

# CORONAVIRUS

## PSYCHOSOCIAL RESPONSIBILITY IN TIMES OF LOCKDOWN



The current questionnaire aims to know the impact of confinement and/or teleworking situation in order to identify and follow up your staff's psychosocial conditions. As a result, opportunities may be identified and incorporate measures to improve the confinement (lockdown) and teleworking experience. We wish to provide to all staff in your organisation with the opportunity to participate and to share positive ideas and messages of support among the members of the organisation.

The questionnaire is divided into six sections. Four sections are common to all participants: social-labour variables; description of confinement situation; physical, cognitive, emotional and behavioural impact; and a final section to share positive messages. The other two sections are aimed at people who are teleworking and the questions are related to ergonomic and operational conditions, as well as psychosocial and conciliation conditions.

This is a CONFIDENTIAL and ANONYMOUS survey, which must be completed VOLUNTARILY and the results may only be presented and discussed collectively, never individually. We kindly ask you to answer honestly, without prior consultation, following the instructions for each question in detail.

**THANK YOU VERY MUCH FOR YOUR COMMITMENT!**

This tool is designed by Audit & Stress Control and InTime to be used by areas linked to people management, psychosocial risk prevention and responsibility, and supports the Sustainable Development Goals 3, 5 and 8 of the UN Agenda 2030.

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## Questionnaire R3.0 TELEWORK AND CONFINEMENT

Sex  Woman  Man

Age  25 years old or less  Between 25 and 35 years old  Between 36 and 50 years old  More than 50 years old

Please choose the option that best describes your current situation

- I live alone
- I share a flat with other people (who are not my partner or family)
- I live in a couple or with company, without children (or dependent family members)
- I live with a family with one or more young children
- I live with dependent family members who need care (older people, etc.)
- I live with family members who do not need care

In case of not living alone, does your partner or another family member works outside the home during the current situation?

No  Yes

In your home, you live with pets (dogs, cats, etc.)?

No  Yes

If your partner or any family member is exposed to situations of risk of contagion given of his/her job (health, security, transport, commercial attention, etc.), please assess their level of exposure

Very Low (1)  Low (2)  Medium (3)  High (4)  Very High (5)  N/A

The emergency situation can have a significant impact on our behaviour, thoughts and emotional and affective experience; it also directly affects the management of gender co-responsibility and loneliness. Answer by taking into account your feelings during the total confinement period. For the last 7 questions, in case it does not your reality, answer No apply (N/A).

	ALWAYS (1)	OFTEN (2)	SOMETIMES (3)	SHELDOM (4)	NEVER (5)	N/A
I have felt tired, without energy						
I have felt more muscular tension than usual						
I had problems to relax						
I had headache or headaches						
I have felt my heart rate speed up						
I have felt distressed or anxious						
I have felt low, discouraged, sad						
I was irritable						
I have had trouble concentrating (on a task, activity...)						
I could not stop thinking of the problems that I had in my head						
I have increased my daily consumption of coffee and/or alcohol and/or tobacco						
I have had trouble sleeping or my sleep quality has been affected						
I become careless in using hygiene and personal care						
I abandoned my domestic and/or family obligations						
I kept in touch with the people who are important for me (and who are not confined with me)						
I lived my situation of living alone as such a bad experience						
I lived alone and I missed being able to have face-to-face contact with family, friends...						
I lived alone and did not have a social network to look for necessary emotional or instrumental support						
In terms of family and/or household responsibilities, there is a man/woman balance						
I felt the need to isolate myself from people						
I had trouble with my partner						
I had problems with some people of my family member (not my partner)						

In the case that apart of being confined you have been teleworking, please responded the following questions:

To which extend the following conditions, tools, etc. are suitable to work from home or are working properly:

	Nothing suitable / They don't work (1)	Unsuitable / Malfunctioning (2)	Work more or less well (3)	Adequate / Work well (4)	Very suitable / Works perfectly (5)	N/A
Own and differentiated space within the house to work						
Computer equipment (computer, screen, ...)						
Computer tools and applications (communication/videoconference, word processor, etc.)						
Access to information to perform the job						
Quality network connection						
Furniture (table and chairs)						
Lighting, noise, temperature...						
Level of isolation from interruptions and/or distractions						

What could be improve in your teleworking experience?

If your tasks have been reduced, as a result of the current situation, do you think you could (please, indicate as many as you think appropriate):

- Not apply, my workload have been maintained or increased
- Improve in procedures, tasks, etc. training of my function and/or area
- Improve in computer applications and tools training to use in my job
- Develop/review/improve procedures, manuals, documents, applications, etc. that I use
- Identify opportunities and develop proposals for improvent in my job, function and/or area

If you think in other tasks, please indicate which ones or how:



**Evaluate your level of agreement with the following statements regarding teleworking and your organization:**

	Strongly disagree (1)	Disagree (2)	Neither agree or disagree (3)	Agree (4)	Strongly agree (5)
Since I am teleworking I think I am MORE productive					
Now I have LESS workload					
My tasks are NOT delayed					
I can ALWAYS finish my tasks and they DO NOT pile up					
I can organize my work time/schedule					
I can pause and rest whenever I want/need					
I have the necessary time to attend to family and/or household demands					
I have enough time for me and my hobbies					
My immediate superior is accessible and offers me assistance (coordination, supervision)					
I can contact and share the work information I need with my colleagues					
I do informal meetings with my colleagues (video conferences, etc.)					
The organisation ensures that my working conditions are as good as possible under the circumstances					
I receive the necessary information to do my job					
I hold regular and scheduled work meetings with my team (video conferences, etc.)					
The organization sends sufficient and appropriate information about the impact of the emergency situation					
The organization has provided me with appropriate recommendations and advices for teleworking					
I have the necessary competences/skills to handle the tools, technology, programs, etc. that I need					
I can manage my time correctly (organize and prioritize tasks, ...)					
I know exactly what I have to do					
Teleworking is an opportunity to learn new things					
My job can help the organization to overcome this emergency					

**Thank you very much for taking the survey. We believe that it can be very positive that we can share ideas and tricks to better manage this confinement situation, as well as messages that help us to maintain the spirit, enthusiasm and feeling of our organization's team. Feel free to share anything you think can help the rest of your colleagues.**