



Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna

Feidhmeannacht na Seirbhísí Sláinte
Ospidéal Dr. Steevens'
Baile Átha Cliath 8

Office of the National Director of Human Resources

Health Service Executive
Dr. Steevens' Hospital
Dublin 8

Tel: 01 6352319 Email: nationalhr@hse.ie

To: Chief Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officers
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each CHO Heads of HR
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Manager
Each Group Director of Nursing & Midwifery
Each Group Director of Midwifery
Each Clinical Director

From: Anne Marie Hoey, National Director of Human Resources

Date: 26th March, 2020

Re: HR Circular 017/2020: Update re Social Distancing in the Health Sector

Dear Colleagues,

I refer to HR Circular [014/2020](#) Social Distancing in the Public Sector and the implementation of social distancing in the workplace. Following publication of the Government's updated measures in response to Covid-19 on 24th March 2019, I remind you of the requirement to reduce workplace contacts as far as possible and assess the requirement for staff to work from health sector locations while continuing to deliver critical services.

In order to decrease the numbers in places of work, every opportunity and flexibility should be exploited. Your assessment to support social distancing measures must include



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consideration of flexible shifts, staggered shifts, extended opening hours and weekend working. You must also consider redeploying staff to other work locations, other areas within the location or duties where temporary assignment would more effectively facilitate the maintenance of social distancing requirements. I further remind you to consider arrangements where staff can alternate attendance at work base while observing social distancing rules and to facilitate shared caring arrangements with partners, families and community support networks.

You are asked to work collaboratively with other senior managers to ensure that the numbers in each work location are actively controlled, and this may include keeping schedules or registers of staff who will be attending each day, or issuing access passes to restricted numbers each day.

When all opportunities and flexibilities regarding maintaining staff in the workplace have been exhausted, you may consider supporting staff to work from home with identifiable and measurable duties and regular reporting mechanisms. Please ensure in all circumstances that you remind your staff that they may be immediately recalled and redeployed to a facility as urgent needs evolve. These measures will be kept under continuing review in light of emerging government advice and service needs.

Given that Gardaí will be increasing interventions where social distancing measures are not being observed, it is recommended that health sector staff are able to produce appropriate identification, if requested, to enable them to attend workplace locations.

Your continued flexibility and support are essential in order to ensure our response at this critical time.

Yours sincerely



Anne Marie Hoey
National Director of Human Resources



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