



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

# COVID-19 FAQs

For Public Service Employers in  
relation to working arrangements and  
leave associated with COVID-19

**INCLUDING UPDATES ON CHANGES DURING THE DELAY PHASE**

**26<sup>th</sup> MARCH 2020**

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## Background – updated

### 26<sup>th</sup> March 2020:

**The Taoiseach made a further announcement on 24 March 2020, which included new measures to slow the spread of the COVID-19 virus.**

Following the Taoiseach’s announcement on 12 March 2020, an update on COVID-19 working arrangements for civil and public servants was issued. [Please visit this link](#) to view that document.

The following arrangements apply to all Civil and Public Service employees.<sup>1</sup>

The general principles to apply to the treatment of COVID-19 infections in the Civil and Public Service include:

1. Obligations under the Safety, Health and Welfare at Work Act, 2005 to ensure the safety and welfare of employees at work.
2. Flexibility for alternative working arrangements, for example home working, is to be encouraged where possible. This will enable employees, who are not ill, to continue working.
3. [Circular 2/1976, which covers special leave with pay](#)<sup>2</sup> should apply to periods of medically/HSE recommended self-isolation, and also to medical diagnoses of COVID-19 infection where the employee is not well enough to work from home. **Sectors will need to amend these FAQs to refer to their own special leave circulars or arrangements as necessary.**
4. The general principles applying to the management of sick leave, for example the requirement of employees to contact managers, and for ongoing contact with employees who are on special leave for this purpose, will apply.
5. Any special leave with pay granted for the purpose of self-isolation or any diagnosis of COVID-19 will not be counted as part of the employee’s sick leave record. The application of special leave with pay will apply for the number of days advised by the HSE/doctor. Appropriate medical/HSE confirmation/advice of the need to self-isolate and/or a diagnosis of COVID-19 will be required. See below FAQs for further details.
6. When granting special leave with pay, as per clause 31.2 of [Circular 2/1976](#), “the officer will be expected to comply at once with any directions which

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<sup>1</sup> Individual employers will need to identify which employees fall into the category of public service employees.

<sup>2</sup> Special leave with pay for employees who are not required to work due to COVID-19 should be based on **basic salary and fixed allowances only**. This excludes premium payments.

may be given by his Department and to take all practicable steps to resume duty as soon as possible. Otherwise, unless adequate reason is shown for non-compliance, the question of withholding pay will arise”.

7. In the event of non-compliance with the provisions of special leave with pay (including the requirement to provide bona fide<sup>3</sup> confirmation of self-isolation/diagnosis of COVID-19) existing procedures, including disciplinary measures may be invoked.
8. Subject to expert public health advice in light of developing circumstances on COVID-19, the general principles or FAQ material may be subject to updating or other amendment. Employers retain the right to withdraw or amend provisions in light of developing circumstances.
9. These arrangements apply in the case of COVID-19 as a notifiable infectious disease.
10. Civil and Public Service employers need to ensure that special category health data is processed legally within data protection legislation.
11. These FAQs will be continually updated in response to queries that are received centrally. The most up-to-date version of these FAQs will be available at [www.gov.ie/per](http://www.gov.ie/per).

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<sup>3</sup> Bona fide in relation to a representation or communication means in good faith and well founded in fact. The employer reserves the right to request further confirmation.

## **FAQS for HR in relation to COVID-19 – updated**

### **Who should self-isolate?**

#### **13<sup>th</sup> March 2020:**

The HSE sets out the latest criteria for self-isolation for anyone who has symptoms of coronavirus at:

<https://www2.hse.ie/conditions/coronavirus/self-isolation-and-limited-social-interaction.html>

### **Updated: Should absence due to COVID-19 illness be recorded as special leave with pay or sick leave?**

#### **26<sup>th</sup> March 2020:**

Special leave with pay should only apply when an employee is advised to self-isolate, and is displaying symptoms of COVID-19 or had a positive test. Medical or HSE advice should be followed. Special leave with pay for COVID-19 is being used in place of sick pay.

### **Updated: Who should restrict their movements and what should the employer do?**

#### **26<sup>th</sup> March 2020:**

The HSE sets out the latest criteria for restricted movements (formerly called self-quarantine) at:

<https://www2.hse.ie/conditions/coronavirus/self-isolation-and-limited-social-interaction.html>

If an employee needs to restrict their movements, and they are not ill, then the employer should implement a working from home arrangement. They should not come to work, but should be facilitated to work from home.

