

# Appendix B: Guidance for managers when notified of COVID-19 self-isolation or self-quarantine

1. If a manager receives a call from an employee advising that they may need to self-isolate/self-quarantine the manager should in the first instance ask if the person has to self-quarantine as a precaution and if they are well enough to work. If they are well enough to work they should be asked to work from home where possible. Managers should explore every possible avenue of making a suitable arrangement to facilitate the employee to continue working and be as productive as possible. This may include reassigning the employee to suitable alternative duties.

2. If the employee has been notified to self-isolate and is not well enough to work, the manager should ask the employee the questions at section 3 below. The manager should take note of the details provided. The arrangements for the recording and retention of this information will vary based on each organisation's payroll/HR processes and facilities. Any such arrangements in respect of an employee's data must comply with data protection legislation.<sup>1</sup>

### 3. Questions:

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

b. Advice received from:

- GP
- HSE
- Hospital
- Other (you will be required to specify what that is)

4. Managers should make employees aware of the need to stay in regular contact and advise them of occupational health and/or employee assistance programmes available to them as appropriate.

5. Employees who are eligible to apply for special leave with pay due to the requirement to self-isolate/self-quarantine but do not have access to medical certification are required to complete the COVID-19 Self Declaration Form and submit a copy as soon as possible. The manager should complete the relevant section of the the COVID-19 Self Declaration Form.

6. Managers should alert the employee to any follow up actions that are required on their return to work including, where applicable, the completion of the COVID-19 Self-Declaration Form for Special Leave with Pay (if not already submitted).

7. Managers should ensure that an employee's Self-Declaration Form for Special Leave with Pay, where applicable, is retained on his/her personnel file and subject to audit.

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<sup>1</sup> <https://dataprotection.ie/en/news-media/blogs/data-protection-and-covid-19>