

# Staff Covid-19 FAQs Updated 6<sup>th</sup> December 2021

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## The Process of Returning to Campus FAQ

### 1. Why do we have to return to campus?

Higher and further education is an essential service. On-site presence is required, and such activities cannot be held remotely. Research is also an essential service. The University intends to significantly increase on-campus teaching, learning activities and research in the next academic year. This will be done while remaining compliant with prevailing public health guidance.

### 2. What should I do before I return to campus?

Employee Action	
1	Confirm with their Head of Department their planned date of return to campus.
2	Make sure their return is in line with the Risk Assessment completed for their working area.
3	<p>If an employee previously completed the Return to Campus Process, then they should watch the Return to Campus Video.</p> <p style="text-align: center;"><b>OR</b></p> <p>If an employee has NOT completed the Return to Campus Process, then they should watch the Return to Campus Video and complete the Questionnaire.</p>
4	In advance of an employee's return date, they should ensure that they have all the equipment they need, that they have their travel pass/car park permit in place and that their Employee ID Card remains active.

### 3. When should I return to work on campus?

This table offers an overview of the phases of returning to campus and the transition to blended working.

Phase	From	To	Action
Returning to Campus	30 August 2021	19th September 2021	Staff can return to campus if they wish. Those who can carry out their roles remotely can continue to do so without express permission from their Head of Department.
	20		All staff should return to campus except in

	September 2021		circumstances where they have agreed a blended working arrangement with their Head of Department.
<b>Transition to a blended workforce</b>	21 September 2021	31st December 2021	Heads of Departments may agree blended arrangements for an interim period if certain conditions are met.
<b>Pilot Blended Working Scheme</b>	1 January 2022	31 August 2022	A Pilot Blended/Remote Working Policy will be published in October of this year.

#### Employees in a single-occupancy office

If you have a single-occupancy office, you can return to campus once you have completed the short Return to Campus process (a questionnaire and three-minute safety video). Outside of completing this process, no specific permission is needed.

#### Employees in a shared office

If you work in a shared office, you must contact your Head of Department to check before returning. If a shared office does not have 2 metres distancing or barriers in place, you should adopt the attendance protocols confirmed in the existing Departmental Risk Assessments

### **4. Who do I contact if I am unsure of what to do regarding my return to campus?**

If you have any queries regarding your return to campus, please get in touch with the Return to Campus Office (RTCO) at [return.to.campus@mu.ie](mailto:return.to.campus@mu.ie).

### **5. As a Head of Department, what support can I offer to staff who are nervous about returning to work?**

Heads of Departments or nominees should contact RTCO or the Human Resources Office to get advice on this.

### **6. What supports are available for staff?**

Inspire Workplaces Counselling Services provide the University's employee assistance programme (EAP). More information is available [here](#) or by calling Inspire Workplace Services on freephone 1800 201 346.

Further advice on looking after your mental health can be found on the [HSE website](#).

## **On Campus FAQ**

### **7. Should I have meetings on campus? If so, are there restrictions in place?**

Where possible, meetings should be held online. Where a meeting must take place in person, the meeting may only take place if the room is appropriately sized to allow reasonable spacing (2 metres) and ventilation. Meeting room capacity will be displayed on the booking system and at the door of the meeting room. Meetings larger than this should be held remotely unless there is a very specific reason to have the meeting in-person and on campus.

Departments are asked to maintain records of attendance at meetings and events (other than timetabled teaching), and individual staff are asked to keep records of personal meetings.

Meetings of research groups may be necessary to complete essential research activities. If 2m spacing is not possible, all attendees should wear masks during the meeting, and take reasonable precautions.

### **8. What will be open on campus?**

The MSU, Londis Shops, and other Campus restaurants will be open at the beginning of the term in line with current guidelines, which may change over time.

The [Covid-19 webpage](#) for staff contains further information and advice.

### **9. Who do staff contact if health and safety is not up to standard in a particular area on campus?**

Staff may contact the Health and Safety Officer, Campus Services, Return to Campus Office or their local Lead Worker Representative for any Covid-19 related health and safety issues.

### **10. What should I do if I want to organise an on-campus event?**

Prior to organising any on-campus event, you should consider whether the event could be scaled back or moved online. If you believe the event should take place on-campus, and it is not provided for in the existing departmental risk assessment, employees should contact the Return to Campus Office to seek permission to hold same before advertising or inviting people and no later than one week in advance of the planned event ([return.to.campus@mu.ie](mailto:return.to.campus@mu.ie)).

