at the following frequencies?  *Enter 0 if none. Estimates are acceptable*. |
| **If grid, subitems** | Never  One day per week  Two to four days per week  Five to seven days per week  Total [PROGRAMMER: TOTAL COLUMN] |
| **Response options** | [Numeric open-end] % |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q128 is the follow-up to Q113.  Optional skip pattern: Can use Q142 as the follow-up to Q113. |
| **Question type** | Open-end numeric |
| **Alternate/Complementary questions** | Q127 asks how the number of employees working from home one day or more per week changed due to the event. Q127 is not as burdensome for respondents to answer, as it does not ask for exact percentages.  Q141 asks about the percentage of employees that will work from home in a future time period. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event.  If using "Since <date>", date should be date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing indicated that this question is burdensome for respondents to answer. If respondents have records that allow them to answer, it requires time and effort to find these numbers. If respondents don't have records that allow them to answer, they would have to consult with others and may have to estimate/make a guess.  This question wording does not include the <employee type> fill. At the time of testing, respondents indicated that their companies did not often have records about employees who work from home. Therefore, it would be too burdensome to ask this question about specific kinds of employees. |

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| **Q #** | Q127 |
| **Topic tags** | Changes in work location / remote work; Public Sector Question |
| **Question Wording** | Compared to what was normal before <event>, how has the number of employees **working from home one day or more per week** changed as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Did not change  Decreased  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector. * This question wording does not include the <employee type> fill. At the time of testing, respondents indicated that their companies did not often have records about employees who work from home. Therefore, it would be too burdensome to ask this question about specific kinds of employees.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. * This question wording does not include the <employee type> fill. At the time of testing, respondents indicated that their companies did not often have records about employees who work from home. Therefore, it would be too burdensome to ask this question about specific kinds of employees. * However, it may be important to specify “paid employees” when using with the public sector. * Note that when testing with the public sector, this question used the wording “paid employees.” Respondents used “Did not change” and “Not applicable” interchangeably at times to mean there were never any employees who worked from home, or that employees were never allowed to work from home. Additionally, the “not applicable” response option is used by respondents when the agency is only staffed with volunteers. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q113 asks what percentage of all employees work from home at several frequencies. However, Q113 is more burdensome for respondents to answer than Q127 and Q113 does not ask about the direct impact of the event. |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** |  |

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| **Q #** | Q128 |
| **Topic tags** | Changes in work location / remote work; Access to equipment/vehicles/tools |
| **Question Wording** | Which factors limited the ability of **any** of this <business/agency/etc.>’s employees from working from home?  *Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Job or parts of job cannot be performed from home  Lack of equipment or tools (e.g., computer, internet, phone) at home  Management of employees working from home too costly or complicated  Security (IT or other) concerns  Other, please describe: [text box]  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q113, Five to seven days per week!=100%]  If using Q113 as the gate for Q128, then the "Not applicable" response option is not needed. |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** | If asking both Q113 and Q128, then ask Q113 before Q128 to provide context for this question. |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  This question wording does not include the <employee type> fill. At the time of testing, respondents indicated that their companies did not often have records about employees who work from home. Therefore, it would be too burdensome to ask this question about specific kinds of employees. |

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| **Q #** | Q138 |
| **Topic tags** | Changes in work location / remote work |
| **Question Wording** | Does this <business/agency/etc.> have any locations in the area impacted by <event>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q139 is the follow-up for Q138. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** |  |

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| **Q #** | Q139 |
| **Topic tags** | Changes in work location / remote work |
| **Question Wording** | Thinking about this <business/agency/etc.>’s employees that usually work at locations impacted by <event>, <reference period>, where did these employees work? |
| **If grid, subitems** |  |
| **Response options** | All employees worked from home  All employees worked on-site  Some employees worked from home, other employees worked on-site |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q138=Yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | This question wording does not include the <employee type> fill. At the time of testing, respondents indicated that their companies did not often have records about employees who work from home. Therefore, it would be too burdensome to ask this question about specific kinds of employees. |

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| **Q #** | Q141 |
| **Topic tags** | Changes in work location / remote work |
| **Question Wording** | <Reference period>, what percentage of this <business/agency/etc.>’s employees do you anticipate will work from home one day or more per week? |
| **If grid, subitems** |  |
| **Response options** | 0%  1%-25%  26-50%  51%-75%  76%-99%  100%  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <future date 1> to <future date 2>  In the <future month 1> — <future month 2> quarter of <year>  In the next <number> months  In <future month> <year>  In <future year> |
| **Reference period notes** | Reference period is future time period |
| **Other notes** | Testing indicated that questions that ask about future events are burdensome for respondents.  Testing indicated that this question is burdensome for respondents to answer if companies do not keep records on employees' remote work status.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  This question wording does not include the <employee type> fill. At the time of testing, respondents indicated that their companies did not often have records about employees who work from home. Therefore, it would be too burdensome to ask this question about specific kinds of employees. |

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| **Q #** | Q142 |
| **Topic tags** | Changes in work location / remote work |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> purchase any equipment or software for employees to use while working from home?  *Please select “Not applicable” if no employees work from home.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q113 Never!=100%]  If using Q113 as the gate for Q142, then the "Not applicable" response option and instructions are not needed. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | This question wording does not include the <employee type> fill. At the time of testing, respondents indicated that their companies did not often have records about employees who work from home. Therefore, it would be too burdensome to ask this question about specific kinds of employees. |

# Emergency Preparedness

## Physical surroundings/Building construction

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| **Q #** | Q143 |
| **Topic tags** | Physical surroundings/Building construction; Changes in expenses; Changes in sales or revenue |
| **Question Wording** | <Reference period>, which of the following did this <business/agency/etc.> experience as a result of <event>?  *Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Lost sales or income  Delayed sales or income  Increased expenses (overtime labor, outsourcing, expediting costs, etc.)  Regulatory fines  Contractual penalties or loss of contractual bonuses  Delay of new business plans  Other, please describe: [text box] |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q144 |
| **Topic tags** | Physical surroundings/Building construction |
| **Question Wording** | <Reference period>, as a result of <event>, did any of the structures (such as buildings, parking garages, warehouses, etc.) in which this <business/agency/etc.> operates sustain the following kinds of damage? |
| **If grid, subitems** | Minor damage to structure(s)  Major damage to structure(s)  Structure(s) destroyed |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing did not support using this question with the public sector. * Testing indicated that the term “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q145 and/or Q146 are the follow-ups to Q144  Optional skip pattern: Q174, Q179, Q181 could be used as follow-up questions to Q144. |
| **Question type** | Grid (See Q144\_A, Q144\_B, and Q144\_C for item-by-item)  Select one answer |
| **Alternate/Complementary questions** | Q176 only asks if any structures were destroyed. Q177 asks if any equipment was destroyed. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  On <date> |
| **Reference period notes** | Reference period should be/include date of event |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  Testing indicated that some participants were on unclear about the difference between “major” and “minor” damage. |

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| **Q #** | Q144\_A |
| **Topic tags** | Physical surroundings/Building construction |
| **Question Wording** | <Reference period>, as a result of <event>, did any of the structures (such as buildings, parking garages, warehouses, etc.) in which this <business/agency/etc.> operates sustain **minor damage**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this standalone question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q145 and/or Q146 are the follow-ups to Q144  Optional skip pattern: Q174, Q179 could be used as follow-up questions to Q144\_A. |
| **Question type** | Item-by-item (See Q144 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q176 only asks if any structures were destroyed. Q177 asks if any equipment was destroyed. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  On <date> |
| **Reference period notes** | Reference period should be/include date of event |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  If asking multiple questions (Q144\_A, Q144\_B, Q144\_C), consider emphasizing **minor damage**.  Testing indicated that some participants were on unclear about the difference between “major” and “minor” damage. |

