



UPDATED Appendix 4: Quick guide on working arrangements

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

Please note the scenarios are based on current public health advice available on 1 June 2021, 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. In relation to Home Working and Return to the Work premises, different advice may apply in the health sector. Please see [hse.ie](https://www.hse.ie) for further advice.

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ¹	Return to work premises ²
1	COVID-19 symptoms – 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)

¹ See FAQ 3.2 in the Guidance document on [gov.ie at this link](https://www.gov.ie) 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.

² Refers to any work location outside the home

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ¹	Return to work premises ²
2	COVID-19 symptoms – 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)
3a	COVID-19 symptoms – employee received positive test result and is unwell. Employee was not in the work premises in the 14 calendar days prior to onset of symptoms	Self-isolate until 10 days from onset of symptoms and last 5 days fever free (Self -isolation extended to 14 days if they have a positive test for a Variant of Concern (VOC))	Yes - until 10 days from onset of symptoms and last 5 days fever free (Extended to 14 days if VOC)	Yes – after day 28. This takes effect for any new or open cases on 1 January 2021	No	After 10 days from onset of symptoms and 5 days fever free, which may run concurrently. (Extended to 14 days if VOC)
3b	COVID-19 symptoms – employee received positive test result and is unwell. Employee was confirmed by their manager to be in the work premises in any of the 14 calendar days prior to onset of symptoms ³	Self-isolate until 10 days from onset of symptoms and last 5 days fever free (Self -isolation extended to 14 days if they have a positive test for a VOC)	Yes - until 10 days from onset of symptoms and last 5 days fever free (Extended to 14 days if VOC)	No	No	After 10 days from onset of symptoms and 5 days fever free (which may run concurrently)

³ Special leave with pay may be extended beyond 28 days for certified COVID-19 related illness in circumstances where a manager determines that all 4 criteria below are met:

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ¹	Return to work premises ²
4	COVID-19 symptoms – 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 nd test result known	No	Cannot be determined until outcome known (see other scenarios)
5	COVID-19 symptoms – 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

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- An employee had been in the work premises (any work premises outside the home) at any time during the 14 calendar days prior to commencing the self-isolation period of a positive case of COVID-19. The attendance must have been known to and/or approved by the manager in advance.
 - The employee provides their employer with medical evidence of a positive COVID-19 test including the date of this test.
 - In accordance with the standard management referral process, the Occupational Health Physician (OHP) confirms that they are medically unfit to resume work.
 - The OHP confirms that their absence relates primarily to ongoing COVID-19 illness, and that they are accessing appropriate medical care

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ¹	Return to work premises ²
6	Employee is concerned they have COVID-19 symptoms and they are not well enough to work , but GP advises that they do not meet the criteria for COVID testing	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
7a	Close contact – Employee has not been vaccinated. Employee has been advised by contact tracers that they are a close contact of a confirmed COVID-19 case – and the employee has no symptoms and has a subsequent negative test result(s)	<p>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.</p> <p>Negative 1st test result If the first test is less than 10 days after last contact and is negative (COVID-19 not detected), the employee will need to continue to restrict their movements for 14 days or until the test results of their second test is known (see below).</p> <p>If the first test was at least 10 days after last contact and the employee has no symptoms they can stop restricting their movements</p>	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.	<p>14 days. This can be shortened to 10 days if both conditions below apply:</p> <ul style="list-style-type: none"> • A negative test (COVID-19 not detected) 10 days after the individual was last in contact with the person who tested positive. • The employee does not have any symptoms of COVID-19.

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ¹	Return to work premises ²
		and they will not need a second test. Negative 2nd test result The employee can stop restricting their movements if they have a negative test (COVID-19 not detected) 10 days after last contact with the person who tested positive and the employee does not have any symptoms of COVID-19.				
7b	Close contact – Employee has not been vaccinated. Employee has been advised by contact tracers that they are a close contact of a confirmed COVID-19 case – and the employee has no symptoms but subsequently receives a positive test result	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. If they subsequently receive a Positive test result the following applies: If the employee tested	Yes – but only from the date of their test result	No	Yes until the date of their test result ⁵ – the person needs to be available for work (see FAQ 3.2) while they are restricting their movements. 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	Positive test result = 10 days from the date of their test.