## **11. Will official Christmas Parties take place this year?**

Due to the current high level of Covid-19, the organisation of Christmas Parties will not be supported.

## **12. Can visitors come on campus?**

Prior to inviting any visitors or contractors on-campus, you should consider whether it is necessary for them to come on-campus or if they could be met online. If you believe the visitor or contractor should come on-campus, departments should keep a list of contact details for any visitor or contractor that visits their department.

The list should record:

- Date of Visit;
- Name of Contractor/Visitor;
- Contact Phone Number and/or email address of the Contractor/Visitor; and
- Name of staff member Contractor/Visitor is meeting with.

## **13. Can interviews take place on campus, in person?**

All interviews should be conducted remotely rather than in person. Exceptions may be made in certain circumstances. In such circumstances, Heads of Department should contact Human Resources to discuss.

## **14. Should I take public transportation to campus?**

You should follow the latest public health advice in relation to public transport. If you do not want to travel on public transport, you should consider alternative means of getting to work such as walking, cycling, taxi, etc.

## **Covid-19 Response On-Campus FAQ**

## **15. What are the common Covid-19 symptoms?**

Common symptoms of Covid-19 include:

- a fever
- a new cough - this can be any kind of cough, not just dry
- shortness of breath or breathing difficulties
- loss or change in your sense of smell or taste – runny or blocked nose
- nausea, vomiting or diarrhoea
- aches and pains or tiredness
- sore throat
- headache

An individual may not have all of these symptoms, or symptoms may be mild. Symptoms may vary for different age groups or variants of the virus. It can take up to 14 days for symptoms to show. Employees should contact their GP if they are in doubt regarding any symptoms they have.

## **16. What do I do if I develop cold and flu-like symptoms while on campus?**

If you develop cold and flu-like symptoms on campus, you should contact the Covid-19 Response Team at extension 7999 or (01) 474 7999. Stay at least two metres away from other people, wear a mask; avoid touching people, surfaces and objects; and follow the advice of / wait for the arrival of the Covid-19 Response Team.

## **17. What if I or a colleague or a student becomes unwell while on campus?**

If you, a colleague, or a student becomes unwell on campus and shows Covid-19 symptoms, you should contact the Covid-19 Response Team at extension 01 474 7999; stay at least two metres away from other people, wear a mask; avoid touching people, surfaces and objects; and follow the advice of / wait for the arrival of the Covid-19 Response Team.

Members of the Covid-19 Response Team may bring the unwell individual to a designated isolation area. They will facilitate contact with the individual's GP and/or the HSE and assist with subsequent directives. This may include helping to facilitate transportation to the individual's home, HSE facility or other isolation or testing area, per the advice of the GP.

## **Face coverings and other precautionary measures FAQ**

### **18. Will I have to wear face coverings on campus?**

You should wear a mask when moving around buildings. An employee may remove their face covering when:

- Alone in your office;
- In a shared office with 2-metre separation or a physical barrier; or
- Whilst teaching, once you can remain 2 metres from the nearest student.

The policy of wearing face coverings by staff will apply unless an individual has an illness or impairment that would make wearing a face-covering difficult. In such circumstances, the staff member should contact Human Resources prior to their arrival on campus by email at [humanresources@mu.ie](mailto:humanresources@mu.ie). Face coverings should also be worn in outdoor congregated places

on campus. All members of the University Community who are fully vaccinated must continue to follow advice on how to stop the spread of Covid-19, such as physical distancing and wearing a face covering.

## **19. What is physical distancing?**

Physical distancing involves keeping a safe space between yourself and others. The importance of physical distancing is that it helps to slow the spread of Covid-19 by minimising contact between potentially infected individuals and healthy individuals.

You should ensure to maintain a little distance from others and avoid physical contact. If there are high levels of vaccination in a reasonably well-ventilated space, the risk of contracting Covid-19 is very low beyond 2 metres, low at 1 metre, and increases if you get closer, make contact, or spend a lot of time with someone.

You should avoid crowded areas, making close contact with others, and shaking hands. If you are in a situation where it is difficult to keep a two-metre distance between yourself and others, you must wear a face covering.

