

# Return to pricing duties for CPI Price Collectors

## Booklet



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# Introduction

## Introduction

This booklet describes the measures required to be put in place by employers and adhered to by workers to reduce the risk of spread of COVID-19 in the workplace.

The specific protocols relating to CPI Price Collectors are dealt with in the CPI Price Collectors Work Rules section on page 13 of this document.

On 1<sup>st</sup> May 2020, the Government published a [‘Roadmap for Reopening Society and Business’](#) to ease the COVID-19 restrictions and reopen Ireland’s economy and society in a phased manner. In conjunction with this roadmap, a [‘Return to Work Safely Protocol’](#) has been agreed between employers, unions and the Government and this is in now place for all businesses, including the CSO.

To facilitate a safe return to pricing duties, it has to be carefully managed to ensure adherence to Return to Work Safely Protocol including social distancing requirements.

The following actions must be completed by every CPI Price Collector:

1. Confirm CPI Manager approval for resumption of CPI pricing duties;
2. Complete and return the Return to Pricing duties form three days prior to returning to pricing duties;
3. Familiarise themselves with the process for maintaining ‘Daily Contact Logs’ which must be completed, maintained and submitted for each day of pricing duties;
4. Familiarise themselves with the CPI Price Collector’s rules to reduce the risk of spread of COVID-19
5. Complete COVID-19 Return to the workplace induction training;

This document is a living document which may be supplemented by further measures introduced by Government and any advice issued as a result.

# Return to CPI Pricing duties form

<b>Return to Pricing Duties Form</b>
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**CPI Price Collectors are required to complete a Return to pricing duties form three days prior to returning to pricing duties and in advance of being issued with a monthly contract. You should not return to pricing duties if you have been advised to self-isolate, cocoon, have confirmed or suspected COVID-19 or its symptoms, or have been in close contact with someone with confirmed or suspected COVID-19.**

This form should be completed and returned to [cpipricecollectors@csso.ie](mailto:cpipricecollectors@csso.ie)

<b>Name:</b>		<b>Location:</b>	
<b>CPI Pricer No:</b>		<b>Date of pricing duties:</b>	
<b>Mobile No:</b>		<b>CPI Manager:</b>	

#### Health Questionnaire:

For any subsequent return to pricing duties, Price Collectors should note any material changes in their own circumstances in relation to the health questionnaire and notify CPI of any changes. The nature of the health questions in this form are such that if there was a change in circumstances, you should immediately self-isolate.

Please read and answer Yes or No to the following questions:

Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? (Y/N)	
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? (Y/N)	
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)? (Y/N)	
Have you been advised by a doctor to self-isolate at this time? (Y/N)	
Have you been advised by a doctor to cocoon at this time? (Y/N)	

Have you returned from a country that currently requires post-travel quarantine within 14 days of your intended attendance at the office? (Y/N)	
Are you aged 70 years or over? Y/N	
If aged 70 years or over, have you received medical confirmation from your doctor that you are able to safely carry out your duties (Y/N)	
If aged 70 years or over, have you confirmed that you will comply with safety measures applied by the shops including designated shopping times for elderly shoppers where appropriate(Y/N)	

**Declaration:**

I have received CPI Manager permission to carry out pricing duties(Y/N)	
I have read the Return to Pricing duties booklet (Y/N)	
I have completed the required COVID-19 induction training? (Y/N)	
I will complete a Daily Contact Log form on each day that I carry out pricing duties. (Y/N)	
I have read, understand and will comply with my responsibilities in relation to the Return to Pricing duties documents and Procedures. (Y/N)	
For subsequent pricing assignments, I understand that any changes to my circumstances in relation to the health questions in this form mean that I must not carry out pricing duties. (Y/N)	

Completion of Return to pricing duties Form shall only be maintained during the COVID-19 Pandemic. The situation in relation to COVID-19 is dynamic and it will be monitored on a regular basis. The operation of the Return to pricing duties Form may change in line with any changes in public health guidance etc, see [transparency notice](#).

