
New: 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.
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 below. The manager should take note of the details provided. The arrangements for the recording of this will vary based on each organisation's payroll/HR facilities.
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 any employee assistance programmes available to them.
5. Managers should alert the employee to any follow up actions that are required on their return to work (for example, self-declarations).