## **20. What daily precautionary measures should I take?**

### Physical Distancing and face coverings

You should practice physical distancing at all times and wear a face covering when physical distancing is not practical and when indoors except for areas listed in 15 above.

### Hand Hygiene

You should ensure that you wash your hands often with soap and water, use hand sanitiser, and avoid touching your eyes, nose and mouth with hands.

### Respiratory Etiquette

Always remember to cover your nose and mouth with a tissue when coughing or sneezing and dispose of the tissue immediately after use and ensure to keep your own work area clean.

## **At-Risk Groups FAQ**

### **21. What are the At-Risk Groups?**

Covid-19 can make anyone seriously ill, but for some people, the risk is higher. There are two levels of higher risk: (1) high risk and (2) very high risk.

In some cases, specific conditions that were previously considered to be very high risk may now place an employee in the high-risk or normal risk category. Further to this, an employee's risk categorisation may now have changed due to vaccination and/or history of recent confirmed Covid-19 infection.

More information on the at-risk groups can be found on the HSE's website, and if an employee considers themselves to be in an at-risk group, they should consult that website for guidance.

## **22. Can I return to campus even if I can work from home and am in an at-risk category?**

If you are in the 'high risk' group, but are not ill, you must attend your campus workplace unless advised otherwise by the University's Occupational Health Provider.

As per HSE Guidelines, most people in this category will be protected against the virus once they are vaccinated. If an employee has not been offered a vaccine, they should contact their GP who will help them get a vaccine as soon as possible.

If you are in the 'very high-risk group', you should contact the Human Resources Department and provide certification from your GP and/or treating consultant. The Human Resources Department will contact you with details of the University's occupational health provider and organise an appointment for you to be assessed.

Following this appointment, the University will receive a report from Occupational Health stating one of the following:

- You are fit to return to campus;
- You are fit to return to campus provided certain specified measures are taken;
- You should cocoon and are fit to work from home; or
- You are not fit for work.

## **23. Am I required to return to campus if I live with a high or very high-risk person?**

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

## **24. I have a health condition that I don't want to discuss with my Head of Department. What should I do?**



You should discuss this with your GP in the first instance and follow their advice. If necessary, and if you wish, you may discuss this issue with HR.

However, employees should be aware that if they are in a risk category and need to be facilitated with particular working arrangements, HR may need to consult with their Head of Department. This will be done without disclosing the nature of their health condition.

## **Self-Isolation and Restricted Movements FAQ**

### **25. I have been told to self-isolate. What steps should I take?**

If you have been advised to self-isolate/restrict your movements, you should immediately contact your Head of Department and inform the Covid-19 Response Team at 01 474 7999. You are required to email HR with details of your circumstances so that HR issue you with the appropriate paperwork for completion (humanresources@mu.ie). More information on the steps you should follow are available in the University's Return to Campus Policy.

### **26. I am living with a person who has been told to self-isolate due to receiving a positive PCR test result. Should I also self-isolate/restrict my movements?**

You should stay away from campus for fourteen days. If you remain well, you should remain available to work from home.

If an employee is caring for someone in self-isolation, after receiving a positive Covid-19 test result, the employee needs to restrict their movements for seventeen days.

If an employee is worried about returning to work after receiving medical advice confirming that they do not need to self-isolate/ restrict their movements, the employee may wish to, at their own choosing, avail of other leave entitlements, i.e. annual leave, parental leave, special unpaid leave or force majeure leave subject to approval under each area.

Please see FAQ 49 for information on what to do if you are identified as a close contact of someone who has been told to self-isolate, but you have been vaccinated.

### **27. What should I do if a staff member or student tells me they have been asked to self-isolate or have been diagnosed with Covid-19?**

Anyone who is asked to self-isolate should contact their Head of Department or nominee to

inform them of their self-isolation situation, including the date of commencement, the number of days advised to self-isolate, and from whom the advice was received. They should also inform the Covid-19 Response Team at 01 474 7999.

If a student informs you that they have been diagnosed with Covid-19, let your Head of Department or nominee know immediately.

If you are a Head of Department or nominee and are informed that a student or employee has been diagnosed with Covid-19, contact the Covid-19 Response Team immediately at extension 01 474 7999.

