



UPDATED Appendix 4: Quick guide on working arrangements

COVID-19 work arrangements – Quick Guide for Public Service Employers

Please note the scenarios are based on current public health advice available on 16 November 2021, and have been produced as a guide only. Employers should ensure that they base decisions on current public health advice. In relation to Home Working and Return to the Work premises, different advice may apply in the health sector. Please see hse.ie for further advice.

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ¹	Return to work premises ²
1	COVID-19 symptoms – employee is awaiting a COVID-19 PCR test	Self-isolate until outcome known	Yes - until outcome known, then assess and follow subsequent advice (see below scenarios)	No	No	Cannot be determined until outcome known (see other scenarios)
2a	COVID-19 symptoms – employee received positive PCR test result and is unwell. Employee was not in the work premises in the 14	Self-isolate until 10 days from onset of symptoms and last 5 days fever free	Yes - until 10 days from onset of symptoms and last 5 days fever free	Yes – after day 28. This takes effect for any new or open cases on 1 January 2021	No	After 10 days from onset of symptoms and 5 days fever free, which may run concurrently.

¹ See FAQ 3.2 in the Guidance document on [gov.ie at this link](https://www.gov.ie/en/publications-and-resources/documents/2021-11-16-guidance-on-covid-19-remain-available-for-work/) for further details on “remain available for work”. Note that at any stage if an employee states that they feel well enough to work, but have tested positive for COVID-19 or are self-isolating because they were symptomatic, the employer may facilitate working from home instead of special leave with pay, if this is feasible and agreeable to both parties. They must not attend the work premises and must also follow Medical and HSE advice as it relates to self-isolation.

² Refers to any work location outside the home

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ¹	Return to work premises ²
	calendar days prior to onset of symptoms					
2b	COVID-19 symptoms – employee received positive PCR test result and is unwell. Employee was confirmed by their manager to be in the work premises in any of the 14 calendar days prior to onset of symptoms ³	Self-isolate until 10 days from onset of symptoms and last 5 days fever free	Yes - until 10 days from onset of symptoms and last 5 days fever free	No	No	After 10 days from onset of symptoms and 5 days fever free (which may run concurrently)
3	COVID-19 symptoms – employee received negative PCR test result, but has been advised to attend for a second test	Continue to self-isolate until 2nd test results known	Yes - review after 2nd test results known	No – review after 2 nd test result known	No	Cannot be determined until outcome known (see other scenarios)

³ Special leave with pay may be extended beyond 28 days for certified COVID-19 related illness in circumstances where a manager determines that all 4 criteria below are met:

- An employee had been in the work premises (any work premises outside the home) at any time during the 14 calendar days prior to commencing the self-isolation period of a positive case of COVID-19. The attendance must have been known to and/or approved by the manager in advance.
- The employee provides their employer with medical evidence of a positive COVID-19 PCR test including the date of this test.
- In accordance with the standard management referral process, the Occupational Health Physician (OHP) confirms that they are medically unfit to resume work.
- The OHP confirms that their absence relates primarily to ongoing COVID-19 illness, and that they are accessing appropriate medical care

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ¹	Return to work premises ²
4	COVID-19 symptoms – employee required to self-isolate and subsequent negative PCR test result	Continue to self-isolate until 48 hours after symptoms have resolved	Yes - up until date of negative test	Yes - after date of negative test if employee continues to be unwell	Where the employee is well, symptoms have resolved and awaiting the end of the 48-hour period - they can work from home/remain available for work for that period.	48 hours after symptom free
5	Employee is concerned they have COVID-19 symptoms and they are not well enough to work , but GP advises that they do not meet the criteria for COVID testing	GP may advise to restrict movements until 48 hours after symptoms have resolved.	No	Yes - where the person has been advised that they do not meet the criteria for testing for COVID.	No	On advice of GP
6	Household close contact - Member of employee's household has tested positive for COVID-19 - the employee has no symptoms of COVID-19.	<p>Employees who are fully vaccinated, have not had a positive PCR test in the last 9 months and have no symptoms need to follow HSE advice (link) which is as follows:</p> <ul style="list-style-type: none"> • restrict movements for 5 days • do 3 antigen tests <p>If any of these antigen test prove positive HSE advice (link) should be followed.</p> <p>Different arrangements apply for individuals who</p>	No	No	Yes	<p>Cannot attend for 5 days whilst restricting movements.</p> <p><i>Healthcare workers who are vaccinated household close contacts on restricted movement may receive a derogation to attend work from senior manager in their service see here.</i></p>