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| **Q #** | Q144\_B |
| **Topic tags** | Physical surroundings/Building construction |
| **Question Wording** | <Reference period>, as a result of <event>, did any of the structures (such as buildings, parking garages, warehouses, etc.) in which this <business/agency/etc.> operates sustain **major damage**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this standalone question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q145 and/or Q146 are the follow-ups to Q144\_B  Optional skip pattern: Q174, Q179 could be used as follow-up questions to Q144\_B. |
| **Question type** | Item-by-item (See Q144 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q176 only asks if any structures were destroyed. Q177 asks if any equipment was destroyed. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  On <date> |
| **Reference period notes** | Reference period should be/include date of event |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  If asking multiple questions (Q144\_A, Q144\_B, Q144\_C), consider emphasizing **major damage**.  Testing indicated that some participants were on unclear about the difference between “major” and “minor” damage. |

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| **Q #** | Q144\_C |
| **Topic tags** | Physical surroundings/Building construction |
| **Question Wording** | <Reference period>, as a result of <event>, were any of the structures (such as buildings, parking garages, warehouses, etc.) in which this <business/agency/etc.> operates **destroyed**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this standalone question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q145 and/or Q146 are the follow-ups to Q144\_C  Optional skip pattern: Q174, Q179, Q181 could be used as follow-up questions to Q144\_C. |
| **Question type** | Item-by-item (See Q144 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q176 only asks if any structures were destroyed. Q177 asks if any equipment was destroyed. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  On <date> |
| **Reference period notes** | Reference period should be/include date of event |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  If asking multiple questions (Q144\_A, Q144\_B, Q144\_C), consider emphasizing **destroyed**. |

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| **Q #** | Q145 |
| **Topic tags** | Physical surroundings/Building construction |
| **Question Wording** | Which parts of the structures sustained damage as a result of <event>?  *Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Exterior (roof, siding, windows)  Interior (ceilings, walls, floors, attic, frame)  Foundation or basement  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Yes to any in Q144/Yes to Q144\_A or Yes to Q144\_B or Yes to Q144\_C]  If Q144 is used as the gate for Q145, then “Not applicable” is not needed |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | We do not recommend asking this item as a standalone item without using Q144 as the gate question. |

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| **Q #** | Q146 |
| **Topic tags** | Physical surroundings/Building construction |
| **Question Wording** | What caused the damage to the structures? Please think about the damage due to <event>. *Select all that apply.* |
| **If grid, subitems** |  |
| **Response options** | Water damage from rain, flood, snow melt, storm surge, or sewer backup/overflow  Mold or mildew  Smoke or fire  Ice or hail, including damage from related fallen tree/debris  Wind, including damage from related fallen tree/debris  Mud, rock, or other debris from moving earth  <Man-made disaster (intentional such as riot/bombing or technological/industrial accident)>  Other (please describe): [open-ended text box] |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Yes to any in Q144/Yes to Q144\_A or Yes to Q144\_B or Yes to Q144\_C]  We do not recommend using this question as a standalone item without using Q144 as the gate question. |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | Users should not use the “Man-made disaster” response option when natural disasters are used as the emergency event. |

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| **Q #** | Q146A |
| **Topic tags** | Physical surroundings/Building construction; Insurance claims for loss of inventory/building damage |
| **Question Wording** | Did your <business/agency/etc.> submit any insurance claims for damages to the structures caused by the following? |
| **If grid, subitems** | Water damage from rain, flood, snow melt, storm surge, or sewer backup/overflow  Mold or mildew  Smoke or fire  Ice or hail, including damage from related fallen tree/debris  Wind, including damage from related fallen tree/debris  Mud, rock, or other debris from moving earth  <Man-made disaster (intentional such as riot/bombing or technological/industrial accident)>  Other (please describe): [text box] |
| **Response options** | Yes  No |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If any response options are selected in Q146] or [If Yes to any in Q144/Yes to Q144\_A or Yes to Q144\_B or Yes to Q144\_C] |
| **Question type** | Grid (See Q146A\_A-Q146A\_H for item-by-item)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | Users should not use the “Man-made disaster” response option when natural disasters are used as the emergency event.  If using Q146 as the gate question, the user can populate only the items in the grid that were endorsed in Q146. Additionally, the user can fill in the “Other” response option with the text that was written in Q146. |

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| **Q #** | Q146A\_A |
| **Topic tags** | Physical surroundings/Building construction; Insurance claims for loss of inventory/building damage |
| **Question Wording** | Did your <business/agency/etc.> submit any insurance claims for damages to the structures caused by **water damage** from rain, flood, snow melt, storm surge, or sewer backup/overflow? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If the “water damage” response option is selected in Q146] |
| **Question type** | Item-by-item (See Q146A for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | If using multiple questions in Q146A\_A-Q146A\_H, consider emphasizing **water damage.** |

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| **Q #** | Q146A\_B |
| **Topic tags** | Physical surroundings/Building construction; Insurance claims for loss of inventory/building damage |
| **Question Wording** | Did your <business/agency/etc.> submit any insurance claims for damages to the structures caused by **mold or mildew**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If the “mold or mildew” response option is selected in Q146] |
| **Question type** | Item-by-item (See Q146A for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | If using multiple questions in Q146A\_A-Q146A\_H, consider emphasizing **mold or mildew.** |

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| **Q #** | Q146A\_C |
| **Topic tags** | Physical surroundings/Building construction; Insurance claims for loss of inventory/building damage |
| **Question Wording** | Did your <business/agency/etc.> submit any insurance claims for damages to the structures caused by **smoke or fire**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If the “smoke or fire” response option is selected in Q146] |
| **Question type** | Item-by-item (See Q146A for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | If using multiple questions in Q146A\_A-Q146A\_H, consider emphasizing **smoke or fire.** |

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| **Q #** | Q146A\_D |
| **Topic tags** | Physical surroundings/Building construction; Insurance claims for loss of inventory/building damage |
| **Question Wording** | Did your <business/agency/etc.> submit any insurance claims for damages to the structures caused by **ice or hail**, including damage from related fallen tree/debris? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If the “ice or hail” response option is selected in Q146] |
| **Question type** | Item-by-item (See Q146A for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | If using multiple questions in Q146A\_A-Q146A\_H, consider emphasizing **ice or hail.** |

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| **Q #** | Q146A\_E |
| **Topic tags** | Physical surroundings/Building construction; Insurance claims for loss of inventory/building damage |
| **Question Wording** | Did your <business/agency/etc.> submit any insurance claims for damages to the structures caused by **wind**, including damage from related fallen tree/debris? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If the “wind” response option is selected in Q146] |
| **Question type** | Item-by-item (See Q146A for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | If using multiple questions in Q146A\_A-Q146A\_H, consider emphasizing **wind.** |

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| **Q #** | Q146A\_F |
| **Topic tags** | Physical surroundings/Building construction; Insurance claims for loss of inventory/building damage |
| **Question Wording** | Did your <business/agency/etc.> submit any insurance claims for damages to the structures caused by **mud, rock, or other debris from moving earth**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If the “mud, rock, or other debris from moving earth” response option is selected in Q146] |
| **Question type** | Item-by-item (See Q146A for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | If using multiple questions in Q146A\_A-Q146A\_H, consider emphasizing **mud, rock, or other debris from moving earth.** |

