



An Roinn Caiteachais
Phoiblí agus Athchóirithe
Department of Public
Expenditure and Reform

Guidance and FAQs for Public Service Employers during COVID-19

In relation to working arrangements
and temporary assignments across
the Public Service

INCLUDING UPDATES TO 9th APRIL 2020

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Background

This guidance document for Civil and Public Service employers consolidates and supersedes previous guidance and FAQs issued relating to Civil and Public Service working arrangements and temporary assignments during COVID-19. These arrangements apply to all Civil and Public Service employees.¹

At the forefront of the national response to COVID-19, our focus is to support the health and wellbeing of all our citizens. To achieve this, and to keep delivering crucial services to society, especially to the most vulnerable and at-risk, we must work together as a unified public service.

Employers need to be as flexible as possible to help their employees manage this unique situation and to enable employees in this situation to be as productive as possible so that they can continue to support the efforts of the State.

Temporary assignments across the Civil and Public Service are a necessary response by Government to the unprecedented national crisis arising from the COVID-19 pandemic. The FAQs have been prepared to assist employees and management in the Civil and Public service to understand the process, rules and expectations associated with temporary assignments across the public service.

These FAQs will be continually updated in response to queries that are received centrally. The most up-to-date version of these FAQs will be available at www.gov.ie/per. New and updated questions for the week are noted in the document.

¹ Individual employers will need to identify which employees fall into the category of public service employees.

Principles which apply to the treatment of COVID-19 infections

The general principles to apply to the treatment of COVID-19 infections in the Civil and Public Service include:

1. Subject to expert public health advice in light of developing circumstances on COVID-19, the general principles or FAQ material may be subject to updating or other amendment. Employers retain the right to withdraw or amend provisions in light of developing circumstances.
2. Obligations under the Safety, Health and Welfare at Work Act, 2005 to ensure the safety and welfare of employees at work.
3. Flexibility for alternative working arrangements, especially home working, must be implemented where possible. This will enable employees, who are not ill, to continue working and to ensure social distancing and support for those essential workers who need to attend the workplace.
4. [Circular 2/1976, which covers special leave with pay](#)² should apply to periods of medically/HSE recommended self-isolation, and also to medical diagnoses of COVID-19 infection where the employee is not well enough to work from home. **Sectors will need to amend these FAQs to refer to their own special leave circulars or arrangements as necessary.**
5. The general principles applying to the management of sick leave, for example the requirement of employees to contact managers, and for ongoing contact with employees who are on special leave for this purpose, will apply.
6. Any special leave with pay granted for the purpose of self-isolation or any diagnosis of COVID-19 will not be counted as part of the employee's sick leave record. The application of special leave with pay will apply for the number of days advised by the HSE/doctor. Appropriate medical/HSE confirmation/advice of the need to self-isolate and/or a diagnosis of COVID-19 will be required. See below FAQs for further details.
7. When granting special leave with pay, as per clause 31.2 of [Circular 2/1976](#), "the officer will be expected to comply at once with any directions which may be given by [their] Department and to take all practicable steps to

² Special leave with pay for employees who are not required to work due to COVID-19 should be based on **basic salary and fixed allowances only**. This excludes premium payments.

resume duty as soon as possible. Otherwise, unless adequate reason is shown for non-compliance, the question of withholding pay will arise”.

8. In the event of non-compliance with the provisions of special leave with pay (including the requirement to provide bona fide³ confirmation of self-isolation/diagnosis of COVID-19) existing procedures, including disciplinary measures may be invoked.
9. These arrangements apply in the case of COVID-19 as a notifiable infectious disease.
10. Civil and Public Service employers need to ensure that special category health data is processed legally within data protection legislation.

³ Bona fide in relation to a representation or communication means in good faith and well founded in fact. The employer reserves the right to request further confirmation.

