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

(Version 2.0)

Prepared by

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September 2023

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Contents

Emergency Economic Information Collections Question Bank

1. 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.

1.1 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:*
    - o Q01_A
    - o Q01_B
    - o Q03_B
    - o Q16_C
    - o Q16_D
    - o Q22
    - o Q26
    - o Q29
    - o Q42
    - o Q43
    - o Q48
    - o Q55
    - o Q101
    - o Q109
    - o Q111
    - o Q127
    - o Q161
    - o Q162

- *Questions from Question Bank v1.0: not acceptable for use with the public sector:*
    - o Q20
    - o Q24
    - o Q52
    - o Q53
    - o Q144

- *Newly developed questions for use with the public sector:*
    - o Q111A
    - o Q209
    - o Q210

2. 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
	   o 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
	   o 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.

2.1   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.

2.2   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.

2.3   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.

2.4   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>?"

2.5   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.

2.6   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

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
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Q165
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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
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Q175
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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

3. 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 <u>should</u> be implemented, if the survey can accommodate skip patterns. *Optional skip pattern:* These are skip patterns that <u>could</u> 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

	Describes:
Other notes	■ 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

4. 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

Question wording

From April 1, 2020 to June 30, 2020, did this company take the following actions related to shifts or hours as a result of the Coronavirus pandemic?

<Reference period>

<business/agency/etc.>

<event>

Response options

	Yes	No	Not applicable
Reduction in overtime	○	○	○
Increase in overtime	○	○	○
Reduction in shifts	○	○	○
Increase in shifts	○	○	○

If grid, subitems

Q20_A: Item-by-item, select one answer

Question wording

In May 2020, as a result of the Coronavirus pandemic, did this company reduce overtime?

<Reference period>

<event>

<business/agency/etc.>

Response options

○ Yes

○ No

○ Not applicable

Q03_B: Item-by-item, open-end numeric

In the April – June quarter of 2020, what percentage of **part-time employees** (workers who received a W-2) did this company lay off temporarily and permanently as a result of the Coronavirus pandemic?

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.

<Reference period>

<business/agency/etc.>

<event>

Question wording

Response options

Temporarily laid off   [   ] %

Permanetly laid off   [   ] %

○ Not applicable

5. Employees and Payroll

5.1 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>**

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**

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.

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.

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.

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.

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.**

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

5.2   Changes in types of employees

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.

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.

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.

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. |

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**.

5.3 Rehiring of furloughed or laid off employees

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.

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.

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.

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.

5.4   Recent changes in benefits paid or provided to employees

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.

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.**

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**. |

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)**.

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**.

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**.

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**.

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.** |

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.**

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**.

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.**

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.

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**.

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).**

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.**

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**.

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.

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.**

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.**

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**.

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.

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.

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.

5.5 Benefits paid or provided to laid off employees

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.

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.

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.

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.

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.

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.

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.

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.

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.

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	• 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.

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.

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.

5.6   Voluntary turnover

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	

5.7   Changes in payroll

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:
	    o production workers
	    o construction workers
	    o building and grounds cleaning and maintenance staff
	    o sales staff
	    o 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	•

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

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.

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.

5.8 Employees and payroll: General

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".

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>**.

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.

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.**

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**.

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".

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>.

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.

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.**

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".

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.

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.**

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.**

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.**

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.**

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.**

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**.

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.**

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.

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**.

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.**

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**.

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.**

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.**

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.**

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**.

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.

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.

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.

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**.

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**.

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.

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.

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.

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**.

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**.

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**.

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**.

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**.

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**.

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.**

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**.

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**.

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.

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**.

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**.

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**.

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.**

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**.

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**.

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**.

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. |

6. Provision of Services

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

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).

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).

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.

6.2 New services

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.

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	

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.**

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**.

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.**

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.**

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.**

6.3   Services eliminated

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**.

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**. |

7. Revenue, Expenses, etc.

7.1   Changes in sales or revenue

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	

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.

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.

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	

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**.

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.).**

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.**

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**.

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**.

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.**

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	

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	

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.

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. |

7.2   Application for and use of government loans/assistance

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.**

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**.

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

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

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	might include Paycheck Protection Program (PPP) as an option.

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. |

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	

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**.

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.**

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**.

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**.

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**.

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**.

7.3   Changes in business forecast

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.

7.4   Changes in capital expenditure plans

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."

7.5 Changes in operating budget

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	

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	

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	

7.6 Changes in expenses

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.

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.

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.**

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.**

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**.

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.**

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**.

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**.

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.**

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**.

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**.

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**.

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.**

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	

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.**

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.**

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.**

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.

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

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	

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	

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	

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.

7.8   Revenue, expenses, etc.: General

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.

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.

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.

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.

8. Changes in Manufacturing Production

8.1 Elimination of certain goods being produced

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	

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.

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.

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**.

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**.

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**.

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.**

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**.

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**.

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.**

8.2   Shift in the production line and return to original production

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.

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".

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.

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".

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.

8.3 Production of new goods

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.

8.4   Changes in production costs

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	

8.5   Halt in production

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	

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.

8.6   Backlogs/Unfilled orders

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.

8.7   Changes in manufacturing production: General

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	

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	

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	

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.

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.

9. Changes in Supply Chain

9.1 Problems with current supply chain

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	

9.2   New supply chain options

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	

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.

9.3   Changes in supply chain: General

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	

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	

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	

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.

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.

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10. Changes in Operations

10.1 Changes in hours worked

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.

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.

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.

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.

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.

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. |

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.

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. |
| | |

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.

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.

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.

10.2 Operating at a decreased/increased capacity

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.

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.

10.3 Changes in level of operations

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.

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.

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	

10.4 Changes in physical/site operations

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.

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**.

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	

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**.

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**.

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**.

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**.

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.

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**.

10.5 Permanent changes to business practices

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).

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.

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).

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	

10.6 Temporary changes in business travel

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	

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.

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.

10.7 Changes in operations: General

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	

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.

11. Closures and Work Location

11.1 Temporary vs. permanent closures

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.

360

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**.

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**.

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.**

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.**

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**.

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**.

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.**

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.**

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.**

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**.

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.

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).

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.**

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).

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**.

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.

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	

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.

11.2 Building closures/Changes in amount of commercial space leased

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.**

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**.

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**.

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**.

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	

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**.

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**.

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**.

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**.

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.

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**.

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.**

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**.

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.**

11.3 Changes in work location/remote work

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.

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	

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.

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	

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.

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.

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.

12. Emergency Preparedness

12.1 Physical surroundings/Building construction

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	

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.

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. |

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. |

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**.

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.

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.

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.

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.**

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.**

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.**

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.**

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.**

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.**

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.

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.

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	

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	

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).

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.

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).

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**.

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**.

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**.

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**.

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**.

12.2 Personnel

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.)

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.

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	

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.

12.3 Systems protection

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	

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	

12.4 Emergency management

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.

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>.**

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.

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.

13. Special Topics

13.1 Inventory losses

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."

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."

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."

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."

13.2 Shipment delays

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.

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.

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."

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.

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.

13.3 Product donations

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.

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.

13.4 Insurance claims for loss of inventory/building damage

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.

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.

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.**

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.**

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.**

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.**

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.**

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.

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.

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**.

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**.

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**.

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**.

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**.

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**.

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**.

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.

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.

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**.

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.

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 value a 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.

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 value a 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.

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.

13.5 Share of the emergency's impact covered by insurance, subsidies

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	

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.

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.

13.6 Permits

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	

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	

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	

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	

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	

13.7 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.

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	

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	