**Signature:**

**Date:**

## Daily Contact Log



## Daily Contact Log

**All CPI Price Collectors are required to complete a contact log for each day that they carry out pricing duties, including partial days.**

### Background / Context

On 1<sup>st</sup> May 2020, the Government published a '[Roadmap for Reopening Society and Business](#)' to ease the COVID-19 restrictions and reopen Ireland's economy and society in a phased manner. In conjunction with this roadmap, a '[Return to Work Safely Protocol](#)' has been agreed between employers, unions and the Government and this is in now place for all businesses, including the CSO. This protocol describes the measures required to be put in place by employers and adhered to by workers to reduce the risk of spread of COVID-19 in the workplace.

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the worker, their colleagues and others at the workplace. One action in the 'Return To Work Safely Protocol' to help with this process is to keep a log of contact/group work to facilitate contact tracing. On confirmation of a positive diagnosis contact tracing is instigated by the HSE. Contact tracing plays a key role in mitigating additional exposure.

The purpose of the Daily Contact Log is to assist the CSO in this process. CPI Price Collectors are obliged to complete this log on a daily basis during pricing. CPI Price Collectors to inform the CPI Manager of the dates they carry out pricing duties for each contract period. Information contained within the log shall remain confidential. It will only be accessed should the individual concerned notify the CSO that they are a suspected or confirmed COVID-19 case. In conjunction with supporting the HSE's processes, the CSO may use this log in a preventative capacity, on receiving notification of a suspected or confirmed case of COVID-19. In such an instance the CSO shall follow the directions of the HSE.

### Completion & Submission of Daily Contact Log

Completion of Daily Contact Logs shall only be maintained during the COVID-19 Pandemic. The situation in relation to COVID-19 is dynamic and it will be monitored on a regular basis. The operation of the Daily Contact Log and the definitions referred to therein may change in line with any changes in public health guidance etc, see [transparency notice](#).

Details are required in respect of all close contacts.

### Close Contact

Close contact can mean spending more than 15 minutes face-to-face within 2 metres. Anyone who has shared a closed space for longer than 2 hours even when social distancing is also considered a Close Contact. For the purposes of this log, a closed space includes individual offices, but excludes open plan spaces, eg supermarkets. Any queries in this regard, please email [ReturntoOffice@cso.ie](mailto:ReturntoOffice@cso.ie).

**NOTE:** Contact tracing data is being collected at the direction of the HSE and will only be used for COVID-19 contact tracing. It will be retained for no longer than 4 weeks and will be accessed only if required for Contract Tracing purposes, see [transparency notice](#)

**Reminder:** You should not attend for work if you have been advised to self-isolate, cocoon, have confirmed or suspected COVID-19 or its symptoms, or have been in close contact with someone with confirmed or suspected COVID-19.

## CSO Daily Contact Log

**NOTE:**

- *This data is being collected at the direction of the HSE and will only be used for the purpose of COVID-19 contact tracing and for no other purpose. It will be retained for no longer than 4 weeks.*
- *In line with public health advice, the office is working to a principle of zero close contacts. If a pattern of close contacts is established, please contact your Line Manager to resolve it.*

<b>Name:</b>	
<b>CPI Pricer No:</b>	
<b>Location:</b>	
<b>Mobile No:</b>	
<b>Date of Pricing duties:</b>	

**If you have had no close contacts during your time on Pricing duties today, please tick the following box and no further information is required:** ☐

Otherwise, please provide details as set out below of all close contacts made during your time in the Office today:

**Details of Close Contacts**

Contact Name	Where/ Premises or Shop	For each Close Contact made, indicate whether (a) or (b)	
		(a) Spent >15 mins (cumulative in one day), within 2 metres	(b) Shared a closed space* for longer than 2 hours


\* For the purposes of this log a closed space includes individual offices, whilst excluding open plan spaces eg supermarkets provided social distancing of 2 metres is maintained in these areas.

