

From: Employee Communications <employee@metrotrains.com.au>
Sent: Friday, 4 December 2020 11:00 AM
Subject: Message from Raymond: Update on our COVID-Safe return to offices











Dear Colleagues,

We have had a lot of questions raised regarding the return to the office, when this will be and what this looks like.

While we don't have all the answers right now, it is important our return is done in a safe and considered manner – based on DHHS guidance. As I'm sure you can appreciate, there are many considerations we need to apply to our new COVID-Safe normal, and our time in the office will be markedly different than before.

We have agreed guiding principles to help with this return, including:

-  **Office return, based on DHHS guidance, target 27 Jan. 2021**
-  **Administrative effective controls**
-  **Workforce Bubbles**
-  **Keeping Records and Sick workers at home**
-  **Ensuring Physical Distance**
-  **Practicing Good hygiene**
-  **Wearing Face Masks**
-  **Avoid Interactions in enclosed spