

Appendix E: Worksheet 3.1: ADA Compliant Pre-Pandemic Employee Survey

The U.S. Equal Employment Opportunity Commission developed a sample survey to help organizations plan for employee absenteeism during a pandemic. This survey is Americans with Disabilities Act (ADA) compliant. Organizations may identify ways that employees are more likely to be unavailable for work during a pandemic, provided an inquiry is not disability-related. An inquiry is not disability-related if it is designed to identify potential non-medical reasons for absence during a pandemic (e.g., curtailed public transportation) on an equal footing with medical reasons (e.g., chronic illnesses that increase the risk of complications). The inquiry should be structured so that the employee gives one answer of “yes” or “no” to the whole question set without specifying which factor(s) that apply to them. The answer need not be given anonymously.¹

ADA-COMPLIANT PRE-PANDEMIC EMPLOYEE SURVEY

Directions: Answer “yes” to the whole question *without specifying the factor that applies to you*. Simply check “yes” or “no” at the **bottom of the page**.

In the event of a pandemic, would you be unable to come to work because of any one of the following reasons:

If schools or day-care centers were closed, you would need to care for a child;

If other services were unavailable, you would need to care for other dependents;

If public transport were sporadic or unavailable, you would be unable to travel to work; and/or;

If you or a member of your household fall into one of the categories identified by the CDC as being at high risk for serious complications from the pandemic influenza virus, you would be advised by public health authorities not to come to work (e.g., pregnant women; persons with compromised immune systems due to cancer, HIV, history of organ transplant or other medical conditions; persons less than 65 years of age with underlying chronic conditions; or persons over 65).

Answer: **YES** _____

NO _____

¹ U.S. Equal Employment Opportunity Commission. (2009). *Pandemic Preparedness in the Workplace and the Americans with Disabilities Act*. Retrieved August 28, 2018 from https://www.eeoc.gov/facts/pandemic_flu.html.