(Please add more rows if required)

**Please email completed form (including nil return) daily to [ReturntoOffice@cso.ie](mailto:ReturntoOffice@cso.ie)**

**Reminder:** You should not carry out Pricing duties if you have been advised to self-isolate, cocoon, have confirmed or suspected COVID-19 or its symptoms, or have been in close contact with someone with confirmed or suspected COVID-19. A person with suspected COVID-19 refers to a person that has been sent for COVID-19 testing under medical direction.

# CPI Price Collectors Rules

## CPI Price Collectors Rules

The Return to Work Safely Protocol, gives clear guidance on required steps to be taken to ensure we protect against the spread where possible. This protocol gives advice and guidance for Ireland and takes account of guidance from the European Centre for Disease Prevention and Control (ECDC) and the World Health Organization, and decisions of the National Public Health Emergency Team (NPHET). Exposure to COVID-19 is a public health risk which affects all citizens. The COVID-19 pandemic also has implications for all workplaces as it can present a health risk to workers and other persons at a place of work. Managing the risk of spread in the workplace is important in relation to the health of workers but is also important as part of general efforts to control the spread and protect the most vulnerable. The following document outlines the various measures required to be put in place by the CSO and adhered to by CPI Price Collectors to reduce the risk of spread of COVID-19 in the workplace. The best way to prevent person-to-person spread of COVID-19 is to use proper hand hygiene and respiratory etiquette and practice physical distancing. The principles behind these measures are dictated by the requirement for good hand and respiratory hygiene and ensuring adherence to the 2m social distancing rule. To ensure social distancing, everyone must make themselves familiar with the following rules before returning to pricing duties.

All measures must be followed by every CPI Price Collectors. Adherence to these rules will be strictly monitored.

### CPI Price Collectors aged 70 years or over

CPI Price Collectors, who are aged 70 years or over and who wish to return to pricing duties, will be facilitated provided appropriate measures are taken, including the following:

- Each Price Collector aged 70 years or over would need to confirm that he or she is able to safely carry out his or her duties and provide medical certification from his/her doctor to this effect.
- Each Price Collector aged 70 years or over would need to confirm that they will comply with safety measures applied by the shops including designated shopping times for elderly shoppers where appropriate.

## Travel to a location

1. Clean high contact points within your vehicle with antibacterial wipes at the beginning of each car journey.
2. These include door handles, fuel pumps, keys, steering wheel, gearstick, handbrake, radio, steering column, indicators, windscreen wipers, elbow rests, side mirror controls and seat position controls.
3. If you are using public transport, ensure you wear a mask at all times and sanitise hands when leaving public transport.

## Price Collection at Location

1. Before entering the location, ensure you have a mask on.
2. Sanitise hands before commencing pricing at the location.
3. Undertake any location specific COVID-19 induction if required and use your own pen for signing any forms.
4. Adhere to physical distancing measures at the location including floor markings outside the location if there is a queue.
5. Limit the amount of time spent speaking to owners/managers of locations – physical distancing should be applied, and time spent talking should be for less than 15 minutes.
6. No handshaking or physical contact permitted.
7. Do not engage in conversation with the public during price collection and try to maintain physical distancing at all times.
8. Avoid using lifts during your time at the location.
9. Sanitise hands after touching door handles/locking doors or pushing open doors e.g. if using toilets.
10. Hands are to be washed/sanitised regularly during the time spent price collecting.
  - wash hands with soap and water or with an alcohol-based hand rub regularly and after coughing and sneezing.
  - when arriving/leaving location.
  - before and after eating.
  - before and after preparing food.
  - before and after wearing gloves.
  - if in contact with someone who is displaying any COVID-19 symptoms.
  - before and after being on public transport.
  - before having a cigarette or vaping.

