



UPDATED Appendix 3: 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 31 January 2022, and have been produced as a guide only. 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 for further advice.

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ⁶	Return to work premises ⁷
1	COVID-19 symptoms – employee is awaiting a HSE COVID-19 test	Self-isolate until outcome known	Yes - until outcome known, then assess and follow subsequent advice (see below scenarios)	No	See footnote 6 below	Cannot be determined until outcome known (see other scenarios)
2	COVID-19 symptoms – employee received positive PCR test result/ under 40 has registered a positive antigen test on the HSE portal and is not well enough to work.	Self-isolate for 7 days and take extra care for another 3 days to reduce the risk of passing COVID-19 on.	Yes – up to day 10 if required	Yes – after day 10. This takes effect for any new cases on 7 February 2022	No	Following self-isolation period and additional 3 days if required.

⁶ See FAQ 2.2 in the Guidance document on [gov.ie at this link](#) 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.

⁷ Refers to any work location outside the home

#	Scenario	Employee	Special leave with pay	Sick leave	Home working / remain available for working at home ⁶	Return to work premises ⁷
3	COVID-19 symptoms – employee required to self-isolate and subsequently receive a negative COVID-19 test result	Continue to self-isolate until 48 hours after symptoms are gone or mostly gone	Yes - up until date of negative test	Yes - after date of negative test if employee continues to be not well enough to work.	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 are gone or mostly gone
4	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 2.2 in the Guidance) for period pre-surgery.	When sick leave finishes post-surgery.
5a	Overseas travel where a quarantine period is required	Restrict movements (quarantine)	No	No	No - Annual/other unpaid leave must be taken.	
5b	Overseas travel where no quarantine is required	Can return to work	No	No	Not required	Yes
6	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