## **Updated: What if an employee who is required to restrict their movements does not have the facility to work from home?**

**26<sup>th</sup> March 2020**

If an employee has been advised to restrict their movements, and they are not ill, but they do not have access to remote working, employers should explore every possible avenue of making a suitable arrangement. Managers should maintain regular contact with employees who have been advised to restrict their movements and continue to explore opportunities for work which can be performed at home both inside and outside the organisation as services comes under increasing pressure.

If the employee is at home, and is not ill, they are to be considered available for work. What this means is that is the employee should be assigned work to complete in their home. If remote working in their current role is not feasible, then the assignment of work may be outside their usual core duties / a new role as required by the Public Service for example: Contact Tracing, Payment Processing or any other work identified. Employers should agree arrangements with their employees in this regard.

## **Updated: How should advice of the need to self-isolate be recorded?**

**26<sup>th</sup> March 2020:**

Appropriate medical/HSE confirmation of the need to self-isolate and/or a diagnosis of COVID-19 will be required. In the event that written confirmation is not available, the recording of medical or HSE advice to self-isolate will take the form of a self-declaration. This does not mean that employees can voluntarily choose to self-isolate. Medical/HSE advice will be required, however the reporting of same will take the form of a self-declaration. How this will work in practice will vary based on the unique circumstances of each employer. For example, employers may wish to implement a self-declaration form<sup>4</sup> on return to work, which is completed by the employee and signed off by the employer.

The employer should clearly communicate to employees the information required to be provided and the notification process. See guidance at the end of this document for more details on notification requirements.

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<sup>4</sup> See Appendix for example of self-declaration form

Self-declarations should be retained on the individual's personnel file and should be subject to audit. For employers within the NSSO customer group the notification process will include the requirement that the employee, on return to work, completes a special leave with pay application on the PeoplePoint system, which must then be approved by their manager. The manager should ensure that this is complied with.

## **An employee is on special leave with pay, can they claim the DEASP<sup>5</sup> Illness Benefit for COVID-19?**

### **13<sup>th</sup> March 2020:**

No. Public service employees who can avail of the special leave with pay for COVID-19 are excluded from claiming the special DEASP COVID-19 illness benefit payment. Any instances of civil or public servants found to be in receipt of both special leave with pay and the COVID-19 illness benefit will be subject to disciplinary action.

## **What happens if, after the period of self-isolation, an employee does not have the COVID-19 virus?**

When the recommended period of self-isolation is passed, please follow medical advice and/or HSE guidelines on return to work.

## **What happens if a colleague in my workplace is diagnosed with COVID-19?**

### **13<sup>th</sup> March 2020:**

The HSE will inform any employees via the contact tracing process who have come into close contact with a diagnosed case. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and employee confidentiality is essential at all times.

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<sup>5</sup> DEASP is the Department of Employment Affairs and Social Protection

## **What if an employee does not have COVID-19 but has another illness?**

### **13<sup>th</sup> March 2020:**

Any non-COVID-19 illness will be recorded ordinary certified sick leave and the usual rules governing [sick leave](#) will apply.

## **What if an employee has returned from travel in a DFA<sup>6</sup> advised restricted area?**

### **13<sup>th</sup> March 2020:**

A decision as to whether or not an employee should attend the workplace should be based on [HSE advice/guidelines](#) and/or medical advice.

## **Updated: Can the employer ask employees not to attend work?**

### **26<sup>th</sup> March 2020**

It is reasonable in certain circumstances that employers may ask employees to go home and/or stay at home as a precaution. Working from home arrangements should be facilitated in this case, unless the employee is unwell.

## **Updated: What about employees who are at high risk for serious illness from Covid-19?**

There are groups of people who may be at more risk of serious illness from COVID-19. The current advice on this group is available from the [HSE for the current delay phase of COVID-19](#).

Under [Section 8](#) Health, Safety and Welfare at Work Act the employer has a duty to ensure employees' safety, health and welfare at work as far as is reasonably practicable. On this basis, employers are advised in the first instance to provide employees with advice in relation to social distancing and to encourage employees to take every day preventative actions to minimise their risk. Employers should advise employees to self-declare if they believe that they are at higher risk and priority should be given to facilitate this group in terms of flexible working arrangements, including working from home.