## **28. I have been asked to self-isolate/restrict my movement, do I work from home?**

Only where you are not showing symptoms of Covid-19 and are well enough to work should you continue to work during this period. You should speak with your Head of Department or nominee to discuss working from home during this period. If remote working in your current role is not possible, you may be assigned work that is outside of your usual core duties.

## **29. I am unwell and have symptoms similar to those of Covid-19, however I received a 'not detected' PCR test result. Should I return to work on Campus?**

If you are feeling unwell, you should not come to campus. If you have received a 'not detected' PCR test result, your time off will be dealt with under the University's Sick Leave policy. You will receive special leave with pay, for your time off up until the date of your 'not detected' PCR test result.

If you continue to have symptoms after you have received a 'not detected' PCR test result, you should follow medical advice from your GP, and you should self-isolate at home until you have not had any symptoms for 48 hours. You can return to campus when you have not had symptoms for 48 hours and are well enough to do so.

Where you feel well and your symptoms have resolved and you are awaiting the end of the 48 hour period, you can work from home/remain available for work for that period.

## **30. How is my leave treated when I am in self-isolation, and I am showing symptoms of Covid-19?**

If you have been advised to self-isolate and you are displaying symptoms of Covid-19, this period will be recorded as special leave with pay and will not count as part of your sick leave record. Appropriate medical/HSE confirmation will be required in such instances.

### **31. What is my status if I am advised to self-isolate more than once?**

If you are advised to self-isolate more than once, you should follow the same procedures as if it was a first-time self-isolation.

### **32. I have been advised to self-isolate pre-surgery. What should I do?**

During this period of self-isolation, you should be available for work from home. You should liaise with your Head of Department regarding your work during self-isolation pre-surgery. Certified sick leave will apply, as normal, from the date of your surgery. You should return to work as normal once sick leave ends post-surgery.

### **33. What should I do if I have been identified as a close contact of someone who has tested positive for a variant of concern?**

If you are identified as a close contact of a person who has tested positive for a variant of concern, you can find information [here](#).

## **Testing Positive for Covid FAQ**

### **34. I have been diagnosed with Covid-19, how will my time off work be recorded?**

If you have been diagnosed with Covid-19, you should immediately inform your head of Department and follow the process set out in the University's Return to Campus Policy.

Your time off work directly related to the Covid-19 diagnosis will be recorded as special leave with pay and will not count as part of your sick leave record.

From 1<sup>st</sup> January 2021, special leave with pay may continue for up to twenty-eight days if necessary. This absence must be supported by a positive Covid-19 test, as well as ongoing medical certification. The University's Sick Leave policy will apply in the case that you continue to be unwell after twenty-eight days. Special leave with pay may be extended past twenty-eight days in exceptional circumstances.

Special leave with pay only applies to employees who are due to be working. Special leave with pay cannot be substituted for other forms of leave, for example annual leave. If employees are

on annual leave and have valid certification, they can opt to apply for sick leave as per the normal rules.

**35. What documentation am I required to submit for special leave with pay?**

Appropriate medical/HSE confirmation will be required. If you have been diagnosed with Covid-19, you must provide HSE/medical certification to the University to include the estimated date of fitness to return to work. In exceptional circumstances, where you do not have access to written confirmation, a self-declaration may be accepted. In these cases, a self-declaration should be accompanied by the text message received from the HSE.

**36. If I have tested positive for Covid-19, or if I am self-isolating because I was symptomatic, but I feel well enough to work, can I work from home?**

The University may facilitate working from home instead of special leave with pay, if this is feasible and agreeable to both you and the University. You must not attend campus during this time and you must follow medical and HSE advice.

**37. If a staff member tests positive, will colleagues be told?**

Where the public health advice is that specific colleagues should be informed of an employee testing positive, for example, a suspected close contact, this will be communicated to those staff anonymously by email. The name of the staff member who tested positive will not be shared.

**38. As a Head of Department, what should I do when a member of staff contacts me about potential Covid-19 infection?**

Heads of Department or nominees should refer to the guidelines set out in the [Maynooth University Covid-19 Incident Response Plan](#) and [Covid-19 Response Plan for Heads of Department](#) for dealing with suspected cases of Covid-19.

## **Caring Responsibilities FAQ**

**39. Is special leave with pay available for caring responsibilities?**

There is no special leave with pay available for employees who have caring responsibilities during this time. Employees can also avail of existing leave allowances during this time, such as annual leave, unpaid leave, parental leave etc.

