**Guidelines - Local Authority Staffing Support for the HSE Vaccination Programme**

Where a request for staff is received from the HSE, local authorities will in the first instance seek expressions of interest from all staff in the organisation to work in the vaccination programme.

1. In general, it is expected that staff will be released, however, where an employee is required by the local authority to work on essential services the local authority reserves the right to refuse the release of the employee.
2. Where there is an oversubscription of staff who have expressed interest, staff will be allocated on the basis of those who applied first. Consideration may have to be given to the skillset of the employees required by the HSE. The remaining staff may be placed on a list/panel should they be required at a later date.
3. In the event that there are no/insufficient volunteers the local authority will determine the availability of staff for assignment to the HSE vaccination programme and will nominate employees for assignment to the programme.
4. With any gradual easing of restrictions, the local authority will if necessary, recall staff who have volunteered to work on local authority essential services.
5. It has been agreed that the local authority will meet the salary and associated cost of any employee assigned to the vaccination programme. It is expected that the vaccination centres will be open on a seven-day week basis. For now, the priority is to identify levels of interest and availability. Where flexible working is required the matter of rostering and associated conditions remains to be addressed as matters emerge.
6. It is to be expected that some staff may wish to volunteer for times when not working. The initial request is to identify staff for reassignment as opposed to volunteering. However, should staff enquire re same, their interest should be noted and retained for transmission to the HSE if it fits with their vaccination business model.
7. It is agreed that all staff who will work in vaccination centres will themselves be vaccinated prior to commencing work.