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<sup>6</sup> DFA is the Department of Foreign Affairs and Trade

### **Updated 26<sup>th</sup> March 2020:**

If the employee is at home, and is not ill, they are to be considered available for work. What this means is that the employee should be assigned work to complete in their home. If remote working in their current role is not feasible, then the assignment of work may be outside their usual core duties / a new role as required by the Public Service for example: Contact Tracing, Payment Processing or any other work identified. Employers should agree arrangements with their employees in this regard.

## **Updated: What if an employee advises that their child's school or childcare service is closed due to COVID-19?**

### **13<sup>th</sup> March 2020:**

The FAQs issued on 4 March 2020 for the containment phase of COVID-19 contained guidance related to individual cases of employees impacted by school closures. That FAQ was relevant for the containment phase. Ireland has now moved into the delay phase. The FAQ has now been updated (see below) given the Taoiseach's announcement on 12 March 2020 that all schools and childcare facilities are to close from 6pm on 12 March until 29 March 2020.

### **Updated 26<sup>th</sup> March 2020:**

Further to the Taoiseach's announcement on 24 March 2020, closures have now been extended to include other venues. Childcare facilities and schools will be closed until 19 April 2020.

There is no special paid leave available for COVID-19 caring arrangements during this time. All forms of flexible working must be considered including working from home where possible and/or working adjusted hours to facilitate employees to balance work and caring responsibilities. Employers should be looking at alternative arrangements e.g. staggering hours, wider opening hours including weekend work, looking at temporary assignment etc. This will be a standard approach across the entire public sector.

## What are flexible working arrangements?

**13<sup>th</sup> March 2020:**

### TEMPORARY HOME WORKING

Where employees can work from home this should be facilitated to the maximum extent feasible. Steps should be taken to increase the scope for remote working and all opportunities and flexibilities need to be exploited. This, amongst other things, will decrease the numbers in places of work which will facilitate social distancing. The Health and Safety Authority (HSA) has produced new guidance for temporary home working arrangements. This is very useful information and provides practical guidance for both employers and employees in managing temporary home working during COVID-19. You can find the [HSA guidance here](#). The Data Protection Commission have also issued useful guidance on protecting personal data when working remotely. You can find the [Data Protection Commission guidance here](#).

### OTHER FLEXIBLE WORKING OPTIONS

There are other flexible working options that employers can offer to employees in addition to home working arrangements. (It is important to note that this is based on the HSE advice as of 12/03/2020. This advice may change as the situation evolves). These arrangements can support employees to manage caring responsibilities at home (including facilitating shared caring arrangements with other parent/guardian) and can support segregation of the workforce and social distancing measures. For example, this could include flexible shifts; staggered hours, longer opening hours and weekend working. These measures will help to keep employees working while they are also managing caring responsibilities.

## **New: If employees are absent from the office due to caring responsibilities, are they on special leave with pay?**

**26<sup>th</sup> March 2020:**

There is no special paid leave available for COVID-19 caring arrangements during this time. All forms of flexible working must be considered including working from home where possible and/or working adjusted hours to facilitate employees to balance work and caring responsibilities. If they are not set up for remote working at present, they need to continue to remain available to work, and their employer should identify work that can be given to them. Employers should be looking at

alternative arrangements e.g. staggering hours, wider opening hours including weekend work, looking at temporary assignment etc. This will be a standard approach across the entire public sector.

If the person cannot work outside the home and cannot perform their current role remotely, the employee is still to be considered as actively on duty and available to work. Employers need to be flexible and innovative in terms of ensuring that their employees remain as productive as possible during this time. If the employer cannot assign work to them remotely, then the employee can/will be assigned work outside of their usual core duties i.e. potentially a new role, and will be paid, provided they are available for work. There will be temporary assignments in the public sector under the principle of one Public Service to deal with this crisis. What this means is that any employee can be assigned work outside their usual core duties/a new role as required by the Public Service.

Any employee who wishes to avail of existing leave allowances during this time is entitled to have such requests considered by their employer, as always, including parental leave, annual leave etc.

## **New: An employee has expressed concern about living with high risk individuals including elderly relatives. Should they be granted special leave?**

### **26<sup>th</sup> March 2020:**

Special paid leave does not apply in such circumstances. Employers should facilitate flexible working including working from home where possible in these circumstances. Where it is not possible to perform one's role at home and that employee is required to fulfil their duties in their usual work location, they should follow the HSE guidelines on social distancing to minimise risk of transmission.

