

Staff Well-Being Space Sample Survey

How to use this:

- This is a sample survey for your staff well-being space planning. Use this as a guide to identify what questions you might want to ask.

Survey Tips:

- Keep it simple and short.
- Only ask questions about options that are possible.
- To narrow responses, force response such as "check only 1" or "rank in order of preference."
- Keep your survey confidential. If you want to increase participation with an incentive, consider how you can keep names separate from surveys.
- Share your results to demonstrate how you are using them to inform decisions, and that their voices matter.

Dear Colleague:

[School/district/committee name] are considering creation of a staff well-being space -- a dedicated place to take care of their own well-being – relaxation, quiet, social interaction, or collaboration. The purpose of this brief survey is to get your input and learn about what you would want from this space. Your preferences are very important to us!

We thank you for your time and input. Please complete this survey no later than [deadline date].

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1. What is your school or district site? *[drop down with options if surveying multiple sites]*
 2. Please select the following items that you would like to have in your site's staff well-being space. *NOTE: The items selected are not a guarantee for your building. Rather, the items selected will help inform a menu of options available. [only include items that are possible]*

Décor

- Couch
- Armchairs
- Lamps
- Plants
- Bookshelf
- Wall Art ((i.e. motivational posters or murals)
- Area Rug(s)
- Room Dividers

Entertainment

- Bluetooth Speaker
- Books
- Puzzles
- Adult coloring books and crayons/pencils
- Fidgets (i.e, puzzle cubes)

Relaxation

- Sound Machine
- Aromatherapy
- Diffuser
- Massage Tool

Staff Connection

- Thoughtful/Gratitude Cards

Food/Beverage

- Ice Machine
- Blender
- Tea kettle
- Keurig/single serving coffee

Exercise

- Hand weights
- Yoga mat

Other

- Fan
- Air Purifier

3. What additional items would you like to have in the Staff well-being space? [open text response]

4. Are there any items you do not want to have in the staff well-being space? If so, why would you like this item(s) to be excluded from the space? [open text response]

5. How frequently do you think you will use the staff well-being space?
 - Never
 - Rarely (once or twice during the school year)
 - Occasionally (once per month or less)
 - Sometimes (two to three times per month)
 - Regularly (once per week)
 - Frequently (two or more times per week)
 - Daily

6. Is there anything else you would like to share about creating a staff well-being at your site? [open text response]