

Please find attached the steps to follow if you fall into any of the self -isolation categories as published by the HSE:

1. Telephone your manager or the HR Manager before 10am on the first day of isolation/self-quarantine to update them on the situation.

2. If you are advised to self-isolate/self-quarantine you will be required to give your manager the following information:

a. Date of commencement and number of days advised to self-isolate/self-quarantine

b. Advice received from: GP, HSE, Hospital or Other (you will be required to specify what that is)

3. If you have been advised to self-isolate/self-quarantine as a precaution but you are well, you will be asked to work from home where possible.

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 will be asked to sign a self-declaration, including written confirmation of the above details. (Rebecca Downes will circulate the form later today)

6. By applying for special leave with pay, you agree that in the event of noncompliance with the provisions of special leave with pay (including the requirement to provide bona fide confirmation of self-isolation/self-quarantine/diagnosis of COVID-19) existing procedures, including disciplinary measures may be invoke