- when hands are dirty.
  - after toilet use.
  - after touching potentially contaminated surfaces.
- 11 In addition to hand hygiene, good respiratory hygiene and etiquette is also necessary, adopt good respiratory hygiene and cough etiquette.
  - 12 Disposable gloves are available, gloves are not considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed.
  - 13 Price collectors should wipe their phone used for pricing on a regular basis and not set the phone down in communal areas at the location such as tables or toilet areas.
  - 14 Price collectors are responsible for disposal of any used masks, gloves and wipes separately in a bag (sealable clean waterproof bag, for example, a ziplock). It is good practice to have two sealable clean waterproof bags, for example, a ziplock – one for clean PPE and another for used PPE/wipes.
  - 15 Price Collectors can use toilets within locations if possible or if that option is not available use public toilets – wash/sanitise hands before and after using the toilet.

## Suspected case of COVID-19 while under contract for CPI Price Collectors duties

- If you have symptoms of COVID-19 and have been sent for COVID-19 testing under medical direction, contact your CPI Manager [cpipricecollectors@cso.ie](mailto:cpipricecollectors@cso.ie) The CPI Manager should alert HR to the situation (using the email address [AlertHR@cso.ie](mailto:AlertHR@cso.ie)).
- If you or a member of your household is a confirmed case of COVID-19 infection, contact your CPI Manager [cpipricecollectors@cso.ie](mailto:cpipricecollectors@cso.ie) The CPI Manager should alert HR to the situation (using the email address [AlertHR@cso.ie](mailto:AlertHR@cso.ie)).
- If during price collection you feel the onset of any of the symptoms of COVID-19, you should exit the location immediately and avoid touching any surfaces or objects.
  - You should return home immediately and call your doctor for advice and follow that advice.
  - You should also report to the CPI Manager [cpipricecollectors@cso.ie](mailto:cpipricecollectors@cso.ie)



- The CPI Manager should alert HR to the situation (using the email address AlertHR@cso.ie).
- If the suspected case is unable to make their own way home, their point of contact in CSO may be able to arrange transport to their home or to hospital as advised by a medical practitioner. Public transport of any kind should not be used.
- HR will complete a report of the incident and provide assistance if contacted by the HSE if a positive COVID-19 case is confirmed. The Price Collectors will maintain a log of locations visited that they can share with HSE if required.

## Appendix 1 - Correct method for the disposal of gloves.

- Pinch and hold the outside of the glove near the wrist area.
- Peel downwards, away from the wrist, turning the glove inside out.
- Pull the glove away until it is removed from the hand and hold the inside-out glove with the gloved hand.
- With your un-gloved hand, slide your finger/s under the wrist of the remaining glove, taking care not to touch the outside of the glove.
- Again, peel downwards, away from the wrist, turning the glove inside out.
- Continue to pull the glove down and over the inside-out glove being held in your gloved hand.
- This will ensure that both gloves are inside out, one glove enveloped inside the other, with no contaminant on the bare hands.



Price Collectors will be reminded that wearing of gloves is not a substitute for good hand washing. Where gloves are necessary, they will not be considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed.

## Appendix 2 - Use of Masks

- Clean your hands properly before you put it on.
- Practice using it so you are comfortable putting it on and taking it off.
- Make sure it is made from a fabric you are comfortable wearing.
- Cover your mouth and nose with it and make sure there are no gaps between your face covering.
- Tie it securely.
- Carry unused face coverings in a sealable clean waterproof bag, for example, a ziplock.
- Carry a second similar type bag to put used face coverings in.

### How to wash one

- Wash daily in a hot wash over 60 degrees with detergent.
- If using a washing machine, you should be able to wash and machine dry it without damage or change to shape.
- You do not need to sterilise face coverings. Wash it in a washing machine or by hand as you would any other item of clothing.
- Wash hands before and after use.
- Do not touch a face covering while wearing it - if you do, clean your hands properly.
- Do not use a wet or soiled face covering.
- Do not share face coverings.
- Do not lower your face coverings to speak, eat and smoke or vape - if you need to uncover your nose or mouth take the face covering off and put it in a bag for used face coverings.
- Do not discard face coverings in public places.

