



STAFF UPDATE: Wednesday 18 March 2020

OPERATIONS

- All Desk Staff: Please clear your desks daily to facilitate cleaning.
- Additional cleaning measures are being taken that focus on door handles and other office areas that are shared by staff.
- Please ensure that you use phone and email and not face to face wherever possible.
- Orders for items such as extra hand sanitizers have been placed with suppliers, but with hospitals/care centres being prioritised the OPW may experience some delays.

ICT

- ICT have delivered a large amount of solutions for home working demands. While every effort is being made to facilitate Staff these are being prioritised by Senior Managers. As these issues are arising across the globe some delays in delivery are being experienced.
- Please use the email ICTHelpdesk@opw.ie rather than phone calls to contact ICT Staff where possible. This would be very helpful.
- Further updates will issue on IT developments and you will be kept informed of these. Please Note: <http://newintranet/index.php/corporate-services/ict/how-do-i> for remote working IT tips.
- Staff are asked to observe “social distancing” and not to call in person to ICT personnel unless by arrangement

STAFFING – HR

- Staff are asked to you clock in and out as normal from home. We will facilitate staggered working hours where necessary – clock adjustments will be taken account of at a later stage.

FINANCE: PAYMENTS

- **Financial Services** continues to operate as normal. To assist with processing invoices for payment, can you please ensure you GRN any goods or services received and respond to queries from the payments section.
- **Procurement** – OGP have produced an update in light of the Covid 19 situation on procuring goods and services. <http://newintranet/index.php/procurement/ogp-updates#Infonote>

COMMUNICATIONS:

- Check Stór Daily for updates and ensure all Staff reporting to you are updated on changing priorities as needed
- [Print all notices and add them to noticeboards](#)
- All public facing communications have to be cleared by GIS in Department of the Taoiseach and should go to comms@opw.ie first for clearance
- We have prepared a FAQ doc for your attention on Stor. This will be updated regularly. Please ensure it is distributed all staff reporting to you.
- We would ask that you link to OPW twitter <https://twitter.com/opwireland> and Facebook <https://www.facebook.com/opwireland> accounts and would encourage you to help us share information from central government to ensure as wide a public reach as possible.