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| **Q #** | Q146A\_G |
| **Topic tags** | Physical surroundings/Building construction; Insurance claims for loss of inventory/building damage |
| **Question Wording** | Did your <business/agency/etc.> submit any insurance claims for damages to the structures caused by a **man-made disaster (intentional such as riot/bombing or technological/industrial accident)**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If the “man-made disaster” response option is selected in Q146] |
| **Question type** | Item-by-item (See Q146A for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | If using multiple questions in Q146A\_A-Q146A\_H, consider emphasizing **man-made disaster.**  Users should not use the “Man-made disaster” response option when natural disasters are used as the emergency event. |

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| **Q #** | Q146A\_H |
| **Topic tags** | Physical surroundings/Building construction; Insurance claims for loss of inventory/building damage |
| **Question Wording** | Did your <business/agency/etc.> submit any insurance claims for damages to the structures caused by **<something else>**? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  <[If yes selected] Please describe: [text box]> |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If the “Other” response option is selected in Q146] |
| **Question type** | Item-by-item (See Q146A for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | If using multiple questions in Q146A\_A-Q146A\_H, consider emphasizing **<something else>.**  If using Q146 as the gate question, the user can fill in <something else> with the text that was written in the other, specify text box in Q146. |

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| **Q #** | Q156 |
| **Topic tags** | Physical surroundings/building construction; Business continuity plan |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have a business continuity plan in place?  *A business continuity plan contains important information an organization needs to continue operating during an unplanned event.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q159 is the followup to Q156. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date>  Before <date> |
| **Reference period notes** | Reference period should a period of time/date before event  If using "On <date>" or "Before <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q159 |
| **Topic tags** | Physical surroundings/building construction; Business continuity plan |
| **Question Wording** | <Reference period>, how successful was this <business/agency/etc.>’s business continuity plan at minimizing disruptions as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Completely successful  Very successful  Somewhat successful  Slightly successful  Not at all successful  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q156=Yes]  If using Q156 as the gate question for Q159, then the "Not applicable" response option is not needed. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event |
| **Other notes** |  |

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| **Q #** | Q182 |
| **Topic tags** | Physical surroundings/Building construction |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have a plan to continue operating if its structure(s) (such as buildings, parking garages, warehouses, etc.) could not be accessed? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date>  Before <date>  Before <event> |
| **Reference period notes** | Reference period should a period of time/date before event  If using "On <date>" or "Before <date>", date should be date of event |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details). |

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| **Q #** | Q183 |
| **Topic tags** | Physical surroundings/Building construction; Access to equipment/vehicles/tools |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have a plan to continue operating without access to equipment (such as production machinery, computers, vehicles, etc.) it typically uses? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date>  Before <date>  Before <event> |
| **Reference period notes** | Reference period should a period of time/date before event  If using "On <date>" or "Before <date>", date should be date of event |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  This question can be used in a cross-sector survey, but it should not be used on a manufacturers-only survey because manufacturers cannot operate without access to their equipment. |

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| **Q #** | Q184 |
| **Topic tags** | Physical surroundings/Building construction; Utilities |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have a plan in place to continue operating without each utility service? |
| **If grid, subitems** | Electricity  Gas  Water  Internet  Telecommunications |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (See Q184\_A, Q184\_B, Q184\_C, Q184\_D for item-by-item)  Select one answer |
| **Alternate/Complementary questions** | Q132 asks if the company experienced disruptions to these services. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date>  Before <date>  Before <event> |
| **Reference period notes** | Reference period should a period of time/date before event  If using "On <date>" or "Before <date>", date should be date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details). |

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| **Q #** | Q184\_A |
| **Topic tags** | Physical surroundings/Building construction; Utilities |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have a plan in place to continue operating without **electricity** utility services? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q184 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q132\_A asks if the company experienced disruptions to electricity. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date>  Before <date>  Before <event> |
| **Reference period notes** | Reference period should a period of time/date before event  If using "On <date>" or "Before <date>", date should be date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  If asking multiple questions (Q184\_A-Q184\_E), consider emphasizing **electricity**. |

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| **Q #** | Q184\_B |
| **Topic tags** | Physical surroundings/Building construction; Utilities |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have a plan in place to continue operating without **gas** utility services? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q184 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q132\_B asks if the company experienced disruptions to gas. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date>  Before <date>  Before <event> |
| **Reference period notes** | Reference period should a period of time/date before event  If using "On <date>" or "Before <date>", date should be date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  If asking multiple questions (Q184\_A-Q184\_E), consider emphasizing **gas**. |

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| **Q #** | Q184\_C |
| **Topic tags** | Physical surroundings/Building construction; Utilities |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have a plan in place to continue operating without **water** utility services? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q184 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q132\_C asks if the company experienced disruptions to water. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date>  Before <date>  Before <event> |
| **Reference period notes** | Reference period should a period of time/date before event  If using "On <date>" or "Before <date>", date should be date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  If asking multiple questions (Q184\_A-Q184\_E), consider emphasizing **water**. |

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| **Q #** | Q184\_D |
| **Topic tags** | Physical surroundings/Building construction; Utilities |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have a plan in place to continue operating without **Internet** utility services? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q184 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q132\_D asks if the company experienced disruptions to Internet. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date>  Before <date>  Before <event> |
| **Reference period notes** | Reference period should a period of time/date before event  If using "On <date>" or "Before <date>", date should be date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  If asking multiple questions (Q184\_A-Q184\_E), consider emphasizing **Internet**. |

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| **Q #** | Q184\_E |
| **Topic tags** | Physical surroundings/Building construction; Utilities |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have a plan in place to continue operating without **telecommunications** utility services? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q184 for grid)  Select one answer |
| **Alternate/Complementary questions** | Q132\_E asks if the company experienced disruptions to telecommunications. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date>  Before <date>  Before <event> |
| **Reference period notes** | Reference period should a period of time/date before event  If using "On <date>" or "Before <date>", date should be date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  If asking multiple questions (Q184\_A-Q184\_E), consider emphasizing **telecommunications**. |

## Personnel

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| **Q #** | Q152 |
| **Topic tags** | Personnel |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have an employee assistance program (EAP) in place that provided staff with free short-term services?  *An employee assistance program (EAP) is a voluntary, confidential program that helps employees work through various life challenges that may adversely affect job performance, health, and personal well-being.*  *<EAP services include assessments, counseling, and referrals for additional services to employees with personal and/or work-related concerns, such as stress, financial issues, legal issues, family problems, office conflicts, and alcohol and substance use disorders.>* |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q153 and Q154 are follow-up questions to Q152. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date> |
| **Reference period notes** | Reference period should a period of time/date before event  If using "On <date>", date should be date of event |
| **Other notes** | Users should note that this question measures whether companies had an EAP program in place before the event (i.e., it does not measure whether companies put an EAP program in place because of the event.) |

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| **Q #** | Q152B |
| **Topic tags** | Personnel |
| **Question Wording** | Does this <business/agency/etc.> have an employee assistance program (EAP) in place that provides staff with free short-term services?  *An employee assistance program (EAP) is a voluntary, confidential program that helps employees work through various life challenges that may adversely affect job performance, health, and personal well-being.*  *<EAP services include assessments, counseling, and referrals for additional services to employees with personal and/or work-related concerns, such as stress, financial issues, legal issues, family problems, office conflicts, and alcohol and substance use disorders.>* |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | Users should note that this question measures whether companies currently have an EAP program in place, while Q152 measures whether companies had an EAP in place before the event. |

