



# ECONOMIC IMPACT SURVEY

## RESPONDENT PROFILE

The following questions (1-6) look for general information and profile related details about the respondent businesses for this survey.

1. Name of business/proprietor:

2. Role of the respondent in the business:

- ☐ Proprietor
- ☐ Employee
- ☐ Contractor

3. Please specify the scale of your business as categorized by the US SBA:

- ☐ Small and Medium Business (SMB)
  - ☐ Small (1-100 employees)
  - ☐ Medium (100-999 employees)
- ☐ Small and Medium Enterprise (SME)
- ☐ Large Enterprise

4. Please specify the type of your business or the industry it is associated with:

5. Is your business categorized as an essential business as per governmental guidelines (state/national)?

- ☐ Yes
- ☐ No

6. Area of operations:

- ☐ Galveston County
  - ☐ Galveston (77550-77555)
  - ☐ La Marque (77568)
  - ☐ League City (77573-77574)
  - ☐ Santa Fe (77510, 77517)
  - ☐ Texas City (77590-77592)
- ☐ State of Texas
- ☐ National
- ☐ International

Please provide some additional information on the area of operations for your business:

## OPERATIONS & LOGISTICS

*The following questions (7-10) ask for general details regarding the scale and type of operations undertaken by the business.*

7. What is the annual revenue of your business? PLEASE SPECIFY A RANGE:

8. What is the annual working capital of your business? PLEASE SPECIFY A RANGE:

9. If your business is involved in manufacturing, please provide some details about the supply chain :

Mode of Goods Transportation:

- ☐ Freight Trucking
- ☐ Railway
- ☐ Air
- ☐ Sea
- ☐ Small Vehicles
- ☐ If other, please specify:

Nature of Goods:

- ☐ Perishable
- ☐ Non-perishable
- ☐ Mixed Inventory

10. Has the 'Essential/Non-essential' designation detrimentally affected your business?

- ☐ Yes
- ☐ No

Please elaborate further as to how this designation has been received at your business:

## IMPACT OF COVID-19

The following questions (11-18) address the impact of the virus outbreak on the business.

11. To what extent has your business been affected by the virus outbreak? The scale of 1 to 5:

1. Total  
operational  
halt ☐

2. Major supply  
chain  
disruption ☐

3. Minor disruptions  
or inconveniences ☐

4. Business  
as Usual ☐

5. Operational boost  
or situational  
advantage ☐

Please provide some additional insight into the extent of the disruption in the supply chain and your operations due to the current pandemic:

12. Has your business been required by the government to shift production/services to assist with their efforts?

- ☐ Yes  
☐ No

13. If you answered 'Yes' to q.16, please expand upon the nature of the work your business is *now* involved in:

- ☐ Manufacturing of PPE  
☐ Assembly lines converted to produce ventilators  
☐ Production of emergency medical supplies  
☐ Constructing quarantine facilities/temporary medical centers  
☐ Providing business spaces for government usage  
☐ Assisting National Guard operations  
☐ Redeploying labor force to augment local workforce  
☐ If other, please specify:

Based on your response, please elaborate further on your role in the local relief efforts:

14. If you answered 'No' to Q.15, please provide some details about your current situation:

- ☐ Maintaining full continuity of operations; business as usual
- ☐ Functioning with a minor reduction in operations; able to pay for workforce sustenance
- ☐ Functioning with a major reduction in operations; required to lay off a part of the workforce
- ☐ Total shutdown

15. What sort of financial outflows is your business expecting regardless of operational status? (Check all that apply)

- ☐ Continuous payment of wages
- ☐ Seasonal severance packages
- ☐ Utility bills
- ☐ Interest on loans
- ☐ Loss of credit
- ☐ Interest on capital
- ☐ Insurance premiums
- ☐ Interest on movable/immovable assets
- ☐ Removal of deadstock/perished goods
- ☐ If other, please specify:

16. Do you have a contingency plan for your business in case of a total shutdown?

- ☐ Work-from-home protocols
- ☐ Alternate investments
- ☐ Fixed streams of revenue
- ☐ Change in mode of business
- ☐ Shift in business platforms (offline to online)
- ☐ If other, please specify:

17. How do you perceive the efforts of the local and state government in response to this crisis? How has it affected your business?

18. Are you expecting any assistance from the federal or state government to specifically aid your business?

**Thank you for participating in this survey!**

Please leave your contact details for any further clarifications:

**Name:**

**Phone:**

**Email:**

*\*We will use this information to contact you only if necessary.*

# PERSONAL INTERVIEW & FOCUS GROUP

***The interview is designed to be more colloquial than the survey.***

This section covers the personal interview sections and a video conference-based focus group. The primary vehicle for the personal interview/focus group would be Microsoft Teams which features:

- Integrated service with Office 365
- Creation of polls
- Enhanced cyber-security measures<sup>1</sup>
- Multi-device support
- Conversation channels/break-out rooms

The video conferences and interviews will be recorded for future use, and consent for the same is requested in the Recruitment Letter (Refer Appendix). Focus groups are optional and subject to flexibility and availability of the project team and respondents.

**[Intro]** A few months ago, no one had expected that the world would be at a standstill. The world is in disarray as are national and local economies, and life has been affected on all fronts.

1. Could you tell us about how you are coping with these unprecedented times we find ourselves in?
2. Is your business considered essential or non-essential? How have your employees perceived this change in status?
3. If your business is deemed essential, do you feel a sense of added responsibility given that you are responsible for delivering a much-needed service in difficult times? How has social-distancing, caution, and paranoia affected your business despite your designation?
4. How do you perceive the government's level of caution given the circumstances and considering the impact it would have on businesses and the economy; is it overcautious, callous, or a step in the right direction? Has the travel lockdown detrimentally affected your business?
5. If your business has been temporarily shut down, how do you plan on providing for your employees, if at all?

Let us discuss a bit about your perceptions of this crisis as an overarching, albeit temporary, aspect of your life.

6. Situations like these may result in instinctive actions and impulsive decisions. Has this crisis resulted in you making decisions which you would not have been otherwise making?
7. Can you discuss how it was before to operate your business and how it is now? Can you share some insight into what you think about your business and what it looks like after three months?
8. Do you reasonably believe that the way you live and work will be changed for good after this crisis has passed?

\*Question 8 paves the way for the discussion about the future.

9. After the crisis, it might be reasonable to assume long-term changes in people's buying and consumption patterns. How will you attune your business to a possible paradigm shift to "Buy-what-you-need"? Would you anticipate a need-based production cycle or at least a reduction in the demand for goods?
10. What are your plans for sourcing supplies for your business in the future? If you import from Chinese markets, will this crisis influence your decision? Will you hitch your wagon with the larger players in the region or continue to be independent?

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<sup>1</sup> Microsoft Teams is built with the best cyber security standards possible: ISO 27001 and SSAE16 SOC one and two, among others.