



**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](mailto: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 Human Resources

**Date:** 29<sup>th</sup> March 2020

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

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Dear Colleagues,

The Government has decided that everyone should stay at home until 12<sup>th</sup> 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,



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**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](http://www.hse.ie/coronavirus)**