



**To: The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools and The Chief Executives of Education and Training Boards**

**Coronavirus (COVID-19):  
Arrangements for Teachers and Special Needs Assistants  
employed in recognised Primary and Post Primary schools**

The Minister for Education and Skills directs you to implement the special arrangements to cater for COVID-19 for teachers and special needs assistants (SNAs) employed in approved posts funded by monies provided by the Oireachtas.

These special arrangements are to be implemented by each employer with immediate effect and all teachers and SNAs must adhere to the special arrangements.

The general principles to apply to the management of COVID-19 include the safety and welfare of employees and the minimisation of the impact on teaching and learning. Employers will need to consider how best to deploy employees to facilitate the delivery of educational services.

The Roadmap for the Full Return to School published by the Department, sets out how schools will re-open for all pupils from the end of August and what the operation of schools will look like and be sustainable in a COVID-19 context. Employers are working to implement measures to ensure the safety of the workplace for all employees, as provided for in the Return to Work Safely Protocol.

This Circular supersedes Circular 0024/2020 titled 'Coronavirus (COVID-19) Delay Phase: Arrangements for Teachers and Special Needs Assistants employed in recognised primary and post primary schools'.

Please ensure that copies of this Circular are provided to all members of the Board of Management/Education and Training Boards and its contents are brought to the attention of all teachers and SNAs in your employment including those on leave of absence.

All queries should initially be brought to the attention of the employer who may wish to consult with their representative organisation. Any further queries may be directed to the Department at the following email address: [teachersna@education.gov.ie](mailto:teachersna@education.gov.ie)

This Circular can be accessed on the Department's website at [www.education.ie](http://www.education.ie)

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07 August, 2020

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## Definitions

For the purpose of this Circular the following terms have the meanings assigned to them here unless the context indicates otherwise.

**COCOON** – means an employee who is at very high risk of serious illness from contracting COVID-19 and is required to stay at home as much as possible and avoid physical contact with other people.

**DPER** – means Department of Public Expenditure and Reform.

**Employee** - means a registered teacher or a special needs assistant employed in an approved post funded by monies provided by the Oireachtas.

**Employer** - means an Education and Training Board (ETB) for vocational schools/community colleges, community national schools and a Board of Management/Manager in the case of primary (excluding community national schools), voluntary secondary, community and comprehensive schools. The ETB or Board of Management/Manager may delegate as appropriate responsibility for matters set out in this Circular.

**ETB** – means Education and Training Board.

**GDPR** - means the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

**HSE** – means Health Service Executive.

**Occupational Health Service (OHS)** – means the providers of independent medical advice on occupational health to the employer. Medmark Occupational Healthcare Ltd. is the current OHS provider.

**On Line Claims System (OLCS)** - means the system for recording absences and claiming substitution currently operating in primary, voluntary secondary, community and comprehensive schools.

**Paymaster** – means the person/organisation in charge of paying salaries. The Department of Education and Skills in the case of primary, voluntary secondary, community and comprehensive schools and the Education and Training Boards in the case of vocational schools/community colleges.

**SNA** – means Special Needs Assistant.

**Teacher** – means person registered with the Teaching Council.

**The Department** - means The Department of Education and Skills.

## **1. Introduction**

- 1.1 Coronavirus (COVID-19) is a virus that can cause illness affecting the lungs and airways.
- 1.2 The employer has obligations under the Safety, Health and Welfare at Work Act, 2005 to ensure the safety and welfare of staff at work.

## **2. Purpose of this Circular**

- 2.1 The purpose of this Circular is to advise employers of the arrangements for employees on the re-opening of schools.

## **3. Pre-Return to Work Form**

- 3.1 Each employer must have a COVID-19 Response Plan in place in order to re-open safely. It is incumbent on all employees returning to the workplace to fully comply with their employer's COVID-19 Response Plan. As part of this Response Plan, the Pre-Return to Work form is one of the measures designed to assist with the safe return of all employees to the workplace.
- 3.2 All employees are required to complete the [COVID-19 Pre-Return to Work Form](#) which must be completed at least 3 days before an initial return (the 3 day timeframe can include weekends). Employees should notify their employer if there are any changes to their circumstances at any stage.

