

COVID-19 Business Impact Survey

3rd Party Response Template

Thanks to the continuous efforts of everyone involved with the BR | E Covid Response Network we have been able to begin to assess the impact of the global response to help slow and contain the current Pandemic.

As interest in and response to our current survey increases the need for standardizing our data is becoming evermore crucial. The following is a breakdown of each column in the associated template for survey responses. It outlines accepted values, formatting, and column order required to ensure the integrity of our growing dataset.

Failure to submit any CSV or Excel files in the appropriate format may lead to misinterpreted or rejected responses.

All columns below are required, even if a response is optional.

Additional columns will not be stored.

Questions: Eric P. Canada, Blane, Canada Ltd. 630-462-9222 x 700 info@blanecanada.com

DataSet

A group identifier, such as a city name

- Required: Response is Required
- Value: Text with only A-Z, 0-9, or - _ characters
- Usage: Organize results into groupings in database, may be used to infer State/Region

Response ID

A unique identifier for a survey response

- Optional: Response is Optional
- Value: A single Integer value, like row number preferred
- Usage: Value is not used

Time Started

Date and Time the survey response was started

- Optional: Response is Optional
- Value: A date and time value, *e.g. 03/25/2020 2:26:40 PM*
- Usage: Value is not currently used

Date Submitted

Date and Time the survey was submitted

- Optional: Response is Optional
- Value: A date and time value, *e.g. 03/25/2020 2:26:40 PM*
- Usage: Value is not currently used

IP Address

IP Address of device the survey response was taken

- Optional: Response is Optional
- Value: A valid IPv4 address *e.g. 192.168.0.0*
- Usage: Value is not currently used, but may be as identifier later

Country

Country for which the response was taken

- Optional: Response is optional, empty responses will be set to "Not Specified"
- Value: Text; a valid, unabbreviated, country name *e.g. United States, Argentina*
- Usage: Value is used to filter by Country

City

City for which the response was taken

- Optional: Response is optional, empty responses will be set to “Not Specified”
- Value: Text; a valid, unabbreviated city name *e.g. Washington D.C., Buenos Aires*
- Usage: Value is used to filter by City

State/Region

State or Region for which the response was taken

- Optional: Response is optional, empty responses will be set to “Not Specified”
- Value: Text; a valid, unabbreviated State or Region name *e.g. California, Pampa*
- Usage: Value is used to filter by State/Region

Postal

The business’s Postal Code for which the response was taken

- Optional: Response is optional, but highly encouraged
- Value: Text; a valid postal code *e.g. 12345, B6450*
- Usage: Plot US responses to interactive visual, internationally in future

CurrentOperatingStatus

Whether the business is open or closed

- Optional: Response is optional, empty responses will be set to “Not Specified”
- Value: Text Preferred; either “Open” or “Closed”, will infer 1 = “Open” and 0 = “Closed”
- Usage: To determine percentage of business closures

What is your current on-site facility operating level?:CurrentOperatingLevel

Current level of onsite business operation

- Optional: Response is optional, empty responses will be omitted
*If the business is closed, this will be set to 0
- Value: Text Preferred; a percentage between 0-100 *e.g. 0%, 54%, 69, 0.32*
- Usage: To determine average onsite operating level

What is your current remote operating level? (100% normal):CurrentOperatingLevel

Current level of remote business operation

- Optional: Response is optional, empty responses will be omitted
*If the business is closed, this will be set to 0
- Value: Numeric Preferred; a percentage between 0-100 *e.g. 0%, 54%, 69, 0.32*
- Usage: To determine average remote operating level

What percentage of your supplies/services are you able to receive?:CurrentOperatingLevel

Current level of necessary supplies and/or services the business can receive

- Optional: Response is optional, empty responses will be omitted
*If the business is closed, this will be set to 0
- Value: Numeric Preferred; a percentage between 0-100 *e.g. 0%, 54%, 69, 0.32*
- Usage: To determine average supplies/services shortages

What percentage of your goods or services are you able to ship/deliver?:CurrentOperatingLevel

Current level of goods and/or services the business can produce and/or provide

- Optional: Response is optional, empty responses will be omitted
*If the business is closed, this will be set to 0
- Value: Numeric Preferred; a percentage between 0-100 *e.g. 0%, 54%, 69, 0.32*
- Usage: To determine average goods/services interruption

DecisionToClose

Whether or not the closure of the business was voluntary or forced

- Optional: Response is optional, empty responses will be set to "Not Specified"
*If the business is Open, this will be set to "Not Applicable"
- Value: Text; either "Forced Closure" or "Voluntary Closure", "Forced" or "Voluntary" are acceptable
- Usage: To determine number of forced and voluntary closures