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| **Q #** | Q153 |
| **Topic tags** | Personnel |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> promote any employee assistance program (EAP) services to its employees? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q152=Yes]  If skip pattern is used, then Not applicable is not needed on Q153  If not using Q152 as the gate question, then the definition for EAP should be provided to respondents. See Q152 for the definition of EAP.  Users should note that if using Q152 as the gate question, respondents to this question will only include those who had an EAP program in place before event (i.e., not those who put in an EAP program because of the event). |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q154 |
| **Topic tags** | Personnel |
| **Question Wording** | <Reference period>, how did the number of employees using this <business/agency/etc.>’s employee assistance program (EAP) change compared to what was normal before <event>? |
| **If grid, subitems** |  |
| **Response options** | Increased  Did not change  Decreased  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q152=Yes]  If skip pattern is used, then Not applicable is not needed on Q154  If not using Q152 as the gate question, then the definition for EAP should be provided to respondents. See Q152 for the definition of EAP.  Users should note that if using Q152 as the gate question, respondents to this question will only include those who had an EAP program in place before event (i.e., not those who put in an EAP program because of the event). |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that respondents would need to consult records or other colleagues to answer the question.  While there was concern before testing that this question might be sensitive, testing indicated that respondents generally felt comfortable answering this question. |

## Systems protection

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| **Q #** | Q161 |
| **Topic tags** | Systems protection; Public Sector Question |
| **Question Wording** | <Reference period>, were any of this <business/agency/etc.>’s electronic business records or data permanently lost as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q162 |
| **Topic tags** | Systems protection; Public Sector Question |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have a backup of its electronic business records and data? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date>  Before <date>  Before <event> |
| **Reference period notes** | Reference period should a period of time/date before event  If using "On <date>" or "Before <date>", date should be date of event |
| **Other notes** |  |

## Emergency management

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| **Q #** | Q165 |
| **Topic tags** | Emergency management |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> have an emergency response plan in place? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q166 as the follow-up to Q165. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date>  Before <date>  Before <event> |
| **Reference period notes** | Reference period should a period of time/date before event  If using "On <date>" or "Before <date>", date should be date of event |
| **Other notes** | Testing indicated that respondents interpret "emergency response plan" as a formal written emergency response plan. |

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| **Q #** | Q166 |
| **Topic tags** | Emergency management |
| **Question Wording** | <Reference period>, did this <business/agency/etc.>’s employees receive any emergency preparedness training? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q165=Yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date>  Before <date>  Before <event> |
| **Reference period notes** | Reference period should a period of time/date before event  If using "On <date>" or "Before <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q167 |
| **Topic tags** | Emergency management |
| **Question Wording** | **Before <event>**, did this <business/agency/etc.> have the following in place? |
| **If grid, subitems** | Communications with key executives, such as the CEO, CFO, etc.  Communications via phone, email, or text messaging to reach employees outside of work  Systems that enable most employees to work from home or remote locations |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q168 is the follow-up to Q167 |
| **Question type** | Grid  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | These subitems are useful in a grid format, but using each of these as item-by-item formats would require a significant wording change to the question stem and would require future testing with respondents. Users are still free to choose among the subitems to include in the grid, depending on the analytic goals of the survey.  Users should ask Q167 and Q168 on the same page, if possible, so that respondents can tell what the difference is between the questions. If this is not possible, consider emphasizing **Before <event>.** |

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| **Q #** | Q168 |
| **Topic tags** | Emergency management |
| **Question Wording** | **<Reference peiod>**, did any of this <business/agency/etc.>’s locations use the following due to <event>? |
| **If grid, subitems** | Communications with key executives, such as the CEO, CFO, etc.  Communications via phone, email, or text messaging to reach employees outside of work  Systems that enable most employees to work from home or remote locations |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If any in Q167 is yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date> |
| **Reference period notes** | Reference period should a period of time/date before event  If using "On <date>", date should be date of event |
| **Other notes** | These subitems are useful in a grid format, but using each of these as item-by-item formats would require a significant wording change to the question stem and would require future testing with respondents. Users are still free to choose among the subitems to include in the grid, depending on the analytic goals of the survey.  Users should ask Q167 and Q168 on the same page, if possible, so that respondents can tell what the difference is between the questions. If this is not possible, consider emphasizing **<Reference period>.** |

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| **Q #** | Q185 |
| **Topic tags** | Emergency management |
| **Question Wording** | <Reference period>, how often did this <business/agency/etc.> communicate its operating status to <key personnel>? |
| **If grid, subitems** |  |
| **Response options** | Daily  Weekly  Biweekly  Monthly  Less often than monthly  Not at all  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q186 is the follow-up to Q185 |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should include a period of time/date during the event  If using Q186 as the follow-up, both questions should use the same reference period |
| **Other notes** | The <key personnel> fill can be filled with:   * <employee type> employees * owners * customers * vendors * contractors * suppliers * shareholders * stakeholders   Users can ask multiple questions for Q185, asking about one key personnel at a time. If asking about multiple key personnel, consider emphasizing each **key personnel**. Alternatively, the user can ask about multiple key personnel in a grid.  Users should select the terms that make the most sense for their survey population, keeping the following notes in mind:   * If the user is going to ask about multiple key personnel, note that testing indicated that respondents consider some of these terms to be overlapping like “vendors” and “suppliers” as well as “shareholders” and “owners.” * Testing indicated that “<employee type> employees,” “customers,” and “vendors” are the most commonly applicable key personnel. Survey designers should prioritize these entities when designing their questions to be applicable to the largest number of participants. * Users should note that shareholders and contractors may have limited applicability across sectors. |

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| **Q #** | Q186 |
| **Topic tags** | Emergency management |
| **Question Wording** | <Reference period>, how did this <business/agency/etc.> communicate its operating status to <key personnel>? *Please select all that apply*. |
| **If grid, subitems** |  |
| **Response options** | Automated calls  Personal telephone calls, including telephone chain/tree  Text messages  Email  Social media  Other (please describe): [text box] |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q185!=Not at all and Q185!=Not applicable] |
| **Question type** | Select all that apply |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should include a period of time/date during the event  If using Q185 as the gate, both should use the same reference period |
| **Other notes** | The <key personnel> fill can be filled with:   * <employee type> employees * owners * customers * vendors * contractors * suppliers * shareholders * stakeholders   Users can ask multiple questions for Q186, asking about one key personnel at a time. If asking about multiple key personnel, consider emphasizing each **key personnel**. Alternatively, the user can ask about multiple key personnel in a grid.  Users should select the terms that make the most sense for their survey population, keeping the following notes in mind:   * If the user is going to ask about multiple key personnel, note that testing indicated that respondents consider some of these terms to be overlapping like “vendors” and “suppliers” as well as “shareholders” and “owners.” * Testing indicated that “<employee type> employees,” “customers,” and “vendors” are the most commonly applicable key personnel. Survey designers should prioritize these entities when designing their questions to be applicable to the largest number of participants. * Users should note that shareholders and contractors may have limited applicability across sectors. |

# Special Topics

## Inventory losses

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| **Q #** | Q87 |
| **Topic tags** | Inventory losses; Utilities |
| **Question Wording** | <Reference period>, as a result of <event>, did the following cause damage to any of this <business/agency/etc.>’s inventory (that is, inventories of raw materials, work-in-process, or finished goods)? |
| **If grid, subitems** | Fire  Wind  Water damage  Debris (such as broken tree branches, remains of nearby buildings, etc.)  Loss of power/utilities |
| **Response options** | Yes  No |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q89 asks if the company experienced inventory loss due to the event. Q90 asks about the dollar amount of losses from damage to inventory. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | These subitems are useful in a grid format, but using each of these as item-by-item formats would require a significant wording change to the question stem and would require future testing with respondents. Users are still free to choose among the subitems to include in the grid, depending on the analytic goals of the survey.  This question uses the phrase “raw materials” instead of Census’ standard terminology of “materials-and-supplies” because testing indicated that “raw materials” was more consistently understood than “materials-and-supplies.” |