It is important to note that this is based on the HSE advice as of 25 March 2020.

This advice may change as the situation evolves

<https://www2.hse.ie/conditions/coronavirus/protect-yourself.html>

There are other flexible working options that employers can offer to employees in addition to home working arrangements. e.g. staggered hours, wider opening hours. These measures can help facilitate segregation of the workforce and social distancing as well as support employees in managing caring responsibilities at home (including facilitating shared caring arrangements).

As always, any employee who is seeking to avail of existing leave allowances during this time is entitled to have such requests considered by their employer including annual leave, carer's leave, etc.

## **New: If an employee requests to postpone, cancel or reschedule pre-booked leave (e.g. parental or annual leave) is the employer obliged to facilitate this?**

### **26<sup>th</sup> March 2020:**

Where an employee wishes to cancel pre-booked leave (e.g. parental or annual leave) this may be facilitated once it is in line with the normal rules applying in the relevant sector. Flexibility during this time, from both employers and employees, is advisable. This flexibility should be based on the individual circumstances of each case, with regard to balancing the needs of the business and the employee.

## **Will public service employees be moved to other essential roles during the COVID-19 emergency?**

### **13<sup>th</sup> March 2020:**

COVID-19 is potentially the most significant crisis faced by our country for many years. Our primary focus in the civil and public service is to support the health and wellbeing of all our citizens. To achieve this, and to keep delivering the crucial services to society, especially the most vulnerable and at-risk, we need to come together and work as a unified public service.

As part of the national response to COVID-19, all public servants must work together to meet critical needs which are evolving as the situation unfolds. We need to be flexible in how we tackle this and find ways to deliver the critical public services needed to support our communities. We all have a part to play in seeing this crisis through, and this will involve finding creative and innovative ways to deliver public services.

Employees may be asked on a temporary basis to work in a different role, or even for a different organisation in order to meet critical work needs. This will also apply to employees who need to be at home for caring responsibilities (for example due to primary school/crèche closure), where temporary assignment to other duties would more effectively facilitate temporary home working or other flexible working options to help deliver critical services.

## **New: How is the continuity of essential public services and attendance at the workplace being managed across the public service?**

### **26<sup>th</sup> March 2020:**

It is a matter for each organisation's senior leadership team to determine which services are currently essential to business continuity in the context of its organisational Business Continuity Plan, and to identify specific individuals (including contingency for COVID-19 illness/back up) required to manage the delivery of these services.

All employees who can work from home should continue to do so. Only where organisations deem it essential that people need to attend the workplace should they work on site. This in line with the public health guidance in the Taoiseach's statement of 24 March to avoid all non-essential journeys and limit social interactions.

Where employees do not have access to remote working employers should explore every possible avenue of making a suitable arrangement. Employers should continue to explore opportunities for work which can be performed at home, both inside and outside the organisation, as critical services come under increasing pressure.

Where there are limited opportunities for remote working in an employee's current role, organisations are asked to identify any employees suitable for the temporary assignment scheme (Circular 07/2020), managed through the Public Appointments Service, taking into account their own business continuity planning. The temporary assignment scheme will be used to ensure critical services continue to be delivered over the coming weeks and months.

Given the evolving nature of the crisis, organisations will need to ensure that their engagement with this process is kept under continuous review.

Managers of employees who have been instructed by their local HR to register through the Public Appointments Service temporary assignment scheme should maintain regular contact with their team members pending any temporary assignment.

## **New: What to do if an employee becomes unwell in the workplace showing symptoms of COVID-19?**

### **Important Note:**

While every effort is made to provide comprehensive guidance, it will not be possible to cover every eventuality. Sectors may need to refer to their own emergency protocols or arrangements as necessary where these exist.

### **26<sup>th</sup> March 2020:**

**It is important to emphasise that any employee who is feeling unwell should not attend the office. This applies to any transmissible illness during this Covid-19 emergency period.**

The health and wellbeing of our employees is of utmost importance. These guidelines should read in conjunction with [HSE advice](#) which is being updated on an ongoing basis.

If someone becomes unwell in the workplace with [symptoms](#) such as cough, fever, difficulty breathing, the unwell person **should be sent home to self-isolate** and advised to contact their GP.

