



## Memo

**To:** Chief Executive Officer  
Each National Director  
Each Assistant National Director HR  
Each Assistant Chief Finance Officer  
Each Hospital Group CEO  
Each Hospital Group Director of HR  
Each Chief Officer CHO  
Each Head of HR CHO  
Head of HR, PCRS  
Each CEO Section 38 Agencies  
Each HR Manager Section 38 Agencies  
Each Employee Relations Manager  
Each Group Director of Nursing & Midwifery  
Each Group Director of Midwifery  
Each Clinical Director  
Director National Ambulance Service

**From:** Anne Marie Hoey, National Director Human Resources

**Date:** 14<sup>th</sup> January 2022

**Subject:** HR Memo – Interim Guidance for Healthcare Worker (HCW)  
Close Contact Management

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Dear Colleagues,

Further to Public Health guidance published on 13<sup>th</sup> Jan 2022 at <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/contacttracingguidance/National%20Interim%20Guidance%20for%20contact%20tracing.pdf>.

The 'Interim Guidance for Healthcare Worker (HCW) Close Contact Management' has been developed in collaboration with relevant stakeholders. This provides further information on this new contact management process including access to the National Contact Management Programme (CMP), which is will be available at <https://www.hse.ie/eng/staff/workplace-health-and-wellbeing-unit/covid-19-guidance/>.



The national CMP is now available to all healthcare facilities, through the process outlined in this Interim Guidance.

**The identification of HCW close contacts remains, and continues to be, the responsibility of line management, under the Clinical Governance of the Healthcare Facility.**

**Queries**

Queries from individual employees or managers should be referred to the local healthcare facilities.

For HCW queries on Covid-19 please see - <https://www2.hse.ie/conditions/covid19/> or contact HSE Live – 1800 700700 (Monday to Friday: 8am to 8pm; Saturday and Sunday: 9am to 5pm)

Yours Sincerely

A handwritten signature in blue ink that reads "Anne Marie Hoey".

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**Anne Marie Hoey**  
**National Director, Human Resources**