### Taking a face covering off

- To take a face covering off properly remove it from behind - do not touch the front of the mask
- put in a sealable clean waterproof bag or wash immediately - put disposable masks into a sealable clean waterproof bag, for example, a ziplock.
- clean your hands properly

# COVID-19

## Safe use of Masks

HAND HYGIENE BEFORE  
AND AFTER USING A MASK



Coronavirus  
**COVID-19**  
Public Health  
Advice

### THE MASK YOU NEED

**DO: REMEMBER TO WEAR THE CORRECT MASK FOR THE TASK:**

Wear Surgical mask: for droplet precautions, or when providing care within 2 meters of any patient, or when working within 2 meters of another healthcare worker for more than 15 minutes.



Only wear FFP2 (Fit Checked) or FFP3 mask (Fit Tested) for aerosol generating procedures.



### WEARING THE MASK

**DO:** Wear your mask so it comes all the way up, close to the bridge of your nose, and all the way down under your chin.

**DO:** Press the metal band so that it conforms to the bridge of your nose.

**DO:** Tighten the loops or ties so it's snug around your face, without gaps. If there are strings, tie them high on top of the head to get a good fit.



**DO NOT:** Wear the mask below your nose.



**DO NOT:** Leave your chin exposed.



**DO NOT:** Wear your mask loosely with gaps on the sides.



**DO NOT:** Wear your mask so it covers just the tip of your nose.



**DO NOT:** Push your mask under your chin to rest on your neck.



**ONCE YOU HAVE ADJUSTED YOUR MASK TO THE CORRECT POSITION, FOLLOW THESE TIPS TO STAY SAFE:**

### REMOVING THE MASK



Use the ties or ear loops to take the mask off.

Do not touch the front of the mask when you take it off.

### DISPOSING OF THE MASK

Dispose of mask in a healthcare risk waste bin.

