

IMPORTANT

Line managers are asked to ensure that all staff under their remit are made aware of the content of this update

Updated Guidance for Staff – Essential Services Travel

The functions of the Child and Family Agency are provided for within the Government determination of essential services for those who are required to travel to and from work. The Agency has determined the following three critical priority services during the COVID-19 restrictions on movement:

- Child Protection (Inclusive of Out of Hours)
- Children In Care
- Domestic Sexual Gender Based Violence.

These three services and the functional supports necessary to maintain their continuity are deemed essential.

In the context of the Government announcement of Friday March 27th and in force until April 12th, the following updated guidance is issued to all staff and grades (excluding Residential Care Staff) with immediate effect.

- If you are already working from home you should continue to do so unless advised otherwise by your line manager in accordance with the need for essential on site services.
- If you are a provider of the critical services or functions necessary to maintain them and have not been working from home to date you should attend for work on Monday or contact your manager by phone who will assess the minimum number of staff required to be on site to maintain provision. All other staff in these services will then be directed to work from home and are required to be available on a call up or rotational basis to maintain the minimum on site requirement.
- Only the minimum professional grades and administrative staff will be required to be on site on a rotational basis where numbers allow.
- If you are not required to be in the minimum cohort on site and you do not have remote access you will be directed to be at home, you may be allocated some off line duties. However in any event it is essential minimum requirement not ability to work from home that will inform the decision. If you are at home and it is not practicable for you to fulfil any duties you are fully covered in your employment with no impact on leave or other entitlement as a result of a directive to be at home.
- If you are requested to redeploy to an essential service that service will be considered your work for the duration of the COVID-19 response or unless advised otherwise. In this regard the manager of the service you are redeployed to will make

the determination on the need to be essential on site or at home. In any redeployed context where the redeployed setting requires premia and other allowances you will be paid these in addition to your pay of your substantive position.

- Residential Social Care staff are a critical shift based service and are required to continue to attend for work.
- If you are required to travel to work your manager will provide you with an official document endorsing such travel which you can along with appropriate ID (work/license/passport) present to any authority checking on the legitimacy of travel for essential work. This document will be issued in the coming 24 hours and in the intervening period you should use official ID as referenced.

It is important that each one of us plays our role in supporting the national effort to slow the spread of COVID-19 and I'd ask each and every staff member to keep up to date with the latest public health advice, and announcements from the Taoiseach in this regard.

Finally, this is a difficult time for all of us, and as we navigate these uncharted waters I encourage you to look after both your physical and mental health during this time.

Kind regards,

Bernard Gloster
Chief Executive