1. Attendance in the workplace/office during COVID-19

1.1 Who should attend the workplace?

Following the Taoiseach's announcement on 27th March 2020, everyone must stay at home in all circumstances until 12th April 2020, unless they meet certain criteria, one of which is for the purposes of work for an essential service that cannot be done from home. Only essential workers are now present in the physical workplace. Employees who are told to stay at home should be facilitated to work from home to the maximum extent possible.

1.2 Should employees who are more at risk for serious illness from COVID-19 attend the workplace?

Only essential workers are now to be physically present in the workplace, following the Taoiseach's announcement of 27th March.

Essential workers in the at risk category need to take extra precautions to protect themselves from coronavirus. Information in relation to these measures are available from the [HSE](#). This advice is currently in place until 12th April however this date will be continuously reviewed. Advice in relation to those who are considered a key/essential worker can be found on the following website [Gov.ie/List of Essential Services](#)

Employers will have been working to prioritise and facilitate this group in terms of flexible working arrangements, including working remotely.

Where working remotely is not possible, if the employee is at home, and is not ill, they are to be considered available for work including temporary assignment of work outside their usual core duties / a new role as required by the Public Service.

1.3 What to do if an employee is identified as being extremely medically vulnerable and is advised to cocoon?

The HSE have identified a further group who are extremely medically vulnerable and the details of this group are available from the [HSE](#). The advice for this group is to cocoon and stay at home and not go to work. This is until 12th April (*this date will be continuously be reviewed*).

Employers should advise employees to self-declare if they believe that they are extremely medically vulnerable and are advised to cocoon and should be facilitated to work from home to the maximum extent possible.

If an employer is unsure whether or not an employee falls into the extremely medically vulnerable category, advice can be sought from the Occupational Health Service associated with their organisation.

1.4 What to do if an employee becomes unwell in the workplace showing symptoms of COVID-19?

Important Note: While every effort is made to provide comprehensive guidance, it will not be possible to cover every eventuality. Sectors may need to refer to their own emergency protocols or arrangements as necessary where these exist.

It is important to emphasise that any employee who is feeling unwell should not attend the office. This applies to any transmissible illness during this Covid-19 emergency period.

The health and wellbeing of our employees is of utmost importance. These guidelines should read in conjunction with [HSE advice](#) which is being updated on an ongoing basis.

If someone becomes unwell in the workplace with [symptoms](#) such as cough, fever, difficulty breathing, the unwell person should be sent home to self-isolate and advised to contact their GP.

If going home is not immediately possible, then the person should be moved to a room or area where they can be isolated behind a closed door, such as an office, to protect both the employee's privacy and the welfare of other employees. If it is possible to open a window, do so for ventilation.

Arrangements should be made for cleaning of all surfaces the person has come into contact with. Employers should refer in the first instance to the [HPSC](#) website for guidance.

1.5 What happens if a colleague is diagnosed with COVID-19?

The HSE will inform any employees via the contact tracing process who have come into close contact with a diagnosed case. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and employee confidentiality is essential at all times.

2. Flexible working arrangements during COVID-19

2.1 What flexible working arrangements are available during COVID-19?

Employees must now stay at home until 12th April 2020, unless they need to attend the workplace for an essential service that cannot be done from home. All steps should be taken to increase the scope for remote working and all opportunities and flexibilities need to be exploited by employers to facilitate home working arrangements for all other employees.

Employees should follow any guidance issued by their organisation in relation to home working. The Health and Safety Authority (HSA) has produced [guidance for temporary home working arrangements](#) during COVID-19. The Data Protection Commission have also issued useful guidance on [protecting personal data when working remotely](#).

Where workplace attendance has been deemed essential, employers should implement arrangements which support segregation of the workforce and social distancing measures. For example, this could include flexible shifts, staggered hours, longer opening hours and weekend working.

2.2 What if an employee does not have the facility to work from home?

Employers should explore every possible avenue of making a suitable arrangement to facilitate home working. Managers should maintain regular contact with employees who have been advised to restrict their movements and continue to explore opportunities for work which can be performed at home both inside and outside the organisation as services comes under increasing pressure. If remote working in an employee's current role is not feasible, then the assignment of work may be outside their usual core duties/a new role as required by the public service for example: contact tracing, payment processing or any other work identified. Employers should agree arrangements with their employees in this regard.