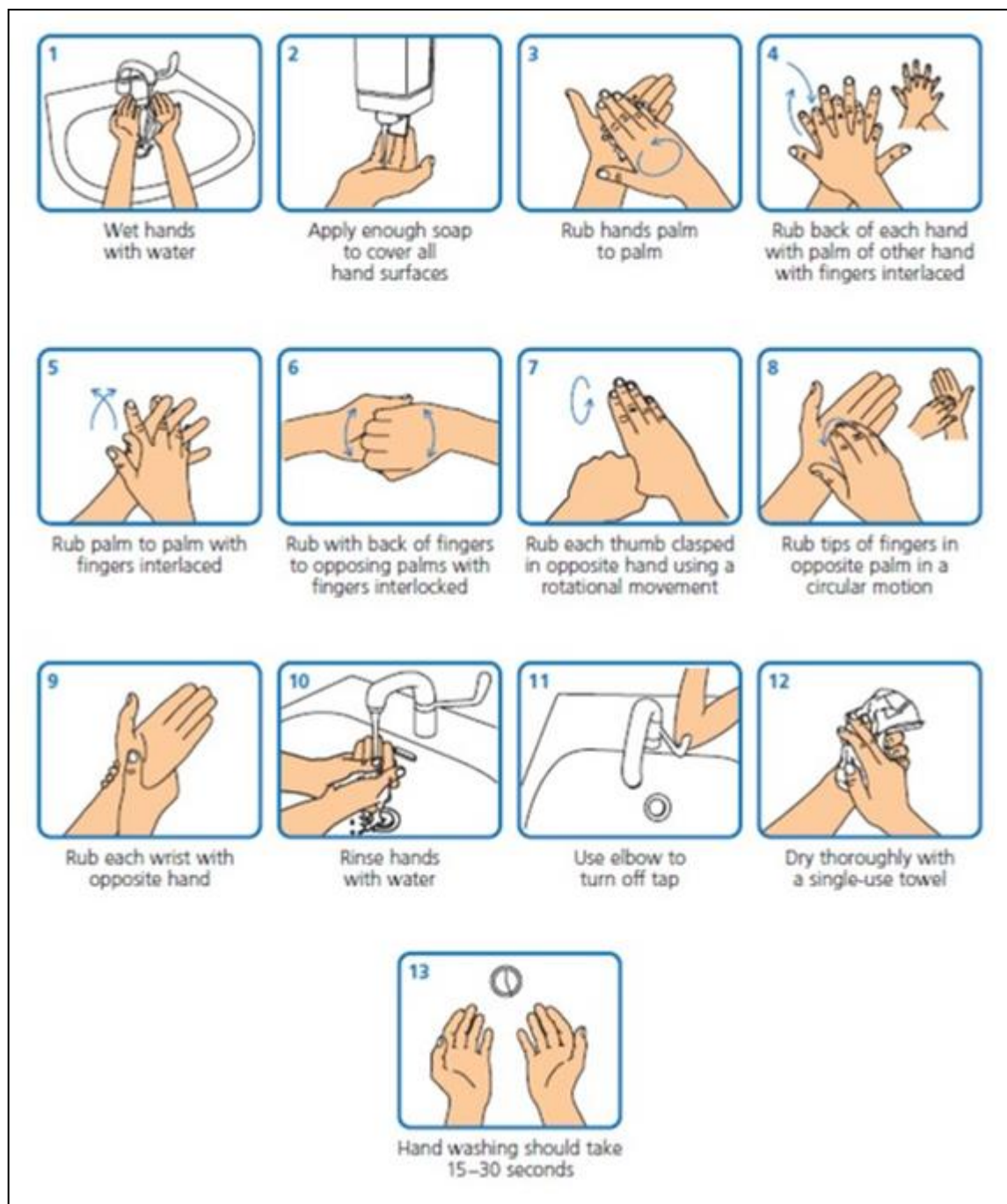
**IF HEALTHCARE RISK WASTE SERVICE IS NOT AVAILABLE:**

The mask, along with any other PPE used, needs to be double-bagged and stored for 72hrs in a secure location, then put in the domestic waste.





## Appendix 3 Hand washing



# **COVID-19 Risk Assessment for CPI Price Collectors**

## Risk Assessment: COVID-19 CPI Price Collectors

Covid-19	Activity	Hazard	Persons at Risk	Existing Controls	Current Risk			Further Action	Completion Date
					L	S	R		
	Price Collectors	Catching Covid-19	Price Collectors	<p>The price collectors will complete a pre-return to work form at least three days before returning to pricing duties.</p> <p>A medical questionnaire will include a declaration of any medical condition that falls into the category which is listed on the HSE website.</p> <p><a href="https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk">https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk</a></p> <p>Each pricer aged over 70 will confirm that they are able to safely carry out their duties and provide medical certification from their doctor to this effect.</p> <p>Each pricer aged over 70 years will confirm that they will comply with safety measures applied by the shops including designated shopping times for elderly shoppers where appropriate.</p> <p>The price collectors will be instructed on the actions that need to be taken in the event of a suspected case/confirmed case of COVID 19.</p> <p>Return to pricing duties for CPI Pricers Booklet has been developed and communicated to the price collectors.</p>	2	4	8	Monitor government guidance and update risk assessment and return to pricing duties for CPI Pricers Booklet when required.	On-going