DateOfClosure

The date the business closed

- Optional: Response is optional, empty responses will be set to “Not Specified”
*If the business is Open, this will be set to “Not Applicable”
- Value: An MM/DD/YYYY date value, *e.g.* 03/25/2020
- Usage: To graph number of closures by date

Full-Time:EmployeeCount

Current full-time employee count

- Optional: Response is optional, empty responses will be omitted
- Value: A single, positive, Integer value without any formatting *e.g.* 0, 13, 10000
- Usage: To determine average full-time employee count for respondents

Part-Time:EmployeeCount

Current part-time employee count

- Optional: Response is optional, empty responses will be omitted
- Value: A single, positive, Integer value without any formatting *e.g.* 0, 13, 10000
- Usage: To determine average part-time employee count for respondents

EmployeeCountChange

To determine whether the business’s employee count has changed due to COVID-19

- Optional: Response is optional, empty responses will be set to “Not Specified”
- Value: Text Preferred; either “Yes” or “No”, will infer 1 = “Yes” and 0 = “No”
- Usage: To determine number of business’s workforce impacted by COVID-19

New Hires:WorkforceChange

Number of recent new hires

- Optional: Response is optional, empty responses will be set to 0
*Will be ignored if response to EmployeeCountChange is “No”
- Value: A single, positive, Integer value without any formatting *e.g.* 0, 13, 10000
- Usage: To determine average number of new hires

Laid Off:WorkforceChange

Number of recent layoffs

- Optional: Response is optional, empty responses will be set to 0
*Will be ignored if response to EmployeeCountChange is "No"
- Value: A single, positive, Integer value without any formatting *e.g. 0, 13, 10000*
- Usage: To determine average number of layoffs

Terminated:WorkforceChange

Number of recent terminations

- Optional: Response is optional, empty responses will be set to 0
*Will be ignored if response to EmployeeCountChange is "No"
- Value: A single, positive, Integer value without any formatting *e.g. 0, 13, 10000*
- Usage: To determine average number of terminations

PercentageEmployeesWorkingRemote

Percentage of business's current workforce working remotely

- Optional: Response is optional, empty responses will be set to "Not Specified"
- Value: Numeric Preferred; a percentage between 0-100 *e.g. 0%, 54%, 69, 0.32*
- Usage: To determine average percentage of workforce working remotely

PercentageEmployeesUnableToWorkRemote

Percentage of business's current workforce unable to work remotely

- Optional: Response is optional, empty responses will be set to "Not Specified"
- Value: Numeric Preferred; a percentage between 0-100 *e.g. 0%, 54%, 69, 0.32*
- Usage: To determine average percentage of workforce unable to work remotely

Paid:PercentageOfFurloughedEmployees

Percentage of employees that will be paid if they are temporarily not reporting for work

- Optional: Response is optional, empty responses will be set to “Not Specified”
- Value: Numeric Preferred; a percentage between 0-100 *e.g. 0%, 54%, 69, 0.32*
- Usage: To determine average percentage of employees receiving compensation during furlough

Unpaid:PercentageOfFurloughedEmployees

Percentage of employees that will not be paid if they are temporarily not reporting for work

- Optional: Response is optional, empty responses will be set to “Not Specified”
- Value: Numeric Preferred; a percentage between 0-100 *e.g. 0%, 54%, 69, 0.32*
- Usage: To determine average percentage of employees not receiving compensation during furlough

HowManyWeeksWillEmployeesBePaid

How long can furloughed employees expect to be paid

- Optional: Response is optional, empty responses will be set to “Not Specified”
- Value: A single, positive, Integer value without any formatting *e.g. 0, 13, 10000*
*MUST BE IN WEEKS, RESPONSES DENOTING MONTHS WILL BE INACCURATELY COUNTED
- Usage: To determine average number of weeks furloughed employees will be paid

TemporaryAssistanceForUnpaidEmployees

Specify any temporary assistance the business will provide to unpaid employees

- Optional: Response is optional, empty responses will be set to “Not Specified”
- Value: Text; This is a free-text question with an open response
- Usage: Not currently used in data, may be used later

1Low7HighEmployeeMoraleRating

Rate employee morale from 1 to 7 with 1 being low and 7 being high

- Optional: Response is optional, empty responses will be set to “Not Specified”
- Value: A single, positive, Integer value from 1 to 7
- Usage: To determine average employee morale