2.3 New: How should flexi-time operate during the period of COVID-19?

9 April 2020:

Due to the unprecedented impact of COVID-19 on normal working arrangements, it is crucial that we show solidarity as a unified One Public Service. Many areas of the public service are under extreme pressure, and in order to keep delivering essential services to all our citizens we need flexibility and adaptability. The operation of traditional flexi-time/attendance management rules do not support the flexible arrangements and agility required during this extraordinary situation.

The normal operation of flexi-time or equivalent attendance management rules, including any flexi-time accruals and deficits, is to be temporarily suspended during the period of COVID-19 to facilitate the required new ways of working across the public service. This does not preclude organisations from using clocking in and out arrangements that apply. Any balances accrued by employees before the suspension of flexible working hours arrangements can remain and be held over until the COVID working arrangements are no longer in place.

3. Temporary assignments

3.1 How is the continuity of essential public services and attendance at the workplace being managed across the public service?

It is a matter for each organisation's senior leadership team to determine which services are currently essential to business continuity in the context of its organisational Business Continuity Plan, and to identify specific individuals (including contingency for COVID-19 illness/back up) required to manage the delivery of these services.

All employees who can work from home should continue to do so. Only where organisations deem it essential that people need to attend the workplace should they work on site. This is in line with the public health guidance to avoid all non-essential journeys and limit social interactions.

Where employees do not have access to remote working employers should explore every possible avenue of making a suitable arrangement. Employers should continue to explore opportunities for work which can be performed at home, both inside and outside the organisation, as critical services come under increasing pressure.

Organisations are asked to identify employees who are deemed to be releasable in the context of their business continuity plan for the temporary assignment scheme (Circular 07/2020 – See Appendix 1), which is managed through the Public Appointments Service. The temporary assignment scheme will be used to ensure critical services continue to be delivered over the coming weeks and months.

Given the evolving nature of the crisis, organisations will need to ensure that their engagement with this process is kept under continuous review to ensure that employees are placed where they are most needed to deliver critical services.

Managers of employees who have been instructed by their local HR to register through the Public Appointments Service temporary assignment scheme should maintain regular contact with their team members pending any temporary assignment.

3.2 Why are temporary assignments required?

Our primary focus in the Civil and Public Service is to support the health and wellbeing of all our citizens. To achieve this, and to keep delivering the essential services to society, especially for the most vulnerable and at-risk, we need to be flexible and responsive in how work is managed, including coming together and working as a unified public service.

3.3 How will employees be identified for temporary assignment?

All Civil and Public Service organisations are included in the scheme and may offer or request temporary assignees.

It is a matter for each organisation's senior leadership team to determine which services are currently essential to critical business continuity in the context of its organisational Business Continuity Plan, and to identify employees (including contingency for COVID-19 illness/back up) required to manage the delivery of these services.

Local HR will work with their senior leadership team to identify employees for release (including those currently on probation) and will contact the employees in question to advise them of the process that should be followed as set out in clause 3.6.

3.4 What organisation will employees be assigned to?

This is an evolving situation and demands may change. The temporary assignment scheme will be used to ensure essential public services across all the public sector continue to be delivered over the coming weeks and months.

While the initial call is from the Health Service Executive, many other essential public services may require additional short term support.

As we move through the crisis, these requirements will become clearer.

3.5 Updated: What employees will be included in the temporary assignments scheme?

9 April 2020:

Employees at all grades and work patterns/arrangements across the Public Service will be included in the scheme.

3.6 How will employees be informed, and what will they be required to do?

Employees will receive a notification from their Local HR which will include a link to an online questionnaire.

Employees will be required to complete the questionnaire for automatic upload to the Public Appointments Service (PAS). This questionnaire can also be completed on mobile phone, tablet or laptop for ease of use.