				<p>Should any new control be implemented the Price Collectors will be communicated the relevant changes.</p> <p>Price collectors will undertake any location specific COVID 19 induction for visitor/contractors – use own pen for signing any forms.</p> <p>Price collectors have been instructed how to use and the PPE they have been issued.</p> <p>Price collectors have been issued with masks which must be worn when in a location completing pricing.</p> <p>Price collectors have been issued with hand sanitiser and wipes.</p> <p>Hand sanitiser can also be used at the location visited if available.</p> <p>Price collectors have been instructed on a regular basis to wash their hands with soap and water or with an alcohol-based hand rub regularly:</p> <ul style="list-style-type: none"> <li>• after coughing and sneezing.</li> <li>• before and after eating.</li> <li>• if in contact with someone who is displaying any COVID-19 symptoms.</li> </ul>				
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				<ul style="list-style-type: none"> <li>• before and after being on public transport (if using it).</li> <li>• before having a cigarette or vaping.</li> <li>• after toilet use.</li> </ul> <p>Pricers will be aware of the need to identify the risk of contact with surfaces that may carry infection.</p> <p>Disposable gloves are available.</p> <p>Gloves are not considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed.</p> <p>Price collectors have been instructed on the correct procedure on the removal and disposal of gloves.</p> <p>Price collectors will wipe their phone used for pricing on a regular basis and not set down in communal areas at location such as tables or toilet areas.</p> <p>Price collectors will adhere to physical distancing if they need to queue at locations and comply with all COVID 19 signage and floor markings.</p> <p>Price collectors have been encouraged to limit the amount of time spent speaking to owners/managers of locations – physical distancing should be applied, and time spent talking should be for less than 15 minutes</p> <p>Price collectors should not speak to members of the public and adhere to physical</p>				
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				<p>distancing rules at all times when in a location.</p> <p>Price collectors should avoid using lifts in locations and use the stairs if possible and sanitise hands after touching doors/handrails.</p> <p>If Price collectors use public transport – they will wear masks at all times and sanitise hands on leaving public transport.</p> <p>There is a no hand shaking policy.</p> <p>Price collectors will ensure that their vehicles will be subject to frequent cleaning especially surfaces that are touched regularly, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Door handles</li> <li>• Keys</li> <li>• Steering wheel</li> <li>• Gearstick</li> <li>• Handbrake</li> <li>• Radio</li> <li>• Steering column (indicators, windscreen wipers)</li> <li>• Elbow rests</li> <li>• Seat position controls</li> </ul> <p>Price collectors should travel alone in their car to a location.</p> <p>Price collectors can use toilets within locations if possible or public toilets – hand hygiene in place before and after using the toilet and masks to be worn.</p> <p>Price collectors have been to the locations and will know the location of toilets in a location or nearby that can be used.</p>					
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# COVID-19 Induction Training

## Induction Training

Before returning to the workplace it is **mandatory** that you complete the COVID-19 Return to the Workplace Induction

The Return to Workplace Induction was designed to continue to suppress the COVID-19 virus and allow us to work safely.

Training should be completed just prior to returning to the workplace, as the protocol is a live document and may be amended. This module will be updated to meet the evolving needs of the workplace and any further changes made to the protocol.



The Return to Work Safely Protocol Induction will be provided in a hard copy format for CPI Price Collectors.

The course will include practical information and an assessment. Once the course content is completed and you have achieved 100% in the assessment stage, you will be registered as having completed the induction training.

The course should take you less than 30 mins to complete.

In addition, you will be required to read and note the CPI Price Collectors **Rules** related to your working environment which are included in the Return to Work Pack.

# Data Protection Transparency Notice

## Data Protection Transparency Notice

### Introduction

On 1<sup>st</sup> May 2020, the Government published a '[Roadmap for Reopening Society and Business](#)' to ease the COVID-19 restrictions and reopen Ireland's economy and society in a phased manner. In conjunction with this roadmap, a '[Return to Work Safely Protocol](#)' has been agreed between employers, unions and the Government and this is in now place for all businesses, including the CSO. The protocol describes the measures required to be put in place by employers and adhered to by workers to reduce the risk of the spread of COVID-19 in the workplace.

This transparency notice describes what information will be collected and what it will be used for. It explains why we process this information, the legal basis for processing the information, with whom the information is shared, how long the data will be retained and provides information on your Data Protection rights.