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ¹	Return to work premises ²
		positive because they were a <u>close contact</u> but they have no symptoms, they still need to self-isolate for 10 days from the date of their test⁴ .			they are restricting their movements.	
7c	Close contact – Employee (regardless of vaccination) has been advised by contact tracers that they are a close contact of someone who tested positive to a variant of concern – and the employee has no symptoms	Self-isolate and get tested. Employees will need to self-isolate for 14 day, or they can stop self-isolating early when both apply: <ul style="list-style-type: none"> • A negative test (COVID-19 not detected) 10 days after the individual was last in contact with the person who tested positive. 	No	No	Yes – the person needs to be available for work (see FAQ 3.2) while they are self-isolating as a close contact. 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 a close contact.	After 14 days, or where there is a negative test 10 days after last contact with the person who tested positive. Employers should note that the individual will be required to physical distance and wear a mask for 7 days after

⁵ 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.

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

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ¹	Return to work premises ²
		<ul style="list-style-type: none"> They do not have any symptoms of COVID-19. <p>The employee will need to continue to practice social distancing and wear a face covering or mask for the next 7 days after the negative test.</p>				the negative test.
7d	Close contact – Employee has been vaccinated or had COVID-19 and has no symptoms	No restriction of movement required, providing they meet the criteria set out on the HSE website	No	No	No	Can attend if criteria met. Refer to HSE website for full details.
8	Employee has expressed concern to their employer that they may be a close or casual contact ⁶	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	No	No	No	N/A – can attend. If subsequently advised they are close contact of a confirmed case then follow scenario 7.

⁶ <https://www2.hse.ie/conditions/coronavirus/close-contact-and-casual-contact.html>

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ¹	Return to work premises ²
		COVID-19 symptoms.				
9	Member of employee's household has COVID-19 symptoms and is sent for a COVID test - the employee feels well	Employee should restrict movements until outcome of household member test known, i.e. Household member test result negative - employee can cease restricting movements immediately. Household member test result positive - employee becomes a close contact (and thereafter follow close contact scenario).	No	No	Yes - until outcome known then: If household member's test result is positive the employee becomes a close contact and will continue to work from home whilst restricting their movements: see Close Contact scenario 7a and 7b. If household member test is negative, employee can return to work premises	Dependent on whether household member's test was positive or negative. If positive – employee becomes a close contact – see scenario 7a and 7b. If negative, employee can return to work premises.
10	Member of employee's household has respiratory symptoms but the GP advises they are not sent for a test – the employee feels well	If household member is not being tested then the employee should continue their activities as normal	No	No	No	N/A – can attend
11	Member of employee's household is a close contact of a confirmed case and the close contact feels well	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

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ¹	Return to work premises ²
12	Caring for young child with a confirmed case of COVID-19	Restrict movements for 10 days of their self-isolation and 7 days thereafter	No - unless the employee themselves become unwell, then follow above scenarios.	No	Yes - total of 17 consecutive calendar days (10 days whilst caring and 7 days thereafter as per HSE advice) ⁷	After 17 consecutive calendar days
13	Employee is in very high risk (extremely vulnerable) ⁸ category	Employee should be facilitated to work from home to the maximum extent possible. Please refer to FAQ 2.2 ⁹	No	No	Yes ¹⁰	See FAQ 2.2 of the guidance on gov.ie at this link for further details.
14	Employee is in high risk ¹¹ 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 pre-surgery .	Restrict movements	No	Yes – during/following surgery	Yes for self-isolation period pre-surgery. Person needs to be available for work (see FAQ 3.2 in the Guidance) for	When sick leave finishes post-surgery.

⁷ <https://www2.hse.ie/conditions/coronavirus/self-isolation/caring-for-someone-who-cant-self-isolate.html>

⁸ <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk>

⁹ Some conditions that previously placed employees in the very high risk category now place them in the high risk category or in some instance in the normal risk category. In addition an employee's risk categorisation may now have changed due to vaccination and / or history of recent confirmed COVID infection. Consult Occupational Health.

¹⁰ Employees in the very high risk category who wish to return to the work premises should contact their HR unit for further information.

¹¹ <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#high-risk>

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ¹	Return to work premises ²
					period pre-surgery.	
16	Overseas travel	Restrict movements (quarantine) for 14 days ¹² - the employee 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 FAQ 4.5 in the Guidance	After 14 days (or earlier if negative test result – see FAQ 4.5 and gov.ie for details)
17	Possible reaction to COVID-19 vaccination	If an employee is unfit for work, then usual sick leave rules apply	No	Yes	N/A	As per provisions of sick leave, if required

¹² On arrival from certain countries, if a further test is taken at day 5 and the employee receives a negative test result they can stop restricting their movements. This does not apply to arrivals from Category 2 Countries and Territories. See <https://www.gov.ie/en/campaigns/75d92-covid-19-travel-advice/> for further details.



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