

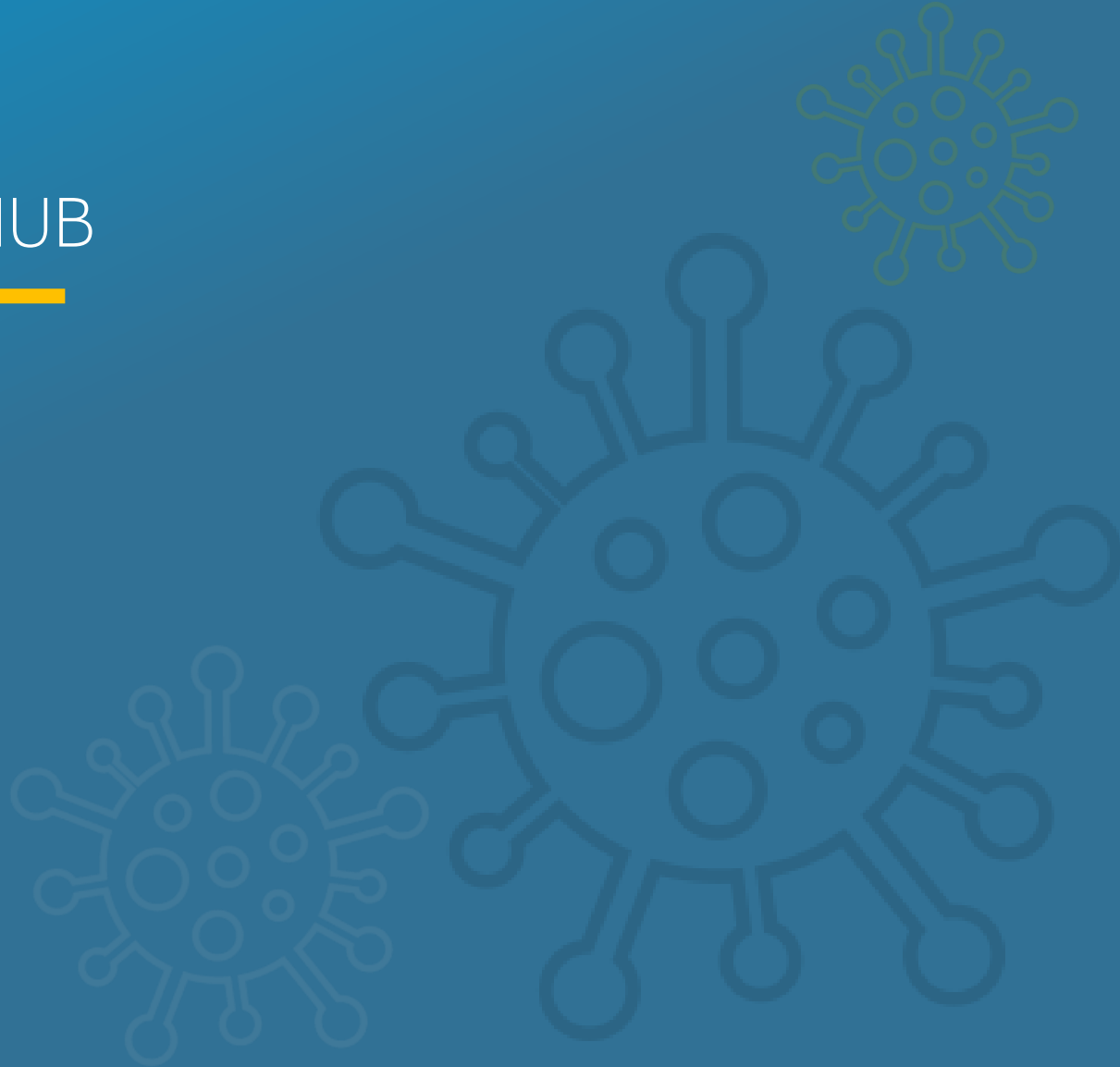
COVID-19 BUSINESS SUPPORTS HUB

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# HR for Reopening Your Questions Answered

*Hosted by*

**Amanda Horan**  
Enterprise Development, Fáilte Ireland



# Joined today by HR Expert Caroline McEnery

## Professional Profile

- Owner/Director of the HR Suite (established in 2009)
- HR and Employment Law Expert and a former member of the Low Pay Commission
- Adjudication officer in the Work Place Relations Commission

## Qualifications

- Holds a Masters Degree in Human Resources from University of Limerick
- Is CIPD accredited
- Is a trained mediator

## Experience

Worked across various areas of HR for over 20 years in Kerry Group and in the retail and hospitality sector, where she was the Operations and HR Director of the Garvey Group



## Today's Webinar

- Revisit Key Takeaways from the “HR for Reopening” Video Series
- Overview Key Risks associated with reopening
- Address pertinent audience questions submitted
- Live Q&A
- Recap of our Supports