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| **Q #** | Q88 |
| **Topic tags** | Inventory losses |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> write off any inventories (that is, inventories of raw materials, work-in-process, or finished goods) as damaged, destroyed, or decreased in value? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | This question uses the phrase “raw materials” instead of Census’ standard terminology of “materials-and-supplies” because testing indicated that “raw materials” was more consistently understood than “materials-and-supplies.” |

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| **Q #** | Q89 |
| **Topic tags** | Inventory losses |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> experience any inventory (that is, inventories of raw materials, work-in-process, or finished goods) losses as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q90 is the follow-up to Q89. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q87 asks about the cause of damage to inventory. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If using Q90 as the follow-up to Q89, we recommend asking this question no sooner than one quarter after the event, due to the time it takes for companies to know the dollar amount of inventory losses.  This question uses the phrase “raw materials” instead of Census’ standard terminology of “materials-and-supplies” because testing indicated that “raw materials” was more consistently understood than “materials-and-supplies.” |

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| **Q #** | Q90 |
| **Topic tags** | Inventory losses |
| **Question Wording** | <Reference period>, as a result of <event>, what was the total dollar amount of the losses for all inventory (that is, inventories of raw materials, work-in-process, or finished goods) that this <business/agency/etc.> experienced?  *Please include amount before insurance compensation. Estimates are acceptable.*  *If no dollar amount assigned to inventory losses, enter 0.* |
| **If grid, subitems** |  |
| **Response options** | $ [text box]  [check box] Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q89=Yes]  If using Q89 as the gate question for Q90, then the "Not applicable" response option is not needed. |
| **Question type** | Open-end numeric |
| **Alternate/Complementary questions** | Q87 asks about the cause of damage to inventory. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that this question is burdensome for most respondents to answer, as they would have to consult records to provide even an estimate.  We recommend asking this question no sooner than one quarter after the event, due to the time it takes for companies to know the dollar amount of inventory losses.  This question uses the phrase “raw materials” instead of Census’ standard terminology of “materials-and-supplies” because testing indicated that “raw materials” was more consistently understood than “materials-and-supplies.” |

## Shipment delays

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| **Q #** | Q91 |
| **Topic tags** | Shipment delays |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> experience delays in supplier shipments? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q91A and Q91B are the follow-ups to Q91. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q91 asks if the company has experienced delays in supplier shipments, and Q91A asks how this delay impacted revenues. Q81 asks if the company experienced a change in the amount of time required for delivery of materials used in production, and Q81A asks how this amount of time changed compared to what was normal. Because these questions are worded similarly and testing indicated that respondents did not differentiate between them, we recommend that the user picks one group of questions (i.e., either Q91/Q91A, or Q81/Q81A, or Q72) and does not ask them all. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  In <year> |
| **Reference period notes** | Reference period should be a period of time/date after event |
| **Other notes** | If there are ongoing delays in supplier shipments, it may be more difficult for respondents to attribute the cause of delays to a certain event. This should be considered before using this question on a survey. |

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| **Q #** | Q91A |
| **Topic tags** | Shipment delays; Changes in sales or revenue |
| **Question Wording** | Did the delays in supplier shipments in <reference period 1> impact this <business/agency/etc.>’s revenues in <reference period 2>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q91=Yes]  If using Q91 as the gate for Q91A, then the "Not applicable" response option is not needed. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q91 asks if the company has experienced delays in supplier shipments, and Q91A asks how this delay impacted revenues. Q81 asks if the company experienced a change in the amount of time required for delivery of materials used in production, and Q81A asks how this amount of time changed compared to what was normal. Because these questions are worded similarly and testing indicated that respondents did not differentiate between them, we recommend that the user picks one group of questions (i.e., either Q91/Q91A/Q91B, or Q81/Q81A, or Q72) and does not ask them all. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  In <year> |
| **Reference period notes** | Reference period 2 is intended to be the next week, month, quarter, year, etc. after Reference period 1. |
| **Other notes** | While other questions in this Question Bank have asked about <revenues/sales/receipts>, testing indicated that this question works best with "revenues" only.  Testing also indicated that this question will be more appropriate to ask at least one month following suspeted supplier shipment delays. |

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| **Q #** | Q91B |
| **Topic tags** | Shipment delays |
| **Question Wording** | Did the delays in supplier shipments in <reference period 1> impact this <business/agency/etc.>’s raw materials inventory in <reference period 2>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q91=Yes]  If using Q91 as the gate for Q91B, then the "Not applicable" response option is not needed. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q91 asks if the company has experienced delays in supplier shipments, and Q91A asks how this delay impacted revenues. Q81 asks if the company experienced a change in the amount of time required for delivery of materials used in production, and Q81A asks how this amount of time changed compared to what was normal. Because these questions are worded similarly and testing indicated that respondents did not differentiate between them, we recommend that the user picks one group of questions (i.e., either Q91/Q91A/Q91B, or Q81/Q81A, or Q72) and does not ask them all. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  In <year> |
| **Reference period notes** | Reference period 2 is intended to be the next week, month, quarter, year, etc. after Reference period 1. |
| **Other notes** | Testing also indicated that this question will be more appropriate to ask at least one month following suspeted supplier shipment delays.  This question uses the phrase “raw materials” instead of Census’ standard terminology of “materials-and-supplies” because testing indicated that “raw materials” was more consistently understood than “materials-and-supplies.” |

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| **Q #** | Q93 |
| **Topic tags** | Shipment delays |
| **Question Wording** | <Reference period>, as a result of <event>, how did this <business/agency/etc.> change the timing of its shipments to customers? |
| **If grid, subitems** |  |
| **Response options** | Sped up the timing of shipments  Did not change the timing of shipments  Slowed the timing of shipments  Not applicable  <[If "Sped up" or "Slowed" is selected] Please describe: [text box]> |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes]  If skip pattern is used, then Not applicable is not needed on Q93 |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Users need to be aware that any narrative open-ended will be more labor intensive after receiving data, due to the need for coding. Consider this when deciding whether or not to include the open remarks box on this question. |

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| **Q #** | Q94 |
| **Topic tags** | Shipment delays |
| **Question Wording** | <Reference period> as a result of <event>, did this <business/agency/etc.> reroute its shipments to customers in any way? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable  <[If yes selected] Please describe: [text box]> |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q137=Yes]  If skip pattern is used, then Not applicable is not needed on Q94 |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that this question is burdensome for respondents to answer.  Users need to be aware that any narrative open-ended will be more labor intensive after receiving data, due to the need for coding. Consider this when deciding whether or not to include the open remarks box on this question. |

## Product donations

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| **Q #** | Q129 |
| **Topic tags** | Product donations |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> donate any of its products? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q130 is the follow-up to Q129. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Users should note that this question is not asking about charitable/cash donations. |

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| **Q #** | Q130 |
| **Topic tags** | Product donations |
| **Question Wording** | What was the value of donated products?  *Estimates are acceptable. If your company did not donate any products, please enter “0”.* |
| **If grid, subitems** |  |
| **Response options** | [Numeric open-end] |
| **Sector applicability** | Manufacturing |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q129=Yes]  If used with skip pattern then instruction to enter "0" is not needed. |
| **Question type** | Open-end numeric answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | Users should note that this question is not asking about charitable/cash donations. |

## Insurance claims for loss of inventory/building damage

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| **Q #** | Q147 |
| **Topic tags** | Insurance claims for loss of inventory/building damage |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> submit any insurance claims related to <event>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that respondents would need to consult records or other colleagues in order to answer this question. |

