



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

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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 Human Resources

Date: 29th March 2020

Re: HR Circular 019/2020: Essential service under new Public Health Guidelines

Dear Colleagues,

The Government has decided that everyone should stay at home until 12th April 2020 except for travel to and from work, where the work is an essential health, social care or other essential service and cannot be done from home.

The purpose of this circular is to provide guidance to managers. The HSE is an essential service and therefore managers are required to identify those employees who are essential to the provision of our services and to identify the staff members by location, by category or individually. The identified staff members will then be permitted to travel to and from work.

Staff members identified as essential to the provision of services should be provided with a completed and signed copy of the attached letter, issued from the relevant service. When travelling to and from work the staff member should bring their letter

with them in addition to a work identification, and one other form of identification (as per government guidance).

The manager may not at this time identify all staff members as currently being essential for provision of service, however staff should be aware that as the situation progresses managers will regularly review this decision and may extend the number of staff members identified as essential.

The letter attached, and staff identifications, relate only to those identified therein and should not in any circumstances be transferred to anyone else.

Yours sincerely,



Anne Marie Hoey
National Director of Human Resources

"To view the Health Services People Strategy 2019 - 2024 please click [here](#)."

Need information and advice on COVID-19 Go to www.hse.ie/coronavirus