## **4. Special Leave with Pay**

- 4.1 Special leave with pay will be granted by the employer, for those employees who have been:
  - a) diagnosed with COVID-19 or
  - b) recommended to self-isolate
- 4.2 The employee must provide HSE/medical certification to the employer to include estimated date of fitness to return to work.
- 4.3 Where an employee has been granted special leave with pay, the employer may appoint a substitute, paid by the Paymaster.
- 4.4 Special leave with pay granted by the employer will not be counted as part of the employee's Sick Leave record.
- 4.5 Similar to the general principles applying to the management of Sick Leave, the employee must contact the employer as soon as possible, in accordance with the employer's normal absence reporting arrangements. Where circumstances or diagnosis changes, the employee must also inform the employer immediately.
- 4.6 An employee is not entitled to days in lieu of bank holidays whilst in receipt of special leave with pay.
- 4.7 It is considered good practice in maintaining a positive wellbeing culture in the school, to have appropriate contact between the employer and the employee during periods of leave. The nature of this contact should focus on the welfare of the employee and the facilitation of a successful return to work.
- 4.8 The special leave with pay absence must be recorded by the employer on the OLCS/relevant ETB system. Under the OLCS leave category, this is recorded under 'Personal Leave', sub-category titled 'Covid-19: Diagnosis' or 'Covid-19: Self-Isolation'.

## **5. Application Procedures for Special Leave with Pay**

- 5.1 An employee who has been HSE/medically diagnosed with Covid-19 or has been recommended to self-isolate must complete the Application Form at Appendix A to apply for special leave with pay.
- 5.2 The completed Application Form should be forwarded by the employee to the employer as soon as possible. The completed form must be accompanied by appropriate HSE/medical certification to include estimated date of fitness to return to work.

## **6. Self-Isolation**

- 6.1 Self-isolation means staying indoors and completely avoiding contact with other people. This includes other people in the household, as much as possible. An employee with COVID-19 symptoms will be medically/HSE advised to self-isolate while he/she waits for a COVID-19 test appointment and test results.
- 6.2 The latest criteria for self-isolation and as updated by the HSE must be followed. The current criteria for self-isolation are at:-  
<https://www2.hse.ie/conditions/coronavirus/self-isolation-and-limited-social-interaction.html>.
- 6.3 The employee must inform the employer where HSE or medical advice is that he/she must self-isolate. Subject to the provision of the appropriate HSE/medical certification and completion of the Application Form at Appendix A, special leave with pay will be granted by the employer and applies up until the COVID-19 test result is obtained.
- 6.4 The employee must arrange a COVID-19 test as soon as possible and must immediately inform the employer of the COVID-19 test result.
- 6.5 Where the COVID-19 test result is positive, the employee remains on special leave with pay and must be recorded by the employer as 'COVID-19: Diagnosis' on the OLCS/relevant ETB system.
- 6.6 For any non-COVID-19 illness, following the necessary period of self-isolation, the terms and conditions of the Sick Leave Scheme apply.

## **7. COVID-19 Diagnosis**

- 7.1 The employee must inform the employer where he/she has tested positive for COVID-19. Subject to the provision of the appropriate HSE/medical certification and completion of the Application Form at Appendix A, special leave with pay will be granted by the employer.
- 7.2 The OHS advises that in a confirmed COVID-19 infection, an employee needs to be 14 days post onset of symptoms and also 5 days fever free (which may run concurrently) before returning to the workplace. It should be noted that the 14 days is from the onset of symptoms and not the date of receiving a positive COVID-19 test result.
- 7.3 These arrangements do not preclude an employee working from home at an earlier stage, if this is feasible, depending on the individual case.
- 7.4 The OHS advice must be sought by the employer, where an employee is absent in excess of the period as detailed at paragraph 7.2.
- 7.5 When the employee returns to work, he/she must be informed by the employer of the procedures in the school regarding social distancing, use of personal protective equipment and hand washing techniques.

## **8. Restricted Movement other than following Non-Essential Travel Overseas**

- 8.1 An employee with no COVID-19 symptoms will be medically/HSE advised to restrict his/her movements for 14 days if he/she is a close contact of a confirmed case of COVID-19 or lives

with someone who has COVID-19 symptoms. This is to avoid contact with other people and social situations as much as possible. The 14 day period is from the last date of contact with the diagnosed person.