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| **Q #** | Q148 |
| **Topic tags** | Insurance claims for loss of inventory/building damage; Inventory losses; Physical surroundings/Building construction; Access to equipment/vehicles/tools; Personnel |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> submit any insurance claims related to <event> for the following? |
| **If grid, subitems** | Loss of inventory (such as spoilage, product damage/destroyed)  Damage to structures (such as buildings, parking garages, warehouses, etc.)  Damage to equipment (such as production machinery, computers, vehicles, etc.)  Workers’ compensation for injury or illness  Business interruption (lost profit due to <event>) |
| **Response options** | Yes  No |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use the subitem about “structures” with the public sector. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (See Q148\_A-Q148\_E for item-by-item)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that respondents would need to consult records or other colleagues in order to answer this question. |

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| **Q #** | Q148\_A |
| **Topic tags** | Insurance claims for loss of inventory/building damage; Inventory losses |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> submit any insurance claims related to <event> for **loss of inventory** (such as spoilage, product damage/destroyed)? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q148 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that respondents would need to consult records or other colleagues in order to answer this question.  If using multiple questions in Q148\_A-Q148\_E, consider emphasizing **loss of inventory.** |

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| **Q #** | Q148\_B |
| **Topic tags** | Insurance claims for loss of inventory/building damage; Physical surroundings/Building construction |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> submit any insurance claims related to <event> for **damage to structures** (such as buildings, parking garages, warehouses, etc.)? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use the subitem about “structures” with the public sector. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q148 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that respondents would need to consult records or other colleagues in order to answer this question.  If using multiple questions in Q148\_A-Q148\_E, consider emphasizing **damage to structures.** |

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| **Q #** | Q148\_C |
| **Topic tags** | Insurance claims for loss of inventory/building damage; Access to equipment/vehicles/tools |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> submit any insurance claims related to <event> for **damage to equipment** (such as production machinery, computers, vehicles, etc.)? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q148 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that respondents would need to consult records or other colleagues in order to answer this question.  If using multiple questions in Q148\_A-Q148\_E, consider emphasizing **damage to equipment.** |

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| **Q #** | Q148\_D |
| **Topic tags** | Insurance claims for loss of inventory/building damage; Personnel |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> submit any insurance claims related to <event> for **workers’ compensation** for injury or illness? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q148 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that respondents would need to consult records or other colleagues in order to answer this question.  If using multiple questions in Q148\_A-Q148\_E, consider emphasizing **workers’ compensation.** |

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| **Q #** | Q148\_E |
| **Topic tags** | Insurance claims for loss of inventory/building damage |
| **Question Wording** | <Reference period>, did this <business/agency/etc.> submit any insurance claims related to <event> for **business interruption** (lost profit due to <event>)? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q148 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that respondents would need to consult records or other colleagues in order to answer this question.  If using multiple questions in Q148\_A-Q148\_E, consider emphasizing **business interruption.** |

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| **Q #** | Q149 |
| **Topic tags** | Insurance claims for loss of inventory/building damage; Changes in sales or revenue |
| **Question Wording** | <Reference period>, did <event> cause any losses to this this <business/agency/etc.>’s revenue? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q151 is the follow-up to Q149. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | Testing indicated that some respondents would need to consult records or other colleagues in order to answer this question. |

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| **Q #** | Q169 |
| **Topic tags** | Insurance claims for loss of inventory/building damage; Personnel |
| **Question Wording** | <Reference period>, was this <business/agency/etc.> covered by the following types of insurance?  *Please select "Not applicable" when the type of insurance is not needed for this <business/agency/etc.>.* |
| **If grid, subitems** | Property insurance  Flood insurance  Windstorm or hailstorm insurance  Wildfire insurance  Earthquake insurance  Workers’ compensation insurance for illness or injury  Business interruption insurance (lost profit due to the natural disaster) |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Grid (See Q169\_A, Q169\_B, Q169\_C, Q169\_D, Q169\_E, Q169\_F, Q169\_G for item-by-item)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date> |
| **Reference period notes** | Reference period should be/include date of event |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing indicated that this question is burdensome for most respondents to answer, as the responsible employee responding to Census Bureau surveys is unlikely to know whether their company is covered by each type of insurance; many respondents made their best guess or took more time to consult colleagues. |

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| **Q #** | Q169\_A |
| **Topic tags** | Insurance claims for loss of inventory/building damage |
| **Question Wording** | <Reference period>, was this <business/agency/etc.> covered by **property insurance**?  *Please select "Not applicable" if property insurance is not needed for this <business/agency/etc.>.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q169 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date> |
| **Reference period notes** | Reference period should be/include date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing indicated that this question is burdensome for most respondents to answer, as the responsible employee responding to Census Bureau surveys is unlikely to know whether their company is covered by each type of insurance; many respondents made their best guess or took more time to consult colleagues.  If asking multiple questions (Q169\_A-Q169\_E), consider emphasizing **property insurance**. |

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| **Q #** | Q169\_B |
| **Topic tags** | Insurance claims for loss of inventory/building damage |
| **Question Wording** | <Reference period>, was this <business/agency/etc.> covered by **flood insurance**?  *Please select "Not applicable" if flood insurance is not needed for this <business/agency/etc.>.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q169 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date> |
| **Reference period notes** | Reference period should be/include date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing indicated that this question is burdensome for most respondents to answer, as the responsible employee responding to Census Bureau surveys is unlikely to know whether their company is covered by each type of insurance; many respondents made their best guess or took more time to consult colleagues.  If asking multiple questions (Q169\_A-Q169\_E), consider emphasizing **flood insurance**. |

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| **Q #** | Q169\_C |
| **Topic tags** | Insurance claims for loss of inventory/building damage |
| **Question Wording** | <Reference period>, was this <business/agency/etc.> covered by **windstorm or hailstorm insurance**?  *Please select "Not applicable" if windstorm or hailstorm insurance is not needed for this <business/agency/etc.>.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q169 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date> |
| **Reference period notes** | Reference period should be/include date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing indicated that this question is burdensome for most respondents to answer, as the responsible employee responding to Census Bureau surveys is unlikely to know whether their company is covered by each type of insurance; many respondents made their best guess or took more time to consult colleagues.  If asking multiple questions (Q169\_A-Q169\_E), consider emphasizing **windstorm or hailstorm insurance**. |

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| **Q #** | Q169\_D |
| **Topic tags** | Insurance claims for loss of inventory/building damage |
| **Question Wording** | <Reference period>, was this <business/agency/etc.> covered by **wildfire insurance**?  *Please select "Not applicable" if wildfire insurance is not needed for this <business/agency/etc.>.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q169 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date> |
| **Reference period notes** | Reference period should be/include date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing indicated that this question is burdensome for most respondents to answer, as the responsible employee responding to Census Bureau surveys is unlikely to know whether their company is covered by each type of insurance; many respondents made their best guess or took more time to consult colleagues.  If asking multiple questions (Q169\_A-Q169\_E), consider emphasizing **wildfire insurance**. |

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| **Q #** | Q169\_E |
| **Topic tags** | Insurance claims for loss of inventory/building damage |
| **Question Wording** | <Reference period>, was this <business/agency/etc.> covered by **earthquake insurance**?  *Please select "Not applicable" if earthquake insurance is not needed for this <business/agency/etc.>.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q169 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date> |
| **Reference period notes** | Reference period should be/include date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing indicated that this question is burdensome for most respondents to answer, as the responsible employee responding to Census Bureau surveys is unlikely to know whether their company is covered by each type of insurance; many respondents made their best guess or took more time to consult colleagues.  If asking multiple questions (Q169\_A-Q169\_E), consider emphasizing **earthquake insurance**. |