3.7 Do all releasable employees have to complete the Temporary Assignment questionnaire?

Yes, all employees identified by their organisation as currently releasable, are required to complete the linked online questionnaire which they will have received from their Local HR. This is to seek to ensure the most appropriate skills and location match, where possible, as vacancies arise.

3.8 What information is requested in the Temporary Assignment questionnaire?

Employees will be asked to provide the following information: Current Sector; Name; PPS; Private and Office email, postal address and telephone number; Current job category (Junior/Middle/Senior management); Grade; Current Skills/Experience e.g. Data Entry / Customer Service etc.; Work location of interest (3 county locations can be selected); Clinical/Medical skills (if any).

This is to seek to ensure the most appropriate skills and location match, where possible, as vacancies arise.

3.9 Will all employees who complete the questionnaire be temporarily assigned?

The temporary assignment scheme will be used to ensure essential public services continue to be delivered over the coming weeks and months.

Employees who have registered with the Public Appointments Service will be assigned as required to support the delivery of essential public services as needs are identified by public service bodies in consultation with the Public Appointments Service.

3.10 What roles will employees be temporarily assigned to?

Employees may be temporarily assigned to work in a different role and organisation in order to support the delivery of essential public services. The Public Appointments Service will advise of role details upon assignment.

3.11 What location will employees be temporarily assigned to?

In completing the questionnaire, employees are asked to indicate one, two or three preferred county location choices in order of preference. If staff only have one preference, then only one location should be indicated.

The actual location will be determined by the particular needs and circumstances of the requesting organisation.

3.12 Is there a potential to work remotely while on temporary assignment?

There may be potential for remote working, depending on the requirements of the role in question, and the availability of technical resources.

3.13 When will employees be expected to start their assignment?

The temporary assignment scheme will be used to ensure essential public services continue to be delivered over the coming weeks and months.

Employees who have registered with the Public Appointments Service will be assigned as required to support the delivery of essential public services as needs are identified by public service bodies in consultation with the Public Appointments Service.

3.14 How long will the assignment be for?

It is envisaged that the temporary assignments may be for an initial period of anything from several weeks to three months, with a possible extension where required. The situation will be reviewed in line with COVID-19 contingency measures. Local HR and employees will be notified of any developments.

3.15 Will employees transfer to a different employer for the temporary assignment?

Assigned staff will remain as employees of and be paid by their parent organisation, however assigned employees will transfer to a different employer on temporary assignment for work purposes. For the duration of the temporary assignment direct management and supervision will be provided by the temporary line manager

3.16 Can employees on Temporary Assignment return to meet business needs in parent organisation if required?

Where more urgent business needs arise, employees may be required to return to their parent organisation.

3.17 Is Travel and Subsistence (T&S) payable to staff on temporary assignment?

Staff who are temporarily assigned should be treated as being headquartered at the new location. In this regard, normal Public Service and Revenue rules on non-payment of T&S for home to work travel apply.

3.18 Will a temporary assignment affect eligibility on the Civil Service Mobility scheme?

No, the temporary assignment will not affect the eligibility or waitlist position on the Civil Service Mobility scheme.

Moves under the Civil Service Mobility scheme are currently suspended for the duration of the crisis, however, employees can still make applications.

4. COVID-19 special leave with pay arrangements

4.1 Updated: When does special leave with pay apply during the COVID-19 crisis?

Special leave with pay should only apply when an employee is advised to self-isolate and is displaying symptoms of COVID-19 or had a positive test. Medical or HSE advice should be followed. Special leave with pay for COVID-19 is being used in place of sick pay. Employees are not entitled to days in lieu of bank holidays whilst in receipt of special leave with pay.

The HSE sets out the latest criteria for self-isolation at:

<https://www2.hse.ie/conditions/coronavirus/self-isolation-and-limited-social-interaction.html>

4.2 Should absence due to COVID-19 illness be recorded as special leave with pay or sick leave?

If an employee is displaying symptoms and/or has a positive test for COVID-19 then it should be recorded as special leave with pay. Special leave with pay for COVID-19 is being used in place of sick pay. As noted, special leave with pay should only apply when an employee is advised to self-isolate and is displaying symptoms of COVID-19 or had a positive test. Medical or HSE advice should be followed.