- 8.2 An employee who has been advised to restrict his/her movements must arrange a COVID-19 test as soon as possible.
- 8.3 The latest criteria for restricted movement and as updated by the HSE must be followed. The current advice on restricted movements is at:  
<https://www2.hse.ie/conditions/coronavirus/managing-coronavirus-at-home/if-you-live-with-someone-who-has-coronavirus.html#restrict>.
- 8.4 An employee who has been advised to restrict his/her movements must complete the Declaration Form at Appendix B and return it immediately to the employer, accompanied by medical certification (GP/HSE) and to include date of fitness to return to work. Where medical diagnosis changes, the employee must inform the employer immediately.
- 8.5 An employee who has been advised to restrict his/her movements and is medically fit for work, remains available for work. The employee should be assigned work for the 14 day period and the employer must therefore facilitate alternative working arrangements to the maximum extent possible e.g. working from home. All employees must cooperate with all such flexibilities while they are restricting their movements. Further details are available at paragraph 12.
- 8.6 Where an employee has been medically advised to restrict his/her movements, the employer may appoint a substitute, paid by the Paymaster.
- 8.7 An employee on restricted movement must be recorded by the employer under the OLCS leave category 'Personal Leave', sub-category titled 'Covid-19: Restricted Movement' or on the relevant ETB system.
- 8.8 Where an employee on restricted movement tests positive for COVID-19, paragraph 7 will apply.

## **9. Restricted Movement following Non-Essential Travel Overseas**

- 9.1 The current Government advice is not to travel overseas.
- 9.2 Any person coming into Ireland, (apart from Northern Ireland and individuals arriving in Ireland from locations with a security rating of normal precautions "Green List"), is required to restrict their movements for 14 days.
- 9.3 Responsibility to provide for the period of restricted movements arising from non-essential travel overseas is a matter for each individual employee. Where there is an intention to undertake non-essential travel overseas, all employees must make provision for the 14 day period of restricted movement, by way of an Unpaid Leave application, in line with the normal terms and conditions. Where an employee is absent on approved Unpaid Leave, the employer may appoint a substitute, paid by the Paymaster.
- 9.4 Employees must advise their employer in advance in writing of such travel abroad and to include the travel details. This requirement is necessary for the protection of public health.
- 9.5 Should an employee return from a "Green List" country, there will be no requirement to restrict his/her movements. However, an employee should notify his/her employer in advance in writing, to include the travel details, of their intention to travel abroad to a "Green List" country. The "Green List" will be regularly reviewed and may change, and employees should be aware that whatever restricted movement requirements are in place on their date of return will apply to them.

9.6 Employees should log on to [www.dfa.ie](http://www.dfa.ie) immediately prior to their return to Ireland to ensure they are fully appraised of any changes to the “Green List”, and any necessary requirement to restrict their movements.

## **10. Very High Risk Group**

10.1 The HSE advice on the ‘very high risk’ groups is at:

<https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>. The ‘very high risk’ group is currently advised to cocoon.

10.2 Having considered the HSE advice and information available on the OHS website, an employee who believes he/she is at very high risk of serious illness from contracting COVID-19 must complete the online OHS Covid-19 Risk Assessment immediately and submit to the OHS. This Risk Assessment Form is available at the aforementioned OHS link. The employee must inform the employer immediately or on diagnosis, that they believe they are in the ‘very high risk’ group. The OHS Covid-19 Risk Assessment must be accompanied by a completed ‘Report from Treating Consultant’. Where such a report cannot be obtained from the treating consultant within a short timeframe, a copy of the latest treating consultant’s report can be obtained from the employee’s GP. The Report from Treating Consultant template is available on the OHS website.

10.3 Having considered the medical information provided with the ‘OHS Risk Assessment’, the OHS will provide the employee with a ‘COVID-19 Risk Assessment Report’ which advises whether he/she is at a very high risk of serious illness from contracting COVID-19.

10.4 For employees where the ‘OHS Risk Assessment Report’ advises that they are at a very high risk of serious illness from contracting COVID-19 and cannot attend the workplace, the Declaration Form at Appendix C must be completed by the employee and returned immediately to the employer accompanied by the OHS Covid-19 Risk Assessment Report. Where medical diagnosis changes, the employee must inform the employer immediately.

10.5 In accordance with DPER guidance, where an employee who is at a very high risk of serious illness from contracting COVID-19 and is medically fit for work, the employer should prioritise alternative working arrangements to the maximum extent possible e.g. working from home. Further details are available at paragraph 12.

10.6 Where an employee has been advised by the OHS that he/she is at a very high risk of serious illness from contracting COVID-19 and is not attending the workplace, the employer may appoint a substitute, paid by the Paymaster.

10.7 Where an employee who is at very high risk of serious illness from contracting COVID-19 and has been assessed by the OHS as medically unfit for work due to a non-COVID-19 illness, the terms and conditions of the Sick Leave Scheme apply.

10.8 An employee assessed by the OHS as being in the ‘very high risk’ group must be recorded by the employer under the OLCS leave sub-category ‘Personal Leave’, sub-category titled ‘Covid-19: Very High Risk Group’ or on the relevant ETB system.

## **11. High Risk Group**

11.1 The HSE advice on the ‘high risk’ group is at:

<https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html> An employee in the ‘high risk’ group who is not ill must attend the workplace, unless advised otherwise by the OHS.

