



Dear All,

It continues to be a challenging time with the ongoing COVID-19 global health pandemic.

We have many colleagues working from home and it's a timely opportunity to remind these colleagues that they still have COVID-19 reporting obligations – ***even when working from home.***

You must inform your manager

- if you have tested positive for COVID-19
- if you are a close contact to someone with a positive test and need to be tested. Please let your manager know your test result or
- if you're feeling unwell and need to be tested for COVID-19.

Managers are required to notify their People Business Partner of any colleagues doing the above and positive results must also be reported to SER-Reporting@metrotrains.com.au and INX.

We continue to follow the advice of experts during this challenging time.

There is a variety of support services that are available to Metro employees. Please don't hesitate to reach out if you need support.

- Our **Employee Assistance Program** is a free and confidential service available to all employees and immediate families. You can access it by calling 1800 808 374 or texting 0439 449 876.
- People managers can also access the **Manager Support Program** on 1800 505 015 for confidential support.
- [Metro's Coronavirus website](#) has information relevant to our team including health and wellbeing resources.

Stay safe.

Regards,

Rob

Robert Duvel
Executive Director Zero Harm