4.3 How should advice of the need to self-isolate be recorded?

Appropriate medical/HSE confirmation of the need to self-isolate and/or a diagnosis of COVID-19 will be required. In the event that written confirmation is not available, the recording of medical or HSE advice to self-isolate will take the form of a self-declaration. This does not mean that employees can voluntarily choose to self-isolate. Medical/HSE advice will be required, however the reporting of same will take the form of a self-declaration. How this will work in practice will vary based on the unique circumstances of each employer. For example,

employers may wish to implement a self-declaration form⁴ on return to work, which is completed by the employee and signed off by the employer.

The employer should clearly communicate to employees the information required to be provided and the notification process. See guidance at the end of this document for more details on notification requirements.

Self-declarations should be retained on the individual's personnel file and should be subject to audit. For employers within the NSSO customer group the notification process will include the requirement that the employee, on return to work, completes a special leave with pay application on the PeoplePoint system, which must then be approved by their manager. The manager should ensure that this is complied with.

4.4 An employee is on special leave with pay, can they claim the DEASP⁵ Illness Benefit for COVID-19?

Public Service employees who can avail of the special leave with pay for COVID-19 are excluded from claiming the special DEASP COVID-19 illness benefit payment. Any instances of civil or public servants found to be in receipt of both special leave with pay and the COVID-19 illness benefit will be subject to disciplinary action.

4.5 What happens if, after the period of self-isolation, an employee does not have the COVID-19 virus?

When the recommended period of self-isolation is passed, please follow medical advice and/or HSE guidelines on return to work/return to duties when working from home.

4.6 What if an employee does not have COVID-19 but has another illness?

Any non-COVID-19 illness will be recorded as ordinary certified sick leave and the usual rules governing [sick leave](#) will apply.

⁴ See Appendix 6 for example of self-declaration form

⁵ DEASP is the Department of Employment Affairs and Social Protection

4.7 What is the legal basis for processing employee data in relation to COVID-19?

Civil and Public Service employers are obliged to provide a safe workplace, which may include the processing of health data in order to ensure that safety. Articles 6(1)(c), Articles 9(2)(b) and (g), along with section 53 of the Data Protection Act, 2018 (which permits the processing of special categories of personal data for purposes of public interest in the area of public health) will likely be the most appropriate legal bases for processing this data. For further information please visit the [Data Protection Commission website](#).

5. Leave and other arrangements during COVID-19

5.1 Is special leave with pay available for caring responsibilities?

There is no special paid leave available for COVID-19 caring arrangements during this time. All forms of flexible working must be considered including working from home and/or working adjusted hours to facilitate employees to balance work and caring responsibilities. If employees are not set up for remote working at present, they need to continue to remain available to work, and their employer should identify work that can be given to them. Employers should be looking at alternative arrangements e.g. staggering hours, wider opening hours including weekend work, looking at temporary assignment etc. This will be a standard approach across the entire public sector.

If the person cannot work outside the home and cannot perform their current role remotely, the employee is still to be considered as actively on duty and available to work. Employers need to be flexible and innovative in terms of ensuring that their employees remain as productive as possible during this time. If the employer cannot assign work to them remotely, then the employee can/will be assigned work outside of their usual core duties i.e. potentially a new role. This should be continuously reviewed by management to ensure that employees are placed where they are most needed to deliver critical services. There will be temporary assignments in the public sector under the principle of one Public Service to deal with this crisis. What this means is that any employee can be assigned work outside their usual core duties/a new role as required by the Public Service.

Any employee who wishes to avail of existing leave allowances during this time is entitled to have such requests considered by their employer, as always, including parental leave, annual leave etc.