GreatestConcernForEmployees

Specify your greatest concern for employees at this time, aside from general health

- Optional: Response is optional, empty responses will be set to "Not Specified"
- Value: Text; This is a free-text question with an open response
- Usage: Not currently used in data, may be used later

IncreaseOrDecreaseInRevenue

Specify whether the business has experienced an increase or decrease in revenue due to COVID-19

- Optional: Response is optional, empty responses will be set to "Not Specified"
- Value: Text Preferred; either "No Change", "Increase" or "Decrease", will infer 1 = "Increase" and 0 = "Decrease"
- Usage: To determine number of business's revenue impacted by COVID-19

EstimatedRevenueIncrease

Estimate increase in revenue due to COVID-19

- Optional: Response is optional, empty responses will be set to "Not Specified"
*Will be ignored if response to IncreaseOrDecreaseInRevenue is "Decrease"
- Value: Numeric Preferred; a percentage or range of percentage between 0-100
e.g. 0%, 54%, 69, 0.32, <10%, 41-50%
- Usage: Results are rounded up to nearest 10% and illustrated in bar chart

EstimatedRevenueDecrease

Estimate decrease in revenue due to COVID-19

- Optional: Response is optional, empty responses will be set to "Not Specified"
*Will be ignored if response to IncreaseOrDecreaseInRevenue is "Increase"
- Value: Numeric Preferred; a percentage or range of percentage between 0-100
e.g. 0%, 54%, 69, 0.32, <10%, 41-50%
- Usage: Results are rounded up to nearest 10% and illustrated in bar chart

StandingCreditToBridgeBusinessInterruption

Determine whether the business has credit available to bridge business interruption

- Optional: Response is optional, empty responses will be set to “Not Specified”
- Value: Text Preferred; either “Yes” or “No”, will infer 1 = “Yes” and 0 = “No”
- Usage: To determine average number of businesses with available credit at this time

EstimatedWeeksOfSurvival

Estimate how long the business can endure the current slow down or shutdown before closing permanently

- Optional: Response is optional, empty responses will be set to “Not Specified”
- Value: A single, positive, Integer value without any formatting *e.g. 0, 13, 10000*
*MUST BE IN WEEKS, RESPONSES DENOTING MONTHS WILL BE INACCURATELY COUNTED
- Usage: To determine average amount of time businesses can survive

ContactedBankAboutFinancing

To determine whether the business is currently seeking financing

- Optional: Response is optional, empty responses will be set to “Not Specified”
- Value: Text Preferred; either “Yes”, “No”, “No Response” or “Unnecessary”, will infer 1 = “Yes” and 0 = “No”
- Usage: To determine average percentage of businesses seeking financing

Decreasing consumer confidence/spending:TopThreeConcerns

Denote this as one of the business’s top three concerns

- Optional: Response is optional, empty responses will be ignored
- Value: Numeric Preferred; either 1 if it is a concern or leave blank otherwise, will infer any value = 1
- Usage: To determine top three concerns for business from selection

Financial impact on operations and/or liquidity and capital:TopThreeConcerns

Denote this as one of the business’s top three concerns

- Optional: Response is optional, empty responses will be ignored
- Value: Numeric Preferred; either 1 if it is a concern or leave blank otherwise, will infer any value = 1
- Usage: To determine top three concerns for business from selection

Global or US recession:TopThreeConcerns

Denote this as one of the business's top three concerns

- Optional: Response is optional, empty responses will be ignored
- Value: Numeric Preferred; either 1 if it is a concern or leave blank otherwise, will infer any value = 1
- Usage: To determine top three concerns for business from selection

Impact on tax and trade issues:TopThreeConcerns

Denote this as one of the business's top three concerns

- Optional: Response is optional, empty responses will be ignored
- Value: Numeric Preferred; either 1 if it is a concern or leave blank otherwise, will infer any value = 1
- Usage: To determine top three concerns for business from selection

Lack of information for decision making:TopThreeConcerns

Denote this as one of the business's top three concerns

- Optional: Response is optional, empty responses will be ignored
- Value: Numeric Preferred; either 1 if it is a concern or leave blank otherwise, will infer any value = 1
- Usage: To determine top three concerns for business from selection

Lower productivity:TopThreeConcerns

Denote this as one of the business's top three concerns

- Optional: Response is optional, empty responses will be ignored
- Value: Numeric Preferred; either 1 if it is a concern or leave blank otherwise, will infer any value = 1
- Usage: To determine top three concerns for business from selection