## Video 1

# Employers Role in Providing a Safe Place of Work

Addresses:

1. Required revisions to existing HR policies / staff handbook
2. Staff consultation / communication in making arrangements for employees' safe return to the workplace



## Video 1

# Employers Role in Providing a Safe Place of Work

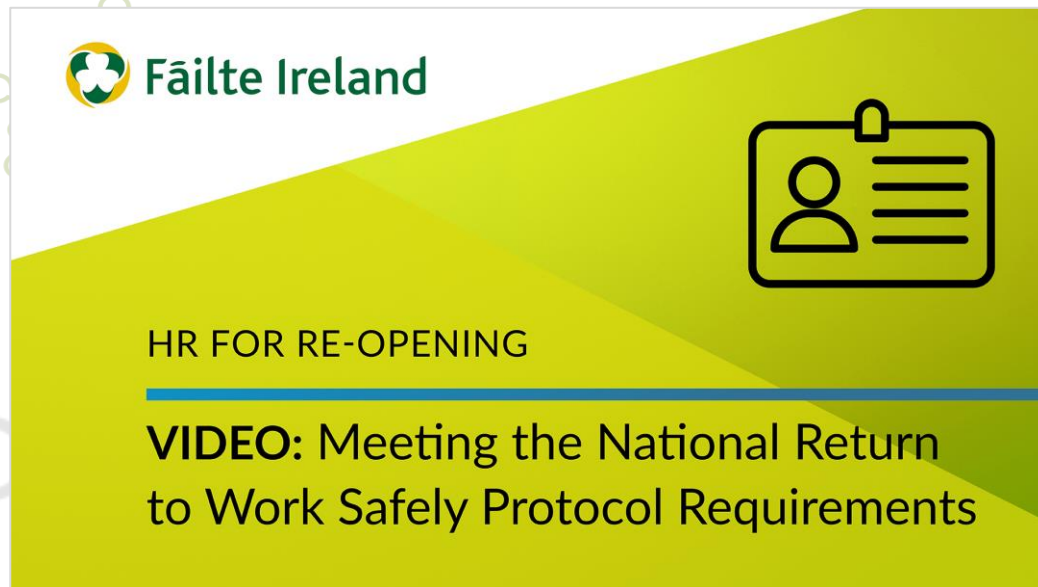
*Top tips and key insights from this video include:*

- Managing absences need to be considered on a case by case basis in line with legal obligations, reasonableness and the business requirements
- Review and reassess your HR practices
- Your policies and procedures protect you and ensure consistency
- The paper trail is key
- This is a legal obligation enforceable by the HSA



## Video 2

# Meeting the National Return to Work Safely Protocol Requirements



A detailed look at new responsibilities & measures required of businesses to:

1. Protect employees against COVID-19 on returning to the workplace
2. Manage suspected and outbreak cases in line with GDPR

## Video 2

# Meeting the National Return to Work Safely Protocol Requirements



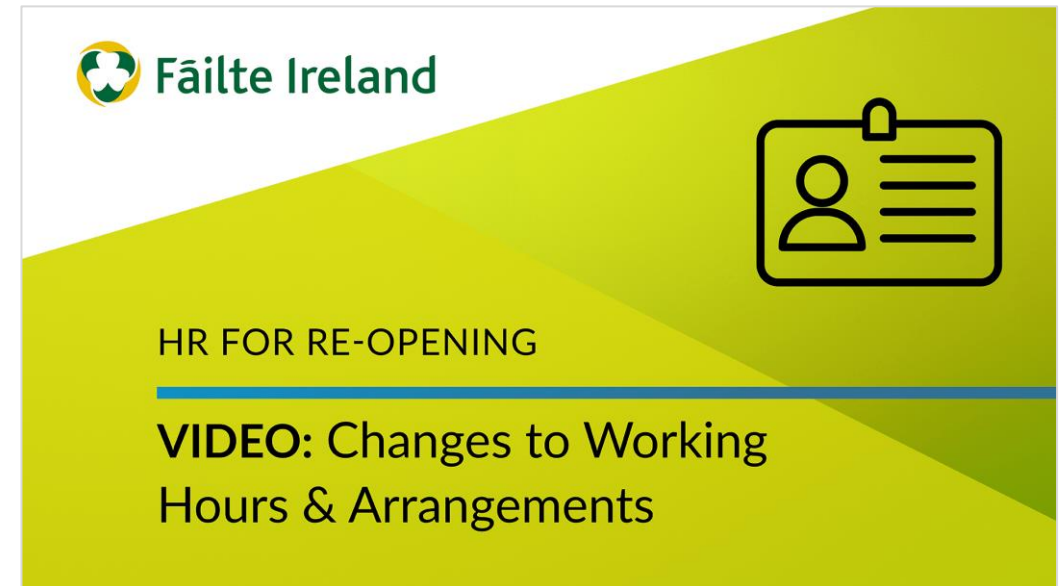
*Top tips and key insights from this video include:*