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| **Q #** | Q169\_F |
| **Topic tags** | Insurance claims for loss of inventory/building damage; Personnel |
| **Question Wording** | <Reference period>, was this <business/agency/etc.> covered by **workers' compensation insurance**?  *Please select "Not applicable" if workers' compensation insurance is not needed for this <business/agency/etc.>.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q169 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date> |
| **Reference period notes** | Reference period should be/include date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing indicated that this question is burdensome for most respondents to answer, as the responsible employee responding to Census Bureau surveys is unlikely to know whether their company is covered by each type of insurance; many respondents made their best guess or took more time to consult colleagues.  If asking multiple questions (Q169\_A-Q169\_E), consider emphasizing **workers' compensation insurance**. |

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| **Q #** | Q169\_G |
| **Topic tags** | Insurance claims for loss of inventory/building damage |
| **Question Wording** | <Reference period>, was this <business/agency/etc.> covered by **business interruption insurance**?  *Please select "Not applicable" if business interruption insurance is not needed for this <business/agency/etc.>.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Item-by-item (See Q169 for grid)  Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  On <date> |
| **Reference period notes** | Reference period should be/include date of event |
| **Other notes** | This question does not ask about the direct impact of the event. Users should consider asking this question before any question that asks about the direct impact of the event to prevent question context effects (see user manual for details).  Testing indicated that this question is burdensome for most respondents to answer, as the responsible employee responding to Census Bureau surveys is unlikely to know whether their company is covered by each type of insurance; many respondents made their best guess or took more time to consult colleagues.  If asking multiple questions (Q169\_A-Q169\_E), consider emphasizing **business interruption insurance**. |

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| **Q #** | Q174 |
| **Topic tags** | Insurance claims for loss of inventory/building damage |
| **Question Wording** | <Reference period>, did <event> cause any damage to this <business/agency/etc.>’s **structures** (such as buildings, parking garages, warehouses, etc.) that was not covered by insurance?  *If this <business/agency/etc.> leases its structures, please select "Not applicable". <Please do not include damage to equipment.>* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q144/Q144\_A/Q144\_B/Q144\_C=Yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q175 asks about damage to equipment. Users should present both questions on the same screen, when possible, to encourage respondents to answer about structures and equipment separately.  If not possible to present questions on the same screen, then the user should include the optional fill instructions, "Please do not include damage to equipment."  Q179 asks for the amount of damage that was covered by insurance, whereas Q174 asks if any damage to structures was not covered by insurance. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  If asking both Q174 and Q175, consider emphasizing **structures**.  Testing indicated that this question is most appropriate to ask at least 2 to 3 weeks after a disaster in order to get the most accurate information, due to insurance timelines. |

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| **Q #** | Q175 |
| **Topic tags** | Insurance claims for loss of inventory/building damage; Access to equipment/vehicles/tools |
| **Question Wording** | <Reference period>, did <event> cause any damage to this <business/agency/etc.>’s **equipment** (such as production machinery, computers, vehicles, etc.) that was not covered by insurance? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q174 asks about damage to structures. Users should present both questions on the same screen, when possible, to encourage respondents to answer about structures and equipment separately.  Q180 asks for the amount of damage that was covered by insurance, whereas Q175 asks if any damage to equipment was not covered by insurance. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  If asking both Q174 and Q175, consider emphasizing **equipment**.  Testing indicated that this question is most appropriate to ask at least 2 to 3 weeks after a disaster in order to get the most accurate information, due to insurance timelines. |

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| **Q #** | Q176 |
| **Topic tags** | Insurance claims for loss of inventory/building damage |
| **Question Wording** | <Reference period>, were any of this <business/agency/etc.>’s **structures** (such as buildings, parking garages, warehouses, etc.) destroyed as a result of <event>?  *If this <business/agency/etc.> leases its structures, please select "Not applicable". <Please do not include equipment that was destroyed.>* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q177 asks if any equipment was destroyed. Users should present both questions on the same screen, when possible, to encourage respondents to answer about structures and equipment separately.  If not possible to present questions on the same screen, then the user should include the optional fill instructions, "Please do not include equipment that was destroyed."  Q144 asks about major/minor damage to structures or structures destroyed. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  If asking both Q176 and Q177, consider emphasizing **structures**. |

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| **Q #** | Q177 |
| **Topic tags** | Insurance claims for loss of inventory/building damage; Access to equipment/vehicles/tools |
| **Question Wording** | <Reference period>, was any of this <business/agency/etc.>’s **equipment** (such as production machinery, computers, vehicles, etc.) destroyed as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q176 asks if any structures were destroyed. Users should present both questions on the same screen, when possible, to encourage respondents to answer about structures and equipment separately. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  If asking both Q176 and Q177, consider emphasizing **equipment**.  If this question is used on a survey where manufacturing sectors will be respondents, the optional definition of "equipment" should be included. |

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| **Q #** | Q178A |
| **Topic tags** | Insurance claims for loss of inventory/building damage; Physical surroundings/Building construction |
| **Question Wording** | <Reference period>, what was the total dollar amount of the losses for all **structures** (such as buildings, parking garages, warehouses, etc.) that were damaged, destroyed, or decreased in valuea result of <event>?  *Please report amount before insurance compensation. If none, enter 0. Estimates are acceptable.* |
| **If grid, subitems** |  |
| **Response options** | $[text box] |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Open-end numeric answer |
| **Alternate/Complementary questions** | Q178B asks about the dollar amount of the losses of equipment. Users should present both questions on the same screen, when possible, to encourage respondents to answer about structures and equipment separately. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking both Q178A and Q178B, consider emphasizing **structures**.  Testing indicated that respondents who lease the structures may not know how to answer this question, as knowing the dollar amount of the losses may not apply to those who lease. |

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| **Q #** | Q178B |
| **Topic tags** | Insurance claims for loss of inventory/building damage; Access to equipment/vehicles/tools |
| **Question Wording** | <Reference period>, what was the total dollar amount of the losses for all **equipment** (such as production machinery, computers, vehicles, etc.) that were damaged, destroyed, or decreased in valuea result of <event>?  *Please report amount before insurance compensation. If none, enter 0. Estimates are acceptable.* |
| **If grid, subitems** |  |
| **Response options** | $[text box] |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Open-end numeric answer |
| **Alternate/Complementary questions** | Q178A asks about the dollar amount of the losses of structures. Users should present both questions on the same screen, when possible, to encourage respondents to answer about structures and equipment separately. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | If asking both Q178A and Q178B, consider emphasizing **equipment**.  Testing indicated that respondents who lease the equipment may not know how to answer this question, as knowing the dollar amount of the losses may not apply to those who lease. |

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| **Q #** | Q181 |
| **Topic tags** | Insurance claims for loss of inventory/building damage |
| **Question Wording** | <Reference period>, will this <business/agency/etc.> start rebuilding any of its structures (such as buildings, parking garages, warehouses, etc.) that were destroyed as a result of <event>?  *If this <business/agency/etc.> leases its structures, please select not applicable.* |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Have not decided  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q144/Q144\_C/Q176=Yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | In the next year  In <future year> |
| **Reference period notes** | Testing indicated that plans to rebuild/rebuilding structures that have been destroyed may not take place for quite a while after the event. |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  Testing indicated that respondents answered about both structures that have been damaged or destroyed when answering this question, so the user should be careful about question order effects if asking questions about damaged structures before this question.  Testing indicated that respondents would need to consult with colleagues in order to answer this question. |

