

### COVID-19 work arrangements – Quick Guide for Public Service Employers

Please note the scenarios are based on current public health advice available on 16 October 2020, and have been produced as a guide only. The Department of Public Expenditure and Reform will update guidance as soon as possible following any changes, however employers should ensure that they base decisions on current public health advice.

#	Scenario	Employee	Special leave with pay <sup>1</sup>	Sick leave	Home working / remain available for working at home <sup>2</sup>	Return to work premises <sup>3</sup>
1	<b>COVID-19 symptoms</b> – employee is awaiting medical assessment to determine if test is required	Self-isolate until outcome known	Yes - until outcome known, then assess and follow subsequent advice (see below scenarios)	No	No	Cannot be determined until outcome known (see other scenarios)
2	<b>COVID-19 symptoms</b> – employee is advised to self-isolate and go for a test	Self-isolate, attend for test, wait for results	Yes - until test results known then follow subsequent advice (see below scenarios)	No - may apply after negative test result	No	Cannot be determined until outcome known (see other scenarios)
3	<b>COVID-19 symptoms</b> – employee received positive test result and is unwell	Self-isolate until 10 days from onset of symptoms and last 5 days fever free	Yes - until 10 days from onset of symptoms and last 5 days fever free	No	No	After 10 days from onset of symptoms and 5 days fever free (which may run concurrently)
4	<b>COVID-19 symptoms</b> – employee received negative test result, but has been advised to attend for a second test	Continue to self-isolate until 2nd test results known	Yes - review after 2nd test results known	No – review after 2 <sup>nd</sup> test result known	No	Cannot be determined until outcome known (see other scenarios)

<sup>1</sup> Special leave with pay applies retrospectively.

<sup>2</sup> See FAQ 3.2 in the Guidance document on [gov.ie at this link](https://www.gov.ie/en/publications-and-resources/documents/2020-10/covid-19-guidance-for-public-service-employers/) for further details on “remain available for work”. Note that at any stage if an employee states that they feel well enough to work, but have tested positive for COVID-19 or are self-isolating because they were symptomatic, the employer may facilitate working from home instead of special leave with pay, if this is feasible and agreeable to both parties. They must not attend the work premises and must also follow Medical and HSE advice as it relates to self-isolation.

<sup>3</sup> Refers to any work location outside the home

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5	<b>COVID-19 symptoms</b> – employee advised to self-isolate and subsequent negative test result	Continue to self-isolate until 48 hours after symptoms have resolved	Yes - up until date of negative test	Yes - after date of negative test if employee continues to be unwell	Where the employee is well, symptoms have resolved and awaiting the end of the 48-hour period - they can work from home/remain available for work for that period.	48 hours after symptom free
6	<b>Employee is concerned</b> they have COVID-19 symptoms and they are <b>not well enough to work</b> , but GP advises that they <b>do not meet the criteria for COVID testing</b>	GP may advise to restrict movements until 48 hours after symptoms have resolved.	No	Yes - where the person has been advised that they do not meet the criteria for testing for COVID.	No	On advice of GP
7	<b>Close contact</b> – Employee has been advised by contact tracers that they are a <b>close contact</b> of a confirmed COVID-19 case – and the employee has <b>no symptoms</b>	If the employee is the close contact of a confirmed case and they have no symptoms they need to restrict their movements and get tested. <b>Negative test result:</b> restrict movements for 14 days if test result comes back negative. <b>Positive test result:</b> If the employee tested positive because they	No	No	Yes - person needs to be available for work (see FAQ 3.2) If remote working in an employee's current role is not feasible, then the assignment of work may be outside of their usual core duties. Employees must cooperate with all such flexibilities while they are restricting their movements.	Negative test result = 14 days Positive test result = 10 days from the date of their test.

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		were a <a href="#">close contact</a> but they have no symptoms, they need to self-isolate for 10 days from the date of their test <sup>4</sup> .				
8	Employee has expressed <b>concern</b> to their employer that they <b>may be</b> a close or casual contact <sup>5</sup>	The employee does not need to restrict their movements unless they are advised by contact tracers that they are a close contact of a confirmed case. In instances where they are a casual contact they should continue as normal and be aware of COVID-19 symptoms.	No	No	No	N/A – can attend. If subsequently advised they are close contact of a confirmed case then follow scenario 7.
9	<b>Member of employee's household has COVID-19 symptoms</b> and is sent for a COVID test - <b>the employee feels well</b>	Employee should restrict movements until outcome of household member test known, i.e.	No	No	Yes - until outcome known then:  If household member's test result is positive the	Dependent on whether household member's test was positive or negative.

<sup>4</sup> See "When you can stop self-isolating" at this link <https://www2.hse.ie/conditions/coronavirus/managing-coronavirus-at-home/self-isolation.html>

<sup>5</sup> <https://www2.hse.ie/conditions/coronavirus/close-contact-and-casual-contact.html>

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		<b>Household member test result negative</b> - employee can cease restricting movements immediately.  <b>Household member test result positive</b> - employee becomes a close contact (and thereafter follow close contact scenario).			employee becomes a close contact and will continue to work from home whilst restricting their movements: see Close Contact scenario #7.  If household member test is negative, employee can return to work premises	If positive – employee becomes a close contact – see scenario 7.  If negative, employee can return to work premises.
10	<b>Member of employee's household has respiratory symptoms but the GP advises they are not sent for a test – the employee feels well</b>	If household member is not being tested then the employee should continue their activities as normal	No	No	No	N/A – can attend
11	<b>Member of employee's household is a close contact of a confirmed case and the close contact feels well</b>	If the household member feels well, then other members of the household do not need to restrict their movements.	No	No	No	N/A – can attend
12	<b>Caring for young child with a confirmed case of COVID-19</b>	Restrict movements for 10 days of their self-isolation and 7 days thereafter	No - unless the employee themselves become unwell,	No	Yes - total of 17 consecutive calendar days (10 days whilst caring and 7 days thereafter as per HSE advice) <sup>6</sup>	After 17 consecutive calendar days

<sup>6</sup> <https://www2.hse.ie/conditions/coronavirus/managing-coronavirus-at-home/self-isolation.html#Caring-for-someone-in-self-isolation>

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			then follow above scenarios.			
13	Employee is in <b>very high risk</b> (extremely vulnerable) <sup>7</sup> category	Employee should be facilitated to work from home to the maximum extent possible. Please refer to FAQ 2.2	No	No	Yes <sup>8</sup>	See FAQ 2.2 of the guidance on <a href="https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk">gov.ie at this link</a> for further details.
14	Employee is in <b>high risk</b> <sup>9</sup> category	Employee can attend workplace. Take extra measures to protect the employee where social distancing is difficult	No	No	As determined by the role	N/A – can attend
15	Advised to self-isolate <b>pre-surgery</b> .	Restrict movements	No	Yes – during/following surgery	Yes for self-isolation period pre-surgery. Person needs to be available for work (see <a href="#">FAQ 3.2 in the Guidance</a> ) for period pre-surgery.	When sick leave finishes post-surgery.
16	<b>Non-essential travel</b> - arriving from non-green list country (as per list on day of arrival back in Ireland)	Restrict movements for 14 days - must take annual/other leave for the restricted movement period	No	No	No - Annual/other unpaid leave must be taken for restricted movement period. See <a href="#">FAQ 4.5 in the Guidance</a>	After 14 days

<sup>7</sup> <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk>

<sup>8</sup> Employees in the very high risk category who wish to return to the work premises should contact their HR unit for further information.

<sup>9</sup> <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#high-risk>

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