

BillPost Covid-19

All HSE and An Post Group information and guidelines including FAQs notified to all staff and posted on Notice Board.

All meetings and travel cancelled unless approved by MD.

Employees who can process work remotely have been issued with laptops.

Second operational site introduced at Ennis Post Office and staff assigned to this operation. To date all staff assignments have been completed on a voluntary basis.

Staff assigned to Ennis Post Office will have no further physical contact with Kilrush staff or Kilrush location.

Two independent shift operations to be deployed at BillPost, Kilrush, Enterprise House.

Shifts will be scheduled to ensure no staff crossover.

All applicable staff assigned personal ops apparatus (no sharing of personal equipment).

All shifts commence and finish with 'clean down' of all work areas.

Staff work areas adjusted to facilitate maximum social distancing.

Hand sanitiser issued and available at building entrance for delivery/collections.

Payroll processing can be accommodated with remote working off site if necessary.

Liaising with Revenue Commissioner (who share the building in Kilrush) and have agreed measures to ensure cross business contact is in line with HSE guidelines.