If going home is not immediately possible, then the person should be moved to a room or area where they can be isolated behind a closed door, such as an office, to protect both the employee's privacy and the welfare of other employees. If it is possible to open a window, do so for ventilation.

Arrangements should be made for cleaning of all surfaces the person has come into contact with. Employers should refer in the first instance to the [HPSC](#) website for guidance. As an additional resource, further tips and advice can be found on the [Center for Diseases Control](#) websites.

## **What is the legal basis for processing employee data in relation to COVID-19?**

### **13<sup>th</sup> March 2020:**

Civil and Public Service employers are obliged to provide a safe workplace, which may include the processing of health data in order to ensure that safety. Articles 6(1)(c), Articles 9(2)(b) and (g), along with section 53 of the Data Protection Act, 2018 (which permits the processing of special categories of personal data for purposes of public interest in the area of public health) will likely be the most

appropriate legal bases for processing this data. For further information please visit the [Data Protection Commission website](#).

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## **New: Guidance for public service employees in the instance that they become unwell in the workplace showing symptoms of COVID-19**

### **26<sup>th</sup> March 2020:**

Note: Sectors may need to refer to their own emergency protocols or arrangements as necessary where these exist.

If, in the course of your working day, you experience [symptoms](#) associated with COVID-19 (e.g. cough, shortness of breath, breathing difficulties, fever or chills), you should immediately:

1. Report your health concerns, preferably by telephone or email, to your manager. If your manager is unavailable, contact your HR unit.
2. You will be asked to isolate yourself from your colleagues in the first instance – in most circumstances this will mean going home; however, where this is not immediately possible then you should move to a designated space away from colleagues until transport home can be arranged. If possible arrange for someone in your household to collect you rather than using public transport or a taxi – this is for your own welfare as well as the welfare of others. If you must use the latter options practice good hygiene etiquette to limit any potential spread of the virus.
3. Avoid engaging in any direct contact with colleagues and practice good hygiene etiquette as you make your exit.
4. You should immediately contact your GP for further advice.
5. You must call your manager to let them know the outcome of the medical advice. This advice will inform your next steps.
6. If you are advised by your GP that you are well enough to continue working you should do so.
7. If you are required to self-isolate, you should follow all HSE guidelines and keep your manager/HR rep informed, adhering to your organisation's procedures.

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## **New: Guidance for managers in the instance that an employee becomes unwell in the workplace showing symptoms of COVID-19**

### **26<sup>th</sup> March 2020:**

Note: Sectors may need to refer to their own emergency protocols or arrangements as necessary where these exist.

If you are notified by an employee that they are experiencing [symptoms](#) associated with COVID-19, please do the following:

1. Reassure the employee that their health and safety and that of their colleagues is the primary concern.
2. Advise the employee to isolate themselves from colleagues immediately – ideally they should return home; however, where this is not immediately possible they should move to a designated private space away from colleagues until transport home can be arranged. If possible they should arrange for someone in their household to collect them rather than using public transport or a taxi.
3. Advise the employee that they must call their GP for advice. Advise the employee to call you straight away with the outcome of this advice – you should provide them with your phone number if they don't already have it.
4. Ask the employee about their movements around the building in order to identify areas which may require cleaning.
5. Notify HR as soon as practically possible.
6. Contact Facilities Management and request that the employee's workstation and any other relevant areas be cleaned as soon as possible.
7. Await the update from the employee concerned, but do not discuss the case with other colleagues at this stage in order to protect dignity and confidentiality.
8. If the employee concerned has been advised by their GP to return to work, they should do so. You should discuss with them a suitable

arrangement to ensure business continuity. Working from home should be implemented where possible. In all instances refer to your organisations return to work arrangements.

9. It is up to managers to discuss with the employee whether they should return immediately or the following day or work from home. No further action is required.
10. If they have been advised to self-isolate, then at all times you should follow all HSE guidelines and adhere to your organisation's procedures.