5.2 Living with high risk individuals – should employees be granted special leave with pay?

Special leave with pay does not apply in such circumstances. Employers should facilitate flexible working including working from home where possible in these circumstances. Where it is not possible to perform one's role at home and the employee is required to attend a workplace as an essential worker, they should follow the HSE guidelines on social distancing to minimise risk of transmission.

Please refer to the HSE advice at

<https://www2.hse.ie/conditions/coronavirus/protect-yourself.html>

There are other flexible working options that employers can offer to employees in addition to home working arrangements e.g. staggered hours, wider opening hours. These measures can help facilitate segregation of the workforce and social distancing as well as support employees in managing caring responsibilities at home (including facilitating shared caring arrangements).

As always, any employee who is seeking to avail of existing leave allowances during this time is entitled to have such requests considered by their employer including annual leave, carer's leave, etc.

5.3 Requests to cancel or reschedule pre-booked leave (e.g. parental or annual leave)

Where an employee wishes to cancel pre-booked leave (e.g. parental or annual leave) this may be facilitated once it is in line with the normal rules applying in the relevant sector. Flexibility during this time, from both employers and employees, is advisable. This flexibility should be based on the individual circumstances of each case, with regard to balancing the needs of the business and the employee.

5.4 New: Can Shorter Working Year be rescheduled/cancelled during the COVID-19 crisis period?

9 April 2020:

The expectation is that any shorter working year arrangement that is scheduled will go ahead as planned. Where there is a business requirement, it may be possible for employers to cancel/postpone shorter working year with the agreement of the employee. In exceptional circumstances employers may agree to defer at the employee's request, subject to business requirements.

5.5 How should probation be managed during COVID-19?

A flexible and pragmatic approach to the management of probation for both new entrants and promotions should be adopted at this time. If possible and practical, the assessment of a probationer's performance should continue. This can take place remotely. For those staff whose probation process continues, managers should ensure that they have clearly defined objectives and duties that continue

to be evaluated on an ongoing basis, as part of the usual probationary process. Managers should continue to support and develop these individuals in their roles.

If in exceptional circumstances it is not possible to proceed with the probation process it may be paused. A probationary period which has been paused will be resumed when the probationer returns to their original role. If a probation process is to be paused, local HR Units should formally and clearly communicate this to these individuals from the outset.

5.6 New: Can public sector employees on unpaid leave (e.g. parental leave etc.) claim the COVID-19 Pandemic Unemployment Payment?

No. The COVID-19 pandemic unemployment payment is designed as a short-term response to those who are fully unemployed as a result of the pandemic. As outlined above there exists a range of leave arrangements, underpinned by job security, which employees can avail of in these circumstances. These, along with the flexible and innovative work attendance methods available from Public Service employers, mean that the pandemic unemployment is not available in such circumstances.

Appendix 1: Circular 07/2020

Arrangements for temporary assignments across the Civil and Public Service in response to the challenge of COVID-19

17th March 2020

Circular 07/2020

Dear HR Managers/Personnel Officers

As you are aware, the Government's priority is to ensure the health of the public, whilst at the same time ensuring the continuation of public services, especially essential public services. We all have a part to play in seeing this crisis through, and this will involve finding creative and innovative ways to deliver public services.

COVID-19 has already had an impact on many of our public services. As the situation develops, we must prepare as best we can to ensure the continuity of essential services including, but not limited to, health and social protection.

As part of these preparations, staff who are not working in roles that are currently deemed as essential by their organisations may be temporarily assigned to critical public service roles to deal with the current crisis.

Where possible, organisations are required to facilitate the immediate release of staff, subject to the critical business needs identified in their own organisation's Business Continuity Plan(s).

Key Principles

All assignments will be temporary in nature and:

- Assigned staff will continue to remain staff members of their parent organisation;
- Assigned staff will continue to be paid by their parent organisation;
- Staff skills and experience may be factored into any temporary assignment;
- Local HR will be responsible for the identification and release of staff;
- Appropriate HSE recommended social distancing will be adhered to in the context of workplace assignments;
- Training and up-skilling will be provided as necessary; and

- On completion of the temporary assignment, staff will return to their parent organisation.

