



Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna
Feidhmeannacht na Seirbhísí Sláinte
Ospidéal Dr. Steevens'
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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 HR Manager
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Manager
Each Group Director of Nursing & Midwifery
Each CHO Heads of Service for Mental Health
Each Area Director of Nursing-Mental Health
Each Director of Mental Health Nursing

From Anne Marie Hoey, National Director of Human Resources.

Date 3rd July 2020

Re: HR Circular 046/2020 – NHSF Advice and Guidance

Dear Colleagues

The Government's [Return to Work Safely Protocol](#), a collaborative effort by the Health and Safety Authority, the HSE and the Department of Health is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.

The National Health and Safety Function (NHSF), a unit within the Human Resources Division, is providing support and guidance to managers and workers with regarding to working safely during the pandemic.

In supporting managers and staff with regard to COVID-19 and the Return to Work Safely Protocol, NHSF has recently published the following:

SN00201 Summary of key support roles in the implementation of the Return to Work Safely Protocol

GD01600 COVID-19 Response Plan
CF05500 COVID-19 Pre Return to Workplace Form
SN00300 Supplementary Note for Management of Suspected COVID 19 Cases
CF05600 COVID-19 Contact Log.

In addition, the following previously published advice and guidance is also available on the [NHSF web pages](#) and on the [staff coronavirus web page](#):

Return to Work:

[Returning to the Workplace Safely Risk Assessment Prompt Sheet](#)

[Summary of key support roles in the implementation of the HSE's return to Workplace Protocol](#)

Social Distancing:

[COVID-19 Social Distancing Working Environment Risk Assessment](#)

Staff Travel:

[Guidance on Staff travel during COVID 19 Outbreak](#)

[Prompt Sheet - Staff Travel during COVID 19 Outbreak](#)

Working from Home/DSE use:

[COVID-19 Home Working Guidelines](#)

[Health and safety COVID-19 instructions on how to clean PC and desks](#)

[Home Working Risk Assessment Form](#)

[Working from home during COVID-19 – Workstation Setup](#)

[Health and Safety COVID-19 workstation hygiene](#)

Manual Handling:

[COVID 19 Manual Handling Training Prompt Sheet](#)

[Manual Handling Risk Assessment COVID](#)

[Manual Handling Training High-Level Risk Assessment Rationale](#)

Biological Agents:

- Laboratories

[Guidance to support the review and updating of Laboratory Biological Agents Risk Assessments during COVID 19](#)

[Health and Safety RA Form to support the review and updating of Laboratory BA Risk Assessment during COVID 19](#)

- Acute Healthcare Settings (excluding Laboratories)

[Guidance on reviewing and updating Biological Agents Risk Assessments in all HSE Acute Healthcare Settings \(excluding Laboratories\) during COVID-19](#)

[Biological Agents Risk Assessment in HSE Acute HC Facilities \(excl Lab\) during COVID 19](#)

- Residential Care Facilities

[Guidance on reviewing and updating Biological Agents Risk Assessment in HSE Residential Care Facilities during COVID 19](#)

[Biological Agents Risk Assessment for HSE Residential Care Facilities during COVID 19](#)

- Health and Social Care Services

[Guidance on reviewing and updating BA RA for Health and Social Care Services carrying out home visits](#)

[Biological Agents Risk Assessment for Health and Social Care Services during Covid-19](#)

All the above information and guidance (together with occupational safety and health information not related to COVID 19) is available on the [NHSF web pages](#).

As the advice issued by NPHEC continues to evolve NHSF actively review and update the guidance that they provide, and you are encouraged to visit the function's web pages regularly to view the most up to date advice.

Queries from managers or employees regarding the above may be referred to the National Health and Safety Function Help Desk as follows:

Log your health & safety request at: <http://www.hse.ie/safetyandwellbeing> or go to: <http://pndchssdweb02.healthirl.net/Health.WebAccess/ss> **alternatively contact the National Health & Safety Helpdesk on 1850 420 420 between 10:30-12:00 and 14:00 – 15.30 Hrs Monday to Friday.**

Yours sincerely



Anne Marie Hoey
National Director of Human Resources



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