TI-ROC STAFF RE-ENTRY READINESS AND WELL-BEING ASSESSMENT

Tool Purpose: This tool was created for organizations to be responsive and supportive to staff in this ever-changing landscape due to COVID-19. The information gathered from this assessment will aid organization leadership in determining what supports and modifications may need to be made in order for staff to feel safe to return to the office.

Tool Completion: This tool should be offered to be voluntarily completed by all staff within your organization and then aggregated.

Tool Directions: Complete the assessment below.

Demographics

1. What best describes your position within the organization?
   - ☐ Volunteer
   - ☐ Frontline Administrative Staff
   - ☐ Frontline Peer Staff
   - ☐ Frontline Clinical Staff
   - ☐ Managerial/Supervisory Administrative Staff
   - ☐ Managerial/Supervisory Clinical Staff
   - ☐ Leadership Administrative Staff
   - ☐ Leadership Clinical Staff

2. Was your family affected by a COVID illness?
   - ☐ Yes
   - ☐ No

3. Was your family affected by financial stress due to COVID-19 (job loss, furlough, etc)?
   - ☐ Yes
   - ☐ No

Comfortability – *Rank your level of agreement with the following statements.*

	Strongly Disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly Agree (5)
I am ready to go back to the office with no accommodations					
I am ready to slowly transition back into the office with safety measures and accommodations for those who cannot in place					
I am not ready to return to the office and believe we should remain working remotely.					
I understand trauma and how it might impact my return to the office					
I am not worried about my health and well-being upon returning to the office					
I am not worried about the health and well-being of those we serve upon returning to the office					

Knowing these are all concerns, please rank these items in order of greatest concern to you when thinking about planning to return to the office.

	Most concerning	Second most concerning	Third most concerning	Fourth most concerning	Fifth most concerning
Meeting the diverse needs of those we serve that were possibly exacerbated by this break in service					
Staff efficacy in handling grief and loss in themselves or those we serve as related to "normalcy" being lost					
Your health and well-being returning to in-person work interactions					
The health and well-being of those we serve returning to in-person interactions					
Staff ability to balance work and life responsibilities (i.e. family needs, etc.)					

Resources

1. Do you know how to access support resources, such as financial, wellness, health, technological, or legal resources, if you need them?
   - ☐ Yes
   - ☐ No
2. Do you know how to refer those we serve towards helpful resources in our community?
   - ☐ Yes
   - ☐ No
3. Please check the boxes of all resources you would be most interested to take part in:
   - ☐ Collaboration with supervisor to discuss strategies for meeting diverse needs of those we serve
   - ☐ Collaboration with Mental health Professionals to discuss proactive social emotional support for you and/or those we serve
   - ☐ Behavior brainstorm session to discuss behavior management as return to the office
   - ☐ Staff support groups to process barriers and solutions
   - ☐ Reboot of previous Trauma-Informed, Resilience-Oriented professional Development work with the new lens of COVID
   - ☐ Other: _____

Solutions Post-COVID: *Please answer the following questions regarding what we need to do post-COVID to ensure your feelings of safety for you and those we serve.*

Question	Answer
What did we do during this break from the office that we need to keep doing as we return to the office?	
What did we do during this break from the office that we need to change doing as we return to the office?	
What did we do during this break from the office that we need to stop doing as we return to the office?	
What do we need to start doing as we return to the office?	
What accommodations or considerations do you believe the organization needs to include in their plan to have staff return to the office?	