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ¹	Return to work premises ²
		have not been fully vaccinated. Refer to HSE website for full details.				
7	<p>Close contact of non-household confirmed case – Employee has been vaccinated or had COVID-19 in the previous 9 months and has no symptoms</p> <p>OR</p> <p>Close contact of household confirmed case- Employee who is the close contact has had a positive COVID-19 PCR test in the last 9 months and has no symptoms.</p>	<p>No restriction of movement required, providing they meet the criteria set out on the HSE website</p> <p>Different arrangements apply for individuals who have not been fully vaccinated. Refer to HSE website for full details.</p>	No	No	No	Can attend if criteria met. Refer to HSE website for full details.
8	Employee has expressed concern to their employer that they may be a close or casual contact ⁴	The employee does not need to restrict their movements unless they are advised by contact tracers that they are a close contact of a confirmed case. In instances where they are a casual contact they should continue as	No	No	No	N/A – can attend. If subsequently advised they are close contact of a confirmed case then follow scenario 8.

⁴ <https://www2.hse.ie/conditions/coronavirus/close-contact-and-casual-contact.html>

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ¹	Return to work premises ²
		normal and be aware of COVID-19 symptoms.				
9	Member of employee's household has respiratory symptoms but the GP advises they are not sent for a test – the employee has no symptoms of COVID-19.	If household member is not being tested then the employee should continue their activities as normal	No	No	No	N/A – can attend
10	Member of employee's household is a close contact of a confirmed case and the close contact feels well	If the household member feels well, then other members of the household do not need to restrict their movements.	No	No	No	N/A – can attend
11	Employee is in very high risk (extremely vulnerable) ⁵ category	Please refer to FAQ 2.2 ⁶	No	No	Where advised by occupational health	See FAQ 2.2 for further details.
12	Employee is in high risk ⁷ category	Employee can attend workplace.	No	No	No	N/A – can attend
13	Advised to self-isolate pre-surgery .	Restrict movements	No	Yes – during/following surgery	Yes for self-isolation period pre-surgery. Person needs to be available for work (see	When sick leave finishes post-surgery.

⁵ <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk>

⁶ Some conditions that previously placed employees in the very high risk category now place them in the high risk category or in some instance in the normal risk category. In addition an employee's risk categorisation may now have changed due to vaccination and / or history of recent confirmed COVID infection. Consult Occupational Health.

⁷ <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#high-risk>

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ¹	Return to work premises ²
					FAQ 3.2 in the Guidance) for period pre-surgery.	
14a	Overseas travel where a quarantine period is required	Restrict movements (quarantine) for 14 days ⁸ - the employee must take annual/other leave for the restricted movement period	No	No	No - Annual/other unpaid leave must be taken for restricted movement period. See FAQ 4.4 in the Guidance	After 14 days (or earlier if negative PCR test result – see FAQ 4.4 and gov.ie for details)
14b	Overseas travel where no quarantine is required	Can return to work	No	No	Not required	Yes
15	Possible reaction to COVID-19 vaccination	If an employee is unfit for work, then usual sick leave rules apply	No	Yes	N/A	As per provisions of sick leave, if required

⁸ On arrival from certain countries, if a further test is taken at day 5 and the employee receives a negative test result they can stop restricting their movements. This does not apply to arrivals from Category 2 Countries and Territories. See <https://www.gov.ie/en/campaigns/75d92-covid-19-travel-advice/> for further details.



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

**Tithe an Rialtas. Sráid Mhuirfean Uacht,
Baile Átha Cliath 2, D02 R583, Éire**
Government Buildings, Upper Merrion Street,
Dublin 2, D02 R583, Ireland

T:+353 1 676 7571

@IRLDeptPer

www.per.gov.ie