

# Managing HR Risk in your Business



### What to do? Action vs Impact



Positive impact on staff and guests



facts and real business data



You can take action NOW to assist managing your survival



### Continue to risk assess within the business



### Staff should stay at home if:

- They have travelled to affected areas
- Have symptoms must contact GP immediately

### Identify who are your vulnerable employees:

- Pregnant workers OR individuals with chronic underlying conditions
- Family members of staff who are elderly and or who have family members with chronic illnesses, young or old

### Other risks:

- Measures in place for social distancing, hand/respiratory hygiene
- Consider your cashflow employee payments



# Managing Changes to Working Hours



#### **PLEASE NOTE**

The information given in this video was correct at time of recording.

Check www. gov.ie for the latest information in relation to deadlines for application for the EWSS, PUP and the deadline in relation to the employee's right to request redundancy.





### **Short-time**

- Occurs if you don't have full-time work for staff
- Need to reduce hours to less than half or less than 3 days
- Available for you to facilitate jobsharing or to reduce working hours for employees while still maintaining cover for key areas





### Lay-off

- Requires you to have no work available for a specific period of time
- E.g. at the moment you may not have work for the next 2 weeks and will reassess the situation then





### Redundancy

- Occurs when you have no work for the employee for the foreseeable future
- The position no longer exists

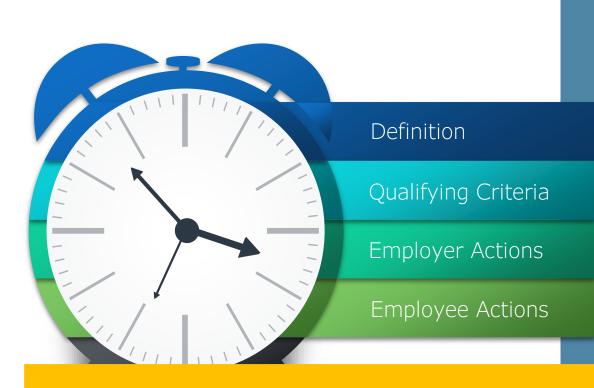




### **Parental Leave**

- Staff can stay at home to mind the designated child the parental leave applies to
- Qualifying criteria child needs to be less than 12 years old
- Available for up to 22 weeks





**UPDATE Nov 2020** - Updated in the recent budget to 5 weeks. We are awaiting legislation to see when this is implemented and how long the relevant parents have to take the leave after the child is born.

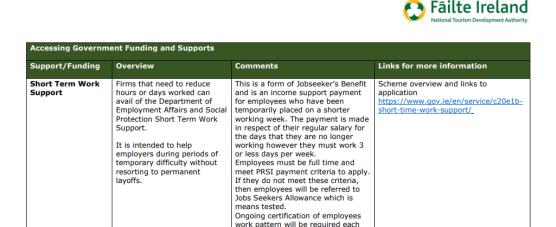
### **Parent's Leave Entitlement**

- Available for children born since
  1st November 2019
- Must be taken in the first year of a child's life
- Max of 2 weeks leave and✓ employee receives €245 per week



How to access

# Additional Resources - gov.ie & welfare.ie



week by employer.

https://www.gov.ie/en/publication/0b6a34-advice-for-employers-and-

https://www.citizensinformation.ie/en/

As it may be necessary to cut back all non-essential staff, ensure that they apply for state supports

The most current DEASP advice and information for both employers and employees can be found on:

immediately. This scheme will apply to full time employees whose hours are reduced but for those on shorter term contracts the Citizen Information offices provide detailed information on benefits eligibility for employees

employees/?referrer=/en/campaigns/973806-covid-19-coronavirus-information-for-employers-and-employees/

https://www.citizensinformation.ie/en/employment/unemployment and red undancy/redundancy/lay off short time working and redundancy.html

https://www.failteireland.ie/FailteIreland/media/WebsiteStructure/Documents/COVID-19/Accessing-Government-Funds-and-Supports.pdf



# What happens if the workplace closes?



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### **Contractual Lay-off**

- Contractual obligation outlined in the employee's Contract of Employment
- Can lay-off the employee
  without pay and they get paid
  by the government





### Redundancy

- Occurs when you have no work for the employee for the foreseeable future
- Legal termination of an employees employment
- The position is made redundant not the person
- Must be done on objective grounds e.g. last in first out, closing of a specific department, etc.



# Employer and Employee Obligations during the Coronavirus Crisis



# Provide a safe and healthy place of work



- Risk assess
- Review workplace hygiene
- Confidentiality is very important
- Ensure clear policies and rules
- You have a duty of care social distancing
- Reduce customer contact (e.g. enforce contactless payment where practical)
- Close as you need to in line with risk management & government instructions



- Distribute information to employees outlining the steps which are being taken by the company to ensure the health and safety of employees and customers
- Ensure you have an emergency text service in place to issue updates to employees in relation to the virus and the business

# **Communicate** with staff





# What to do if an employee is suspected or diagnosed with the Coronavirus





- Employees to be made aware of their obligations if they are unwell or have a suspected case
- Stay at home and contact their GP
- Follow instruction of the medical professionals
- Inform employer if they spent anytime in the affected countries
- Inform employer if they were in contact with anyone who has contracted the virus
- Ensure adequate hygiene in the workplace
- Follow employer guidance e.g. social distancing



### **Illness benefit for COVID 19 absences**

### Qualifying Criteria

- Medically certified (employee or self-employed)
- Self-isolate and phone GP
- Public Health will contact you if you are suspected, diagnosed or designated as close contact

Rates of Payment

• Payment is €305 for up to 2 weeks

How to Apply

- Call 1890 800 024 to request form
- Complete form and post to DEASP via PO BOX 1650

### **UPDATE Nov 2020**

Payment is now €350 for 2 weeks to self-isolate or up to 10 weeks if suffering from COVID-19.

#### **UPDATE Nov 2020**

You can also now apply online via your MyGovID account



### **GDPR**

Employers have an obligation to ensure that the privacy of the individuals personal data related to their health is kept secure