**40. If I am unable to attend campus because my child was told to self-isolate while awaiting their PCR test result, can I work from home?**

Yes. In these cases, you can, if possible, work from home while you are waiting on their covid test results.

**41. My child was identified as a close contact in primary school. Should I restrict my movements and work from home?**

If your child is identified as a close contact, you should follow instructions as set out in FAQs 26 and 49.

## **International Travel FAQ**

**42. Are there restrictions on work-related travel?**

An Employee no longer needs approval from a member of UE for work related travel.

Travel is allowed once it is not against the advice of the Department of Foreign Affairs. When travelling to Europe, an employee should be in possession of the European Health Insurance Card and the EU Digital Covid Certificate.

Travel Insurance cover is no longer automatic. Prior to undertaking any University-related travel, the Health and Safety Office must be contacted, and confirmation received that insurance cover can be arranged and is in place.

**43. If I intend to travel for personal reasons, do I need to restrict my movements after I return to Ireland, and if so, can I work from home for these 14 days?**

Where an employee intends on travelling outside the island of Ireland for personal reasons, they must advise their Head of Department in advance in writing of their dates of travel. The employee should also inform their Head of Department when it will be safe for the employee to return to work on campus in line with the public health advice. This requirement is necessary for the protection of public health.

Employees who are entering Ireland should be aware of the current [Government travel advice](#) and the requirements which are in place on their date of return to Ireland. If an

employee is required to restrict their movements after returning from travel, they may not work from home for this period. Employees can avail of existing leave allowances during this time, such as annual leave, unpaid leave, etc.

Employees are required to notify their Head of Department as soon as possible if they must take additional annual leave or unpaid leave in order to satisfy any restricted movement requirement.

More information on international and domestic travel is available on the [University's website](#).

#### **44. I returned from international travel and obtained a Covid-19 PCR which returned a negative result. Can I return to work before the 14-day quarantine period ends?**

If you are required to quarantine after arriving in Ireland, depending on where your journey originated, you may be able to leave quarantine if you get a 'not detected' PCR test result at least five days after you arrive in Ireland. In some cases, you may need to wait ten days before you can leave quarantine after a 'not detected' PCR test result.

Once you have received a negative PCR test result five days after your arrival, you must contact your Head of Department or nominee to arrange your return to work. Confirmation of the PCR test appointment and the result should be provided to your Head of Department or nominee.

## **Vaccination and antigen test FAQ**

#### **45. Is it mandatory to receive a Covid-19 Vaccine?**

The decision to get a vaccination against Covid-19 is voluntary. The current Public Health advice is that all existing infection prevention and control measures must remain in place for individuals even following their vaccination.

You can find further information on vaccines [here](#).

#### **46. I've received notification for my Covid-19 vaccine appointment, and it is within my working time. How will this be recorded?**

Time off work for Covid-19 vaccines is to be treated as a medical appointment in line with s 6.1 of the University's Sick Leave Policy. Therefore, members of staff must inform their Head of Department or nominee in advance. The leave granted for the appointment will be recorded as either uncertified sick leave or certified sick leave.

#### **47. I've become unwell due to an adverse reaction to my Covid-19 vaccine and cannot work. How will this be recorded?**

Any illness absence as a result of adverse reaction to a vaccine is considered ordinary illness and therefore to be recorded as sick leave. Medical certification to cover the absence is required.

#### **48. Does the University have a right to know if an employee has been vaccinated?**

The University may ask if an employee has been vaccinated in certain circumstances. For example, an employee who notifies the University that they are a close contact of a confirmed case: The rules around restricted movement have changed for fully vaccinated people.

If an employee is required to attend campus and is a close contact, in order for the University to make a decision in relation to health and safety requirements, the HoD or nominee may need to enquire if the employee has had their vaccine, the date and type of vaccination, and other relevant health information. The University will need to determine on a case by case basis the level of detail that is required in order to make relevant decisions. At all times the data collection and processing must be necessary, proportionate and safeguarded.