- Risk assessment & staff training are key – look at staff flow and customer flow and put measures in place to reduce or eliminate risk
- You have legal obligation to ensure safety
- Follow return to work protocol we've covered in detail in the video
- Provision of Induction training and associated record maintenance
- Careful Management of Mandatory Pre-Return to work Questionnaire & handling associated sensitive medical data in accordance with GDPR

## Video 3

# Changes to working hours and arrangements

1. Considers the implications of aligning your HR strategy and resource requirements in accordance with your revised business strategy
2. Advice on handling changes to working arrangements
3. The necessary consultation, communications and paper-trail to manage associated HR risks



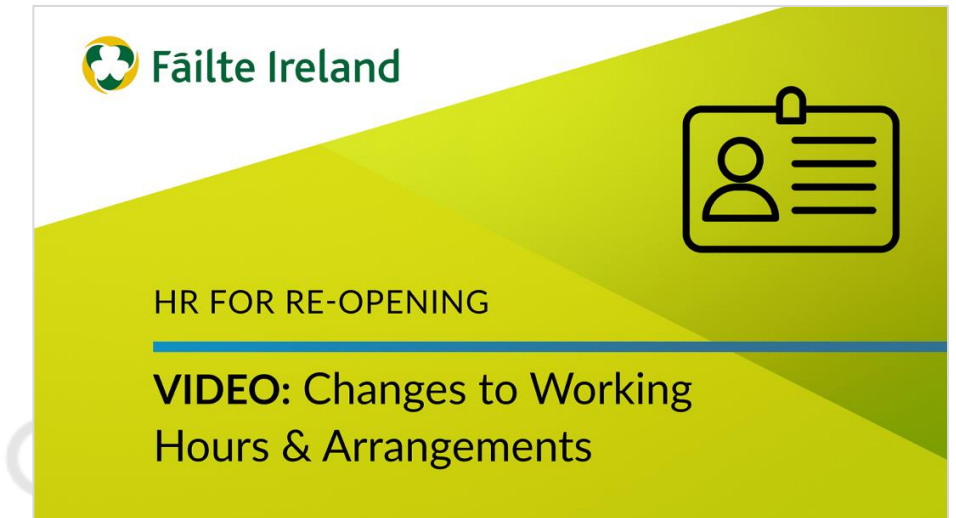


## Video 3

# Changes to working hours and arrangements

*Top tips and key insights from this video include:*

- What is your business strategy & align your HR strategy
- Changing working hours and arrangements must be done carefully & legally
- Consultation and engagement with staff is key
- Equality is a key concern - selection criteria must be objectively justified
- Explore all options
- Be careful if you are implementing redundancy



## Video 4 : Coming Soon! Employment Supports and Payments



- Expected updates from Government on support schemes - anticipated in the coming week
- Will alert you to update you when video update is live

# Supporting Resources to Video Suite



## FAQ Guidance Document

Commonly asked questions matters addressed in the video suite



## Comprehensive Planning Checklist

For meeting Return to Work Safely Protocol Requirements



## Sample Mandatory Pre-Return to Work Questionnaire

Required to be completed by all employees to employers, a minimum 3 days in advance of returning to the workplace



## Key HR Risks to carefully manage around reopening

- Redundancy of person versus position
- No objectively justified grounds for return to work, reduced hours or redundancy
- Changing terms & conditions without agreement
- Employer brand & morale negatively impacted



# HR for REOPENING – YOUR QUESTIONS ANSWERED

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**Q & A**



## What do I do now?



- 01 Keep up to date on latest information updates on COVID-19 Business Supports on [www.failteireland.ie](http://www.failteireland.ie)
- 02 Update your COVID staff Policy and other HR Policies and staff handbook
- 03 Review Checklist for Return to Work Safely Protocol on our HR for Reopening Resource Pages
- 04 Check out [HSA.ie](http://HSA.ie) for other checklists such as Staff Induction Training Checklist, Employee Checklist, etc. [https://www.hsa.ie/eng/topics/covid-19/return\\_to\\_work\\_safely\\_templates\\_and\\_checklists/](https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_and_checklists/)
- 05 Put your Staff Communications Plan in place to advise staff on reopening and staff resource plans

## COVID-19 BUSINESS SUPPORTS HUB

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**For more details visit:**

[www.failteireland.ie](http://www.failteireland.ie)

[www.gov.ie](http://www.gov.ie)

[www.revenue.ie](http://www.revenue.ie)



**Or email us at:**

[business.supports@failteireland.ie](mailto:business.supports@failteireland.ie)