## Share of the emergency’s impact covered by insurance, subsidies

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| **Q #** | Q151 |
| **Topic tags** | Share of the emergency’s impact covered by insurance, subsidies |
| **Question Wording** | What percentage of lost revenue caused by <event> was covered by this <business/agency/etc.>’s insurance?  *Estimates are acceptable.* |
| **If grid, subitems** |  |
| **Response options** | 0%  1%-25%  26%-50%  51%-75%  76%-99%  100%  Unsure/insurance claims are under review  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: [If Q149=Yes]  If using Q149 as the gate question to Q151, then the "Not applicable" response option is not needed. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | If this question is used as a follow-up to Q149, then a reference period is not needed. However, if this question is used without Q149 (i.e., a stand-alone question), then a reference period should be included.  From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** |  |

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| **Q #** | Q179 |
| **Topic tags** | Share of the emergency’s impact covered by insurance, subsidies; Insurance claims for loss of inventory/building damage |
| **Question Wording** | What percentage of the damage to **structures** caused by <event> was covered by this <business/agency/etc.>’s insurance?  *Estimates are acceptable. If this <business/agency/etc.> leases its structures, please select "Not applicable."* |
| **If grid, subitems** |  |
| **Response options** | 0%  1%-25%  26%-50%  51%-75%  76%-99%  100%  Not applicable |
| **Sector applicability** | *Private Sector:*   * Applicable cross-sector.   *Public Sector Testing Notes:*   * RTI did not test this question with the public sector. However, testing of other questions that use the construct of "structures" indicated that “structures” does not match the experience of public agencies because of the variety of non-conventional structures government agencies may operate in. Users should employ caution if choosing to use this question with the public sector. |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q144/Q144\_A/Q144\_B/Q144\_C=Yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q174 asks if any damage to structures was not covered by insurance, whereas Q179 asks for the amount of damage that was covered by insurance. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | We do not recommend using this as a standalone question without using Q144 as a gate question.  If asking both Q179 and Q180, consider emphasizing **structures**.  Testing indicated that this question is most appropriate to ask at least 2 to 3 weeks after a disaster in order to get the most accurate information, due to insurance timelines.  Testing indicated that respondents would have to consult with colleagues or an insurance representative in order to answer this question. |

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| **Q #** | Q180 |
| **Topic tags** | Share of the emergency’s impact covered by insurance, subsidies; Access to equipment/vehicles/tools |
| **Question Wording** | What percentage of the damage to **equipment** (such as production machinery, computers, vehicles, etc.) caused by <event> was covered by this <business/agency/etc.>’s insurance?  *Estimates are acceptable.* |
| **If grid, subitems** |  |
| **Response options** | 0%  1%-25%  26%-50%  51%-75%  76%-99%  100%  Not applicable |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Q175 asks if any damage to equipment was not covered by insurance, whereas Q180 asks for the amount of damage that was covered by insurance. |
| **Reference period fill** | From <date 1> to <date 2>  In the <month 1> — <month 2> quarter of <year>  In <month> <year>  Since <date>  As of <date> |
| **Reference period notes** | Reference period should be a period of time/date after event  If using "Since <date>", date should be date of event |
| **Other notes** | The wording of this question was updated from v1.0 based on further cognitive testing.  If asking both Q179 and Q180, consider emphasizing **equipment**.  Testing indicated that this question is most appropriate to ask at least 2 to 3 weeks after a disaster in order to get the most accurate information, due to insurance timelines. |

## Permits

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| **Q #** | Q187 |
| **Topic tags** | Permits |
| **Question Wording** | <Reference period>, was this office unable to issue permits, even for one day, as a result of the <event> (for example, due to office closures, lack of staffing, etc.)? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | Permit-granting office |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | In <month> <year> |
| **Reference period notes** | Time period specified should not be longer than one month. |
| **Other notes** |  |

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| **Q #** | Q188 |
| **Topic tags** | Permits |
| **Question Wording** | <Reference period>, did <event> cause a permit backlog (for example, due to office closures, lack of staffing, etc.)? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Don't know |
| **Sector applicability** | Permit-granting office |
| **Gate question/Follow-up design consideration** | Optional skip pattern: Can use Q189 as the follow-up to this question. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | In <month> <year> |
| **Reference period notes** | Time period specified should not be longer than one month. |
| **Other notes** |  |

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| **Q #** | Q189 |
| **Topic tags** | Permits |
| **Question Wording** | As a result of <event>, was permit issuance for any applications received in <reference period 1> delayed to <reference period 2>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | Permit-granting office |
| **Gate question/Follow-up design consideration** | Optional skip pattern: [If Q188=Yes] |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | <month> <year> |
| **Reference period notes** | Time period specified should not be longer than one month.  <reference period 2> is intended to be the next month after <reference period 1>. |
| **Other notes** |  |

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| **Q #** | Q191 |
| **Topic tags** | Permits |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> delay applying for permits needed to complete work? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Not applicable |
| **Sector applicability** | Companies that require permits to work |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | In <month> <year> |
| **Reference period notes** | Time period specified should not be longer than one month. |
| **Other notes** |  |

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| **Q #** | Q192 |
| **Topic tags** | Permits |
| **Question Wording** | <Reference period>, as a result of <event>, did this <business/agency/etc.> experience any delays from the permit office in receiving permits needed to complete work? |
| **If grid, subitems** |  |
| **Response options** | Yes  No  Don't know  Not applicable |
| **Sector applicability** | Companies that require permits to work |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** | In <month> <year> |
| **Reference period notes** | Time period specified should not be longer than one month. |
| **Other notes** |  |

## Special topics: General

|  |  |
| --- | --- |
| **Q #** | Q204 |
| **Topic tags** | Special topics: General |
| **Question Wording** | Would you like to provide any information about your responses to these questions or this <business/agency/etc.>’s experiences during <event>? |
| **If grid, subitems** |  |
| **Response options** | [Open-ended text box. Programmer: Allow 500-1,000 characters.] |
| **Sector applicability** |  |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Open-end narrative |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** | Users need to be aware that any narrative open-ended will be more labor intensive after receiving data, due to the need for coding. Consider this when selecting questions for a survey.  This question was previously tested by the Census Bureau and not included in RTI’s cognitive testing. |

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| **Q #** | Q209 |
| **Topic tags** | Special topics: General; Public Sector Question |
| **Question Wording** | Has any of this <business/agency/etc.>’s contact information changed as a result of <event>? |
| **If grid, subitems** |  |
| **Response options** | Yes  No |
| **Sector applicability** | *Private Sector:*   * This question has not been tested with the private sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. |
| **Gate question/Follow-up design consideration** | Recommended skip pattern: Q210 is the follow-up to Q209. |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** |  |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** |  |

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| --- | --- |
| **Q #** | Q210 |
| **Topic tags** | Special topics: General; Public Sector Question |
| **Question Wording** | What is this agency’s new contact information? |
| **If grid, subitems** |  |
| **Response options** | Addressee Title or Department ATTN:  Street 1:  Street 2:  City:  State:  Zip Code:  Phone number:  Email address: |
| **Sector applicability** | *Private Sector:*   * This question has not been tested with the private sector.   *Public Sector Testing Notes:*   * RTI tested this question with the public sector and testing supported using this question with the public sector. |
| **Gate question/Follow-up design consideration** |  |
| **Question type** | Select one answer |
| **Alternate/Complementary questions** | Recommended skip pattern: [If Q209=Yes] |
| **Reference period fill** |  |
| **Reference period notes** |  |
| **Other notes** |  |