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## Guidance for public service employees in relation to COVID-19 self-isolation and restricted movement notifications

If you fall into any of the self-isolation categories as published by the HSE:

1. Telephone your manager<sup>7</sup> before 10am on the first day of isolation/restricting your movements to update them on the situation.
2. If you are advised to self-isolate/restrict your movements you will be required to give your manager the following information:
  - a. Date of commencement and number of days advised to self-isolate/restrict movements
  - b. Advice received from:
    - GP
    - HSE
    - Hospital
    - Other (you will be required to specify what that is)
3. If you have been advised to restrict your movements as a precaution but you are well, you will be asked to work from home.
4. Please note that public service employees cannot claim DEASP COVID-19 illness benefit in cases where they are receiving special leave with pay. Any claim for DEASP COVID-19 illness benefit whilst on special leave with pay will be treated as a disciplinary matter.
5. You may be asked to sign a self-declaration on return to work, including written confirmation of the above details.
6. By applying for special leave with pay, you agree that in the event of non-compliance with the provisions of special leave with pay (including the requirement to provide bona fide<sup>8</sup> confirmation of self-isolation/ /diagnosis/restricting your movements for COVID-19) existing procedures, including disciplinary measures may be invoked.

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<sup>7</sup> If your manager is not available, please contact another manager in your area or your HR team. In rare situations where that is not possible, make a note of the date and times of call made and continue to try to contact your managers until contact is made.

<sup>8</sup> Bona fide in relation to a representation or communication means in good faith and well founded in fact. The employer reserves the right to request further confirmation.

## **Guidance for managers when notified of COVID-19 self-isolation or restricted movement**

1. If a manager receives a call from an employee advising that they may need to self-isolate/restrict their movements, the manager should in the first instance ask if the person has to restrict their movements as a precaution and if they are well enough to work. If they are well enough to work they should be asked to work from home.
2. If the employee has been notified to self-isolate and is not well enough to work, the manager should ask the employee the questions below. The manager should take note of the details provided. The arrangements for the recording of this will vary based on each organisation's payroll/HR facilities.
3. Questions:
  - a. Date of commencement and number of days advised to self-isolate
  - b. Advice received from:
    - GP
    - HSE
    - Hospital
    - Other (you will be required to specify what that is)
4. Managers should make employees aware of the need to stay in regular contact and advise them of any employee assistance programmes available to them.
5. Managers should alert the employee to any follow up actions that are required on their return to work (for example, self-declarations).

## Appendix – Example of self-declaration form

### SAMPLE COVID-19 SELF DECLARATION FOR SPECIAL LEAVE WITH PAY

#### Employee Details

First name	
Surname	
Grade	
Department	
Business Unit	

#### Dates of Special Leave with Pay for COVID-19 related self-isolation

Number of days advised to self-isolate	
Commencing on (DD/MM/YYYY)	
Ending on (DD/MM/YYYY)	

#### Advised to self-isolate by (✓)

GP	<input type="checkbox"/>	HSE	<input type="checkbox"/>
Hospital	<input type="checkbox"/>	Other (please specify) _____	<input type="checkbox"/>

#### Advice received via (✓)

Telephone	<input type="checkbox"/>	Letter/email/text (please attach copy to this form)	<input type="checkbox"/>
In person	<input type="checkbox"/>	Other (please specify) _____	<input type="checkbox"/>

### Details of Advice to Self-Isolate

Name of adviser (e.g. name of GP, HSE worker)	
Date and time advice given	
Details provided to the adviser by you (e.g. places and dates of exposure etc.)	

### Declaration

I confirm I have read and understand the provisions of Special Leave with Pay as set out in Part IX of <a href="#">Circular 02/1976</a>	Yes	<input type="checkbox"/>
I understand that in the event of non-compliance with the provisions of special leave with pay (including the requirement to provide bona fide <sup>9</sup> confirmation of self-isolation/diagnosis of COVID-19) existing procedures, including disciplinary measures may be invoked.	Yes	<input type="checkbox"/>
I understand that any overpayment of salary which may arise from non-compliance with the provisions of special leave with pay will be repaid.	Yes	<input type="checkbox"/>
I have attached relevant documentation (where applicable)	Yes	<input type="checkbox"/>
Employee signature		
Date		

### Manager Approval

Manager signature	
Date	

<sup>9</sup> Bona fide in relation to a representation or communication means in good faith and well founded in fact. The employer reserves the right to request further confirmation.

**Data Protection**

*The data requested in this form will be used to process your application for Special Leave with Pay (COVID-19 related) and will be retained as part of your personnel record for the appropriate period of time. The employer will treat all information and personal data you give according to the law.*



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

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