

## **CIVIL SERVICE**

### **Central Statistics Office**

Staff have been told that the office remains open for essential access only. Staff must submit request for access to heads of division. Management has issued a communication to all staff and says it is working to equip most staff to work remotely.

### **Department of Agriculture**

Staff involved in Covid-19 contact tracing and sample preparation for the HSE should continue to go in to work. The department says other staff should remain at home unless their manager has told them to go to work. Staff in certain essential services will have to go in. This includes staffing phone lines to deal with queries from farmers and employers.

### **Department of Education and Skills**

Most staff are already working remotely. If in doubt, the union advice is to contact your line manager for guidance.

### **Department of Employment and Social Affairs**

DEASP staff in the following areas should continue to report to work unless (1) they have already been told to work from home or (2) their line manager tells them otherwise:

- Claim processing and payment issuing (including, post, scanning and verification, activities and treasury management).
- Intreo centre customer services
- IT and support
- Security and building service and access
- Customer-facing phone banks
- Printing and stores
- PPSN processing
- Customer communications.

### **Department of Enterprise, Business and Employment (including Workplace Relations Commission)**

Staff are advised not to come into work as all essential services can be delivered online and remotely.

## **Department of Foreign Affairs and Trade**

Consular staff are deemed essential and should continue to go to work.

## **Department of Justice**

The department has identified a number of areas where staff are required to go to work including finance, reception of international protection applicants, border management, payment processing, ICT and facilities, customer support lines, timesensitive case processing and essential support services. It also says there will be a requirement to attend in other areas to deal with essential work that can't be done remotely. If in doubt, the union advice is to contact your line manager for guidance.

## **Garda Síochána**

Garda management have told Fórsa that clerical and administrative staff are deemed essential staff and should report to work as currently agreed unless you are already working remotely or your line manager says otherwise.

## **National Parks and Wildlife Service**

National park rangers are deemed essential and should continue to go to work.

## **National Shared Services Office**

Most staff are already working remotely. Those providing essential services that can't be done remotely are expected to attend for work on Monday. Some 200 Dublin staff will receive training in the coming week in order to provide support to the HSE. You should go in to work unless you are already working remotely or your line manager has told you otherwise.

## **Property Registration Authority**

Most staff have been asked to stay at home. An email was sent to staff yesterday (Saturday) and you should check this to see if you should go in. Management will meet again at noon on Monday (20<sup>th</sup> March) to assess the situation.

## **Revenue Commissioners**

The following services and functions will continue to be delivered on-site: ICT data centre and support services, national employer helpline (supporting the Covid-19 temporary wage subsidy scheme), ROS helpdesk, operational customs functions, those involved in Covid-19 contact tracing; support to DEASP for coronavirus-related payments.

Staff in other areas should remain at home until further notice. The national employer helpline and ROS helpdesk will be operated remotely within the next few days.

### **State Examination Commission**

As things stand, essential work that must be carried out in the office includes security, IT, QPU, switch, post, cleaning and financial management and processing. There may be other circumstances where it will be essential to attend in the office for a short period of time on certain occasions. If in doubt, the union advice is to contact your line manager for guidance.