

Appendix C: Guidance for managers when notified of COVID-19 self-isolation or restrict movement

Please refer to the current HSE HR Circular and DPER FAQs for Public Service Employers in relation to working arrangements and leave associated with COVID-19, which can be accessed on the circulars section on the HSE website [HERE](#).

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. Managers should explore every possible avenue of making a suitable arrangement to facilitate the employee to continue working and be as productive as possible. This may include reassigning the employee to suitable alternative duties.

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 at section 3 below. The manager should take note of the details provided. The arrangements for the recording and retention of this information will vary based on each organisation's payroll/HR processes and facilities. Any such arrangements in respect of an employee's data must comply with data protection legislation.¹

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 occupational health and/or employee assistance programmes available to them as appropriate.

5. Special leave with pay should only 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. Appropriate medical/HSE confirmation of the need to self-isolate and/or a diagnosis of COVID-19 will be required. In the event that the written confirmation is not available the recording of medical or HSE advice to self-isolate will take the form of a self-declaration. Employees in this instance are required to complete the COVID-19 Self Declaration Form and submit a copy as soon as possible. The manager should complete the relevant section of the the COVID-19 Self Declaration Form.

¹ <https://dataprotection.ie/en/news-media/blogs/data-protection-and-covid-19>

6. Managers should alert the employee to any follow up actions that are required on their return to work including, where applicable, the completion of the COVID-19 Self-Declaration Form for Special Leave with Pay (if not already submitted).

7. Managers should ensure that an employee's Self-Declaration Form for Special Leave with Pay, where applicable, is retained on his/her personnel file and subject to audit.