#### **49. Where can I find more information regarding the Covid-19 vaccine?**

You can read about the Covid-19 vaccine, and get factual and trusted information at the following links:

- [Information about the vaccination programme and specific vaccines used](#)
- [Details on how to register to get the COVID-19 vaccine](#)
- [The COVID-19 Vaccination Strategy](#)
- [COVID-19 vaccine information for health professionals](#)

#### **50. What should I do if I am identified as a close contact, but have been vaccinated?**

Household close contacts who are fully vaccinated and showing no symptoms should now restrict their movements until they have 3 negative antigen test results within 5 days. If any of these antigen test prove positive [HSE advice](#) should be followed.

If you are a close contact of someone outside your household, and you feel well, you do not need to restrict your movements or be tested for Covid-19 if you are fully vaccinated, and/or had a positive Covid-19 PCR test in the last 9 months. It should also be more than:

- 7 days after your 2nd Pfizer-BioNTech dose;

- 14 days after your 2nd Moderna dose;
- 14 days after the Janssen vaccine; or
- 15 days after your 2nd AstraZeneca dose.

But you may not get the same level of protection from the vaccine as other people if you:

- are immunocompromised due to disease or treatment;
- have cancer; and/or
- have chronic kidney disease.

A member of the contact tracing team will advise you on what you need to do when they phone you. Further information is available [here](#).

### **51. What should I do if a member of my household is identified as a close contact, but feels well?**

If the household member feels well, then you do not need to restrict your movement. If the household member shows symptoms of Covid-19, and subsequently tests positive for Covid-19, you should follow the advice in FAQ 49.

### **52. What is an antigen test?**

Rapid Antigen Diagnostic Tests (RADTs) detect the presence or absence of specific antigens or proteins on the surface of the virus. Antigen tests are designed to be performed on the upper part of the throat or nose and swab specimens placed directly into the assay. The tests take 15 to 30 minutes to perform and provide a result. These tests should not be used to give a “green” light for a workplace to operate or an individual to behave in a particular way. It is still essential that symptomatic individuals contact their GP to arrange for a SARS-CoV-2 PCR test, rather than relying on any local antigen diagnostic testing arrangements.

Further information on antigen tests can be found [here](#).

## **Blended Working FAQ**

### **53. What is Blended Working, and how will it be introduced?**

Blended working is a form of flexible working that allows employees to split their time between working on campus and working remotely.

The University will approach our transition to a more blended workforce in two phases:

- The first phase will be interim during September – December 2021;
- The second phase will be a pilot phase between January – August 2022.



Therefore, if an employee wishes to continue working in a blended capacity for the interim period, they should discuss and agree this with their Head of Department no later than 20th September 2021. These interim arrangements will remain in place no later than 31st December 2021 and will be subject to the discretion of the University.

#### **54. Based on the public health advice announced on 16<sup>th</sup> November 2021, should I return to working from home?**

With effect from Friday 19<sup>th</sup> November 2021, the public health advice is that those who can work from home should do so, unless it is absolutely necessary to attend the workplace in person.

It is important that this advice is understood in the context of higher education being categorised as an essential activity, which means that some employees will be required to continue to work on campus if there is a service requirement to do so. Most employees have been working under some form of blended working arrangement since 21<sup>st</sup> September 2021 as agreed with their Heads of Department. These arrangements are designed to allow for the maintenance of essential support services. Employees should review these arrangements with their Heads of Department with a view to reduce time on campus, where possible.

#### **55. Can an employee work outside of Ireland when working off-campus?**

No, employees must be on the island of Ireland while working off-campus.

#### **56. Guidance on expenses and tax relief**

In line with Revenue guidelines, MU employees may claim Remote Working Tax Relief as a result of working from home in 2020 due to public health guidelines.

The following allowable costs can be claimed:

- 10% of the cost of electricity and heat incurred (apportioned based on the number of days worked at home during 2020);
- 30% of the cost of broadband incurred (apportioned based on the number of days worked at home during 2020). This concession, commencing in the tax year 2020, will apply for the duration of the pandemic.

Employees must complete their 2020 Income Tax Return in order to claim any relief. This is done by signing into [myAccount](#) on [Revenue.ie](#).

Employees can upload receipts and bills paid in 2020 using the [Revenue Receipts Tracker App \(RTA\)](#) which is available to download from the App Store, or, by using the Receipts Tracker function in myAccount. It is important to ensure that all images uploaded are clear,

readable and relevant.

Further information on signing into myAccount and calculating costs can be found [here](#).