It is envisaged that the temporary assignments may be for an initial period of up to three months with a possible extension if required.

You will appreciate that the challenges we are currently facing are unprecedented, and your continued cooperation is vital to ensure that critical services are provided.

Civil Service HR Division

Appendix 2: Guidance for Public Service employees in the instance that they become unwell in the workplace showing symptoms of COVID-19

Note: Sectors may need to refer to their own emergency protocols or arrangements as necessary where these exist.

If, in the course of your working day, you experience [symptoms](#) associated with COVID-19 (e.g. cough, shortness of breath, breathing difficulties, fever or chills), you should immediately:

1. Report your health concerns, preferably by telephone or email, to your manager. If your manager is unavailable, contact your HR unit.
2. You will be asked to isolate yourself from your colleagues in the first instance – in most circumstances this will mean going home; however, where this is not immediately possible then you should move to a designated space away from colleagues until transport home can be arranged. If possible arrange for someone in your household to collect you rather than using public transport or a taxi – this is for your own welfare as well as the welfare of others. If you must use the latter options practice good hygiene etiquette to limit any potential spread of the virus.
3. Avoid engaging in any direct contact with colleagues and practice good hygiene etiquette as you make your exit.
4. You should immediately contact your GP for further advice.
5. You must call your manager to let them know the outcome of the medical advice. This advice will inform your next steps.
6. If you are advised by your GP that you are well enough to continue working you should do so.
7. If you are required to self-isolate, you should follow all HSE guidelines and keep your manager/HR rep informed, adhering to your organisation's procedures.

Appendix 3: Guidance for managers in the instance that an employee becomes unwell in the workplace showing symptoms of COVID-19

Note: Sectors may need to refer to their own emergency protocols or arrangements as necessary where these exist.

If you are notified by an employee that they are experiencing [symptoms](#) associated with COVID-19, please do the following:

1. Reassure the employee that their health and safety and that of their colleagues is the primary concern.
2. Advise the employee to isolate themselves from colleagues immediately – ideally they should return home; however, where this is not immediately possible they should move to a designated private space away from colleagues until transport home can be arranged. If possible they should arrange for someone in their household to collect them rather than using public transport or a taxi.
3. Advise the employee that they must call their GP for advice. Advise the employee to call you straight away with the outcome of this advice – you should provide them with your phone number if they don't already have it.
4. Ask the employee about their movements around the building in order to identify areas which may require cleaning.
5. Notify HR as soon as practically possible.
6. Contact Facilities Management and request that the employee's workstation and any other relevant areas be cleaned as soon as possible.
7. Await the update from the employee concerned, but do not discuss the case with other colleagues at this stage in order to protect dignity and confidentiality.

8. If the employee concerned has been advised by their GP to return to work, they should do so. You should discuss with them a suitable arrangement to ensure business continuity. Working from home should be implemented where possible. In all instances refer to your organisations return to work arrangements.
9. It is up to managers to discuss with the employee whether they should return immediately or the following day or work from home. No further action is required.
10. If they have been advised to self-isolate, then at all times you should follow all HSE guidelines and adhere to your organisation's procedures.

Appendix 4: Guidance for Public Service employees in relation to COVID-19 self-isolation and restricted movement notifications

If you fall into any of the self-isolation categories as published by the HSE:

1. Telephone your manager⁶ before 10am on the first day of isolation/restricting your movements to update them on the situation.
2. If you are advised to self-isolate/restrict your movements you will be required to give your manager the following information:
 - a. Date of commencement and number of days advised to self-isolate/restrict movements
 - b. Advice received from:
 - GP
 - HSE
 - Hospital
 - Other (you will be required to specify what that is)
3. If you have been advised to restrict your movements as a precaution but you are well, you will be asked to work from home.
4. Please note that Public Service employees cannot claim DEASP COVID-19 illness benefit in cases where they are receiving special leave with pay. Any claim for DEASP COVID-19 illness benefit whilst on special leave with pay will be treated as a disciplinary matter.
5. You may be asked to sign a self-declaration on return to work, including written confirmation of the above details.
6. By applying for special leave with pay, you agree that in the event of non-compliance with the provisions of special leave with pay (including the requirement to provide bona fide⁷ confirmation of self-isolation/ /diagnosis/restricting your movements for COVID-19) existing procedures, including disciplinary measures may be invoked.

