

HR RISK

Managing HR Risk in your Business

*Responding to questions from
Industry on Coronavirus (COVID-19)*



What to do? *Action vs Impact*



REMAIN CALM

Positive impact on
staff and guests



REMAIN PRAGMATIC

Ensures quality decision
making, informed by
facts and real business
data



REMAIN PROACTIVE

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

Adhere to HSE and WHO Guidelines

HR RISK

Managing Changes to Working Hours

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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 job-sharing 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

Parent's Leave Entitlement



Definition

Qualifying Criteria


Employer Actions

Employee Actions

- 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

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.

Additional Resources – gov.ie & welfare.ie



Accessing Government Funding and Supports			
Support/Funding	Overview	Comments	Links for more information
Short Term Work Support	<p>Firms that need to reduce hours or days worked can avail of the Department of Employment Affairs and Social Protection Short Term Work Support.</p> <p>It is intended to help employers during periods of temporary difficulty without resorting to permanent layoffs.</p>	<p>This is a form of Jobseeker's Benefit and is an income support payment for employees who have been temporarily placed on a shorter working week. The payment is made in respect of their regular salary for the days that they are no longer working however they must work 3 or less days per week. Employees must be full time and meet PRSI payment criteria to apply. If they do not meet these criteria, then employees will be referred to Jobs Seekers Allowance which is means tested. Ongoing certification of employees work pattern will be required each week by employer.</p>	<p>Scheme overview and links to application https://www.gov.ie/en/service/c20e1b-short-time-work-support/</p>
How to access support	<p>As it may be necessary to cut back all non-essential staff, ensure that they apply for state supports 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 https://www.citizensinformation.ie/en/</p> <p>The most current DEASP advice and information for both employers and employees can be found on: https://www.gov.ie/en/publication/0b6a34-advice-for-employers-and-employees/?referrer=/en/campaigns/973806-covid-19-coronavirus-information-for-employers-and-employees/</p>		

https://www.citizensinformation.ie/en/employment/unemployment_and_redundancy/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>

HR RISK

What happens if the workplace closes?

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Definition

Qualifying Criteria

Employer Actions

Employee Actions

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



Definition

Qualifying Criteria

Employer Actions

Employee Actions

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.

HR RISK

Employer and Employee Obligations during the Coronavirus Crisis

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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



HR RISK

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

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Employee Responsibilities



- 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

UPDATE Nov 2020

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

How to Apply

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

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