11.2 In accordance with HSE advice, an employee in the ‘high risk’ group should take extra care to practice social distancing and hand hygiene. The use of face coverings and personal protective equipment may also be considered where maintaining social distancing is difficult.

- 11.3 Where concerns remain, particularly where an employee in the 'high risk' group has a role that requires close contact with pupils for prolonged periods, further advice can be sought by the employee from the OHS by completing the online OHS Covid-19 Risk Assessment available on the OHS website and submitting to the OHS.
- 11.4 An employee who has been advised by the OHS not to attend the workplace, the administrative processes at paragraph 10 will apply.

## **12. Alternative Working Arrangements**

- 12.1 An employee who is medically fit for work and has been advised to restrict his/her movements or an employee at very high risk of serious illness from contracting COVID-19 is available to work remotely.
- 12.2 The work assigned to the employee should be determined by the employer, in consultation with the employee, and may include relevant duties that support the work of the school in developing and delivering its programmes of teaching and learning for pupils.
- 12.3 For teachers, these duties may include:
- Liaising closely with and supporting the work of the substitute teacher(s) who becomes responsible for the teaching duties of the teacher on special leave with pay.
  - Supporting and engaging, using online technology, the work and progress of very high risk or extremely vulnerable pupils who are unable to attend school.
  - Participating in staff meetings, team/subject planning meetings and all other normal meetings using online technology.
  - Participating in relevant professional development through online media.
  - Developing aspects of the school's teaching resources or teaching plans.
  - Undertaking administrative or other tasks associated with a post of responsibility (provided they hold the post in line with relevant DES publications) to the greatest extent possible using online technology.
- 12.4 For SNAs, who continue to work under the direction of the principal or other teacher as determined by the principal, these duties may include:
- Liaising closely, working under the direction of the principal/class teacher(s).
  - Liaising closely, engaging with and supporting the work of the substitute SNA. This advice can include:
    - Advice on what typically works for the child in school.
    - Demonstration/advice/training on strategies to support the child's needs.
    - Support to develop a schedule to structure the child's day.
    - Help with provision of social stories to support their understanding of the ongoing health emergency.
    - Support, advice and reinforcement to address behaviours that challenge.
    - Work on providing educational or therapeutic resources / materials in collaboration with the teacher and substitute SNA.
    - Supporting, engaging with and monitoring very high risk or extremely vulnerable pupils who are unable to attend school, using online technology or telephone support, if online systems are not available.
    - Participating in staff meetings and all other normal meetings using online technology or by telephone, if online systems are not available.

If remote working in an SNA's current role is not feasible, then the assignment of work may be outside of their usual core duties.



### **13. Ordinary Sick Leave**

13.1 Any non-COVID-19 illness must be recorded by the employer as Sick Leave on the OLCS/relevant ETB system and the terms and conditions of the Sick Leave Scheme will apply. If the employee is subsequently diagnosed with COVID-19, special leave with pay can be retrospectively applied in lieu of Sick Leave.

### **14. Employee with caring or childcare responsibilities or living with high risk or very high risk individual**

14.1 Special leave with pay is not available for an employee who has COVID-19 related caring or childcare responsibilities or for an employee who is living with a high risk or very high risk individual.

14.2 However, an employee who wishes to avail of existing relevant leave entitlements is entitled to have such requests considered by his/her employer (e.g. Parental Leave/Carer's Leave) in line with the terms and conditions of Department publications. When considering such an application, the employer must take account of the school's policy on employee absences where the welfare and educational needs of the pupils must take precedence over all other considerations.

14.3 Employees who live with a very high risk individual should attend the workplace and should follow the HSE guidelines to protect themselves and to minimise risk of transmission. The implementation of the Return to Work Safely Protocol is intended to minimise the risk of transmission in the workplace.

### **15. Pregnant Employees**

15.1 Under the current HSE guidelines, a pregnant employee is not deemed to be at very high risk of serious illness from contracting COVID-19, unless suffering from a serious heart condition in which case, paragraph 10 will apply.

### **16. Employee becomes unwell**

16.1 It is important to emphasise that any employee who is feeling unwell must not attend the workplace. This applies to any transmissible illness during this COVID-19 emergency period.

16.2 Where an employee becomes unwell in the workplace, the employer should follow the procedures set out in the employer's COVID-19 Response Plan.

16.3 In line with the HSE Contact Tracing Process, the HSE will contact any employees who have come into close contact with a diagnosed Covid-19 case via the contact tracing process. The HSE instructions should be followed and employee confidentiality is essential at all times.