### Purpose and Legal Basis

The CSO has a legal obligation to protect the health and safety of CPI Price Collectors under the Safety, Health and Welfare Act 2005 (as amended). The Government 'Return to Work Safely Protocol' requires certain measures to be put in place by the CSO and adhered by Price Collectors so as to reduce the risk of the spread of COVID-19 in the workplace.

As part of this protocol and the requirement that CPI Price Collectors comply with the Safety, Health and Welfare Act 2005 (as amended), CPI Price Collectors are required to complete the following COVID-19 forms:

- **Return to Work Form,** this form should be completed and returned to CPI by email to [cpipricecollectors@csso.ie](mailto:cpipricecollectors@csso.ie) 3 days before an employee returns to pricing duties.
- **CSO Daily Contact Log,** this form should be completed each day or part of a day a CPI Price Collector carries out pricing duties and sent by email to [ReturntoOffice@csso.ie](mailto:ReturntoOffice@csso.ie).

The data you provide for the CSO COVID-19 'Return to Work Safely Protocol' will be processed by the CSO in accordance with Articles 6(1)(b), 9(2)(b), (h) and (i) of the General Data Protection Regulation and sections 46, 47, 52 and 53 of the Data Protection Act, 2018.

**What information will be collected, who will it be shared with and how long will it be retained**

The CPI Manager will collect the following information from individuals to help prevent the spread of COVID-19 in the workplace.

- Demographic data – your name, section details, work location
- Health Information – information relating to your health and COVID-19 as detailed in the Return to Work form
- The form will be destroyed once receipted

HR will collect the following information from individuals to help prevent the spread of COVID-19 in the workplace.

- Demographic data – your name, section details, work location
- Details of close contacts whilst attending the workplace

The personal data collected for the COVID-19 'Return to Work Safely Protocol' will be shared with relevant HR staff, and other Government departments or agencies where deemed necessary for the protection of staff and public health during the COVID-19 emergency.

The Demographic and Health Data will be retained for as long as is necessary to protect the health of staff and the public during the current COVID-19 emergency and will be deleted within 6 months of the COVID-19 emergency ceasing. The personal data collected from the 'Daily Contact Logs' will be retained for 4 weeks and will then be deleted.

**Are there transfers to third countries and if so, what safeguards are in place?**

No information will be transferred abroad

**Profiling or automated decision making?**

No data will be used for automated decision making or profiling

**Data Protection rights**

Under the General Data Protection Regulation, you have the following rights:

- The right to lodge a complaint with the Data Protection Commission. **Contact details:** Office of the Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland.
- The right to request access to and rectification of or restriction of the processing of your personal data
- You do not have the right to erasure, portability or to object to the processing of your personal data because the data is processed under a legal obligation.

**Further information or Complaints**

If you have any queries in relation to this data protection notice, or if you have any queries as to how your data is processed, please contact Catherine Desmond, HR (email [Catherine.Desmond@cso.ie](mailto:Catherine.Desmond@cso.ie)).

**Central Statistics Office Data Protection Officer Contact Details:**

[DPO@cso.ie](mailto:DPO@cso.ie)

## References



## Contact Details

### HR Contact Details:

Return to pricing duties Email: [cpipricecollectors@cso.ie](mailto:cpipricecollectors@cso.ie)

Contact Tracing Log Email: [ReturntoOffice@cso.ie](mailto:ReturntoOffice@cso.ie)

Alert Email: [AlertHR@cso.ie](mailto:AlertHR@cso.ie)

### Worker Representatives:

Field: Sabina Shepherd

David Murphy

## Useful Resources

HSE Information on COVID-19: <https://www2.hse.ie/coronavirus/>

Civil Service Employee Assistance Service: <https://www.cseas.per.gov.ie/>

Return to Work protocol: <https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/>

WHO information Page: [https://www.who.int/health-topics/coronavirus#tab=tab\\_1](https://www.who.int/health-topics/coronavirus#tab=tab_1)

European Centre for Disease Prevention and Control: <https://www.ecdc.europa.eu/en/coronavirus>