

Update on Working Arrangements pursuant to Government Announcement March 24th 2020

Management Board would like to thank you for your continuing cooperation and hope all is well with you and your families at this difficult time. We advise all staff to follow the guidelines issued by the HSE and other State Bodies in managing your welfare and that of others. <https://www2.hse.ie/conditions/coronavirus/coronavirus.html>

Following a decision by Management Board, for the duration of the current COVID-19 public health incident, the CSO had already established remote working and alternating attendance as preferred working patterns, to facilitate physical distancing and to protect the health and well-being of staff and their families, whilst supporting continued delivery of outputs.

Further to this afternoon's (March 24th) Government announcement of enhanced restriction of movement measures in the public interest, and in light of the progressive roll out of stable remote working arrangements for a large number of staff, a decision has now been taken to extend these arrangements to ensure that as few staff as possible attend CSO offices for the foreseeable future.

We are therefore moving to restrict entry to CSO Offices to essential attendance only. Managers are asked to work with their teams as quickly as possible now to identify who is required to attend and attendance should move to "permission only" as quickly as possible. All staff attending the Office from Thursday 26th onward will be required to confirm permission with their line manager in advance. Managers should notify any staff who are required to attend. Where attendance is required for whatever reason, time spent in the Office should be limited to that necessary to carry out the agreed activity, following which staff should resume remote working at the earliest opportunity.

Significant efforts have been invested in identifying prioritised set up for remote systems access to CSO systems and Technology continue to process priority lists at pace. By close of business this Thursday, we expect to have 355 staff equipped for remote working via Citrix. Managers are cascading associated information to their teams. Whilst in principle the Citrix system can sustain a higher number of parallel sessions, we are proceeding with caution in the interest of protecting the stability of the remote access systems. Some 120 further staff will then remain to be provided with remote access, which may happen either via REACH or Citrix. We will keep you posted as these decisions are taken.

An Office Notice containing updated information regarding working arrangements for all staff, including those previously impacted by school closures or other caring arrangements will issue tomorrow. It will reflect the Government announcement this afternoon.

We will maintain regular communication with all staff and ask that you do the same with your Line Managers. As civil servants, we may be called upon to support the public service response to the current health crisis. You will be kept up to date on developments.

The absolute priority at this time is the protection of the health and welfare of staff, their families and acquaintances. Our duties as civil servants sit alongside our roles as citizens and/or residents of Ireland, accountable to one another for our mutual well-being through this difficult time. Please follow public health guidance in your own interest, in the interest of your communities and in the national interest.

Management Board

24th March 2020