⁶ If your manager is not available, please contact another manager in your area or your HR team. In rare situations where that is not possible, make a note of the date and times of call made and continue to try to contact your managers until contact is made.

⁷ Bona fide in relation to a representation or communication means in good faith and well founded in fact. The employer reserves the right to request further confirmation.

Appendix 5: Guidance for managers when notified of COVID-19 self-isolation or restricted movement

1. If a manager receives a call from an employee advising that they may need to self-isolate/restrict their movements, the manager should in the first instance ask if the person has to restrict their movements as a precaution and if they are well enough to work. If they are well enough to work they should be asked to work from home.
2. If the employee has been notified to self-isolate and is not well enough to work, the manager should ask the employee the questions below. The manager should take note of the details provided. The arrangements for the recording of this will vary based on each organisation's payroll/HR facilities.
3. Questions:
 - a. Date of commencement and number of days advised to self-isolate
 - b. Advice received from:
 - GP
 - HSE
 - Hospital
 - Other (you will be required to specify what that is)
4. Managers should make employees aware of the need to stay in regular contact and advise them of any employee assistance programmes available to them.
5. Managers should alert the employee to any follow up actions that are required on their return to work (for example, self-declarations).

Appendix 6 – Example self-declaration form

SAMPLE COVID-19 SELF DECLARATION FOR SPECIAL LEAVE WITH PAY

Employee Details

First name	
Surname	
Grade	
Department	
Business Unit	

Dates of Special Leave with Pay for COVID-19 related self-isolation

Number of days advised to self-isolate	
Commencing on (DD/MM/YYYY)	
Ending on (DD/MM/YYYY)	

Advised to self-isolate by (✓)

GP	<input type="checkbox"/>	HSE	<input type="checkbox"/>
Hospital	<input type="checkbox"/>	Other (please specify) _____	<input type="checkbox"/>

Advice received via (✓)

Telephone	<input type="checkbox"/>	Letter/email/text (please attach copy to this form)	<input type="checkbox"/>
In person	<input type="checkbox"/>	Other (please specify) _____	<input type="checkbox"/>

Details of Advice to Self-Isolate

Name of adviser (e.g. name of GP, HSE worker)	
Date and time advice given	
Details provided to the adviser by you (e.g. places and dates of exposure etc.)	

Declaration

I confirm I have read and understand the provisions of Special Leave with Pay as set out in Part IX of Circular 02/1976	Yes	<input type="checkbox"/>
I understand that in the event of non-compliance with the provisions of special leave with pay (including the requirement to provide bona fide ⁸ confirmation of self-isolation/diagnosis of COVID-19) existing procedures, including disciplinary measures may be invoked.	Yes	<input type="checkbox"/>
I understand that any overpayment of salary which may arise from non-compliance with the provisions of special leave with pay will be repaid.	Yes	<input type="checkbox"/>
I have attached relevant documentation (where applicable)	Yes	<input type="checkbox"/>
Employee signature		
Date		

Manager Approval

Manager signature	
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⁸ Bona fide in relation to a representation or communication means in good faith and well founded in fact. The employer reserves the right to request further confirmation.

Date	
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Data Protection

The data requested in this form will be used to process your application for Special Leave with Pay (COVID-19 related) and will be retained as part of your personnel record for the appropriate period of time. The employer will treat all information and personal data you give according to the law.



**An Roinn Caiteachais
Phoiblí agus Athchóirithe**
Department of Public
Expenditure and Reform

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