### **17. Employee Assistance Service**

17.1 The Employee Assistance Service is available as a supportive resource for employees. The free phone confidential helpline is 1800 411 057 and is available 24 hours a day, 365 days a year.

### **18. Data Protection**

18.1 All documentation relating to special leave with pay must be retained by the employer with the relevant personnel records in a safe and secure manner and in line with the employer's data protection policy and data protection regulations. These records may be selected for inspection by nominated Department officials.

18.2 The purpose for which the Department requires the personal data provided, is for the processing of the special leave with pay and substitute claims. Full details of the Department's Data Protection Policy setting out how personal data will be used including information regarding rights as a data subject are available on the Department's website. Details of this policy are also available in hard copy from the Department upon request.

18.3 Article 6(1)(c) in conjunction with Article 9(2)(b) in relation to special category data (including health data) of the GDPR permits the processing of special category data (including health data) for reasons of health and safety. In addition, Article 6(1)(e) in conjunction with Articles 9(2)(i), along with section 53 of the Data Protection Act, 2018, permits the processing of special category data (including health data) for reasons of public interest in the area of public health. The measures are deemed both necessary and proportionate, and include safeguards such as limitation on access to the data, strict time limits for erasure, and other measures such as adequate staff training to protect employees' data protection rights. For further information please visit the [Data Protection Commission website](#).

**Application for Special Leave with Pay**

**Recommendation to self-isolate or Covid-19 diagnosis**

The Application Form should be fully completed and submitted to the employer as soon as possible. The completed form must be accompanied by HSE/medical certification to include estimated date of fitness to return to work.

**Part 1 - Employee Details**

Employee's Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

PPSN: \_\_\_\_\_

School Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

**Part 2 – Details of Special Leave with Pay (based on HSE/medical certification)**

Covid-19 diagnosis  Recommendation to self-isolate:  (tick relevant box)

Start Date (DD/MM/YYYY): \_\_\_\_\_ Estimated End Date (DD/MM/YYYY): \_\_\_\_\_

**Declaration**

I wish to apply for Special Leave with Pay in accordance with Circular 0049/2020 titled '*Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in Recognised Primary and Post Primary Schools*'.

The completed application is accompanied by medical/HSE certification.

I confirm that the information provided in the application is true and accurate.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

### Data Protection Privacy Statement

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Special Leave with Pay to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

### Part 3 – Employer Approval

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employer)

***Application Form/Supporting Documentation should NOT be submitted to the Department of Education and Skills. They should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.***

## Declaration Form

### Restricted Movement Group

The Declaration Form must be completed by the employee who has been HSE/medically advised to restrict his/her movements. The completed form must be accompanied by HSE/medical certification, to include date of fitness to return to work.

#### Part 1 - Employee Details

Employee's Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

PPSN: \_\_\_\_\_

School Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

#### Part 2 – Declaration

I have been medically advised to restrict my movements and cannot attend the workplace.

Start Date (DD/MM/YYYY): \_\_\_\_\_ End Date (DD/MM/YYYY): \_\_\_\_\_

The completed application is accompanied by medical/HSE certification.

In accordance with Circular 0049/2020 titled 'Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in Recognised Primary and Post Primary Schools', I am available for work in accordance with the terms of this Circular.

I confirm that the information provided in the application is true and accurate.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

#### Part 3 – Employer Record

HSE/Medical Confirmation provided

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employer)

***Application Form/Supporting Documentation should NOT be submitted to the Department of Education and Skills. They should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.***

### **Data Protection Privacy Statement**

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Special Leave with Pay to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

## Declaration Form

### Very High Risk Group/High Risk Group (advised to cocoon by the OHS)

The Declaration Form must be completed by the employee where the Occupational Health Service (OHS) Risk Assessment Report has stated that he/she is at a very high risk or high risk of serious illness from contracting COVID-19 and is advised to cocoon. The completed form accompanied by the OHS 'COVID-19 Risk Assessment Report' must be submitted to the employer as soon as possible.

#### Part 1 - Employee Details

Employee's Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

PPSN: \_\_\_\_\_

School Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

#### Part 2 – Declaration

Based on the attached OHS COVID-19 Risk Assessment Report, I am advised to cocoon.

In accordance with Circular 0049/2020 titled '*Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in Recognised Primary and Post Primary Schools*', I am available for work in accordance with the terms of this Circular.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

#### Part 3 – Employer Record

OHS Covid-19 Risk Assessment Report provided

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employer)

***Application Form/Supporting Documentation should NOT be submitted to the Department of Education and Skills. They should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.***

### **Data Protection Privacy Statement**

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Special Leave with Pay to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.