Supply chain disruptions:TopThreeConcerns

Denote this as one of the business's top three concerns

- Optional: Response is optional, empty responses will be ignored
- Value: Numeric Preferred; either 1 if it is a concern or leave blank otherwise, will infer any value = 1
- Usage: To determine top three concerns for business from selection

Workforce reduction:TopThreeConcerns

Denote this as one of the business's top three concerns

- Optional: Response is optional, empty responses will be ignored
- Value: Numeric Preferred; either 1 if it is a concern or leave blank otherwise, will infer any value = 1
- Usage: To determine top three concerns for business from selection

Employee Stress:TopThreeConcerns

Denote this as one of the business's top three concerns

- Optional: Response is optional, empty responses will be ignored
- Value: Numeric Preferred; either 1 if it is a concern or leave blank otherwise, will infer any value = 1
- Usage: To determine top three concerns for business from selection

Other (Please Describe):TopThreeConcerns

Denote this as one of the business's top three concerns

- Optional: Response is optional, empty responses will be ignored
- Value: Numeric Preferred; either 1 if it is a concern or leave blank otherwise, will infer any value = 1
- Usage: To determine top three concerns for business from selection

Other (Please Describe):TopThreeConcerns:Description

Describe the business's other concern for top three list

- Optional: Response is optional, empty responses will be ignored
- Value: Text; This is a free-text question with an open response
- Usage: To determine top three concerns for business from selection

3MonthsPermanentEmployeeReduction

Determine whether workforce reduction predicted in 3 months

- Optional: Response is optional, empty responses will be set to "Not Specified"
- Value: Text Preferred; either "Yes", "No", or "Unsure", will infer 1 = "Yes" and 0 = "No"
- Usage: To predict average potential workforce reduction in 3 months

EstimatedReduction3Months

Estimate potential workforce reduction in 3 months

- Optional: Response is optional, empty responses will be set to "Not Specified"
*Will be ignored if response to 3MonthsPermanentEmployeeReduction is "No" or "Unsure"
- Value: A single, positive, Integer value without any formatting *e.g. 0, 13, 10000*
- Usage: To determine average future workforce reduction

6MonthsPermanentEmployeeReduction

Determine whether workforce reduction predicted in 6 months

- Optional: Response is optional, empty responses will be set to "Not Specified"
- Value: Text Preferred; either "Yes", "No", or "Unsure", will infer 1 = "Yes" and 0 = "No"
- Usage: To predict average potential workforce reduction in 6 months

EstimatedReduction6Months

Estimate potential workforce reduction in 6 months

- Optional: Response is optional, empty responses will be set to "Not Specified"
- *Will be ignored if response to 6MonthsPermanentEmployeeReduction is "No" or "Unsure"
- Value: A single, positive, Integer value without any formatting *e.g. 0, 13, 10000*
- Usage: To determine average future workforce reduction

InterestedInSBAEconomicInjuryDisasterLoan

To determine interest in an Economic Injury and Disaster Loan

- Optional: Response is optional, empty responses will be set to "Not Specified"
- Value: Text Preferred; either "Yes", "No", will infer 1 = "Yes" and 0 = "No"
- Usage: To determine interest in an Economic Injury and Disaster Loan

Technical Assistance:BeneficialBusinessSupport

Denote interest in this type of business support

- Optional: Response is optional, empty responses will be ignored
- Value: Numeric Preferred; either 1 if it is a concern or leave blank otherwise, will infer any value = 1
- Usage: To determine potential options for business supports

Employee Resources:BeneficialBusinessSupport

Denote interest in this type of business support

- Optional: Response is optional, empty responses will be ignored
- Value: Numeric Preferred; either 1 if it is a concern or leave blank otherwise, will infer any value = 1
- Usage: To determine potential options for business supports

Information on other employer best response practices:BeneficialBusinessSupport

Denote interest in this type of business support

- Optional: Response is optional, empty responses will be ignored
- Value: Numeric Preferred; either 1 if it is a concern or leave blank otherwise, will infer any value = 1
- Usage: To determine potential options for business supports

Assistance Referrals:BeneficialBusinessSupport

Denote interest in this type of business support

- Optional: Response is optional, empty responses will be ignored
- Value: Numeric Preferred; either 1 if it is a concern or leave blank otherwise, will infer any value = 1
- Usage: To determine potential options for business supports

Other (Please Specify):BeneficialBusinessSupport

Denote interest in this type of business support

- Optional: Response is optional, empty responses will be ignored
- Value: Numeric Preferred; either 1 if it is a concern or leave blank otherwise, will infer any value = 1
- Usage: To determine potential options for business supports

Other (Please Specify):BeneficialBusinessSupport:Description

Describe the desired business support

- Optional: Response is optional, empty responses will be ignored
- Value: Text; This is a free-text question with an open response
- Usage: To determine potential options for business supports

ThoughtsConcerns

Describe additional thoughts or concerns

- Optional: Response is optional, empty responses will be ignored
- Value: Text; This is a free-text question with an open response
- Usage: Not currently used in data, may be used later

IndustryCategory

Denote the business's industry category from selection

- Optional: Response is optional, empty responses will be ignored
- Value: Text; Provide the text value of the respondent's selection
- Usage: To show affected industries by category and group responses

Other - Write In:IndustryCategory

- Optional: Response is optional, empty responses will be ignored
- Value: Text; This is a free-text question with an open response
- Usage: To allow inclusion of all industries in case of unavailable options

Name:RespondentInformation

To provide the respondent's name

- Optional: Response is optional, empty responses will be set to "Not Specified"
- Value: Text; This is a free-text question with an open response
- Usage: Privately, in case of necessary contact with respondent

BusinessName:RespondentInformation

To provide the respondent's business name

- Optional: Response is optional, empty responses will be set to "Not Specified"
- Value: Text; This is a free-text question with an open response
- Usage: Privately, in case of necessary contact with respondent

BusinessAddress:RespondentInformation

To provide the respondent's business address

- Optional: Response is optional, empty responses will be set to "Not Specified"
- Value: Text; the valid address of the respondent's business
- Usage: Privately, in case of necessary contact with respondent

ZIPPostalCode:RespondentInformation

To provide the respondent's ZIP/Postal Code

- Required: Response is Required
- Value: Text; a valid postal code *e.g. 12345, B6450*
- Usage: Plot US responses to interactive visual, internationally in future

Email:RespondentInformation

To provide the respondent's email

- Optional: Response is optional, empty responses will be set to "Not Specified"
- Value: Text; a valid email to contact the respondent
- Usage: Privately, in case of necessary contact with respondent

Phone:RespondentInformation

To provide the respondent's phone

- Optional: Response is optional, empty responses will be set to "Not Specified"
- Value: Text; phone number of the respondent, E164 formatting highly encouraged. All (,), and – will be removed from text in case of additional formatting. Numbers without country codes will be assumed US/Canada (+1) *e.g. +15551237654, +1(555)123-7654, 555-123-7654*
- Usage: Privately, in case of necessary contact with respondent

Same as above:SameAsAbove:ResponseCoordinatorContactInfo

To denote contact info for the business's COVID-19 Response Coordinator is the same as the respondent information

- Optional: Response is optional, empty responses will be inferred not selected
- Value: Numeric Preferred; a value of 1 if selected, Text value "Same as above" or "Selected" will infer 1
- Usage: To prevent duplicate entry of contact information

Name:ResponseCoordinatorContactInfo

To provide COVID-19 Response Coordinator's name

- Optional: Response is optional, empty responses will be set to "Not Specified"
*Will be ignored if SameAsAbove is selected
- Value: Text; The First, Last name of the COVID-19 Response Coordinator
- Usage: Privately, in case of necessary contact with COVID-19 Response Coordinator

Title:ResponseCoordinatorContactInfo

To provide COVID-19 Response Coordinator's title

- Optional: Response is optional, empty responses will be set to "Not Specified"
*Will be ignored if SameAsAbove is selected
- Value: Text; The title of the COVID-19 Response Coordinator
- Usage: Privately, in case of necessary contact with COVID-19 Response Coordinator

Email:ResponseCoordinatorContactInfo

To provide COVID-19 Response Coordinator's email

- Optional: Response is optional, empty responses will be set to "Not Specified"
*Will be ignored if SameAsAbove is selected
- Value: Text; The valid email address of the COVID-19 Response Coordinator
- Usage: Privately, in case of necessary contact with COVID-19 Response Coordinator

Phone:ResponseCoordinatorContactInfo

To provide COVID-19 Response Coordinator's phone

- Optional: Response is optional, empty responses will be set to "Not Specified"
*Will be ignored if SameAsAbove is selected
- Value: Text; phone number of the COVID-19 Response Coordinator, E164 formatting highly encouraged. All (,), and – will be removed from text in case of additional formatting. Numbers without country codes will be assumed US/Canada (+1) *e.g. +15551237654, +1(555)123-7654, 555-123-7654*
- Usage: Privately, in case of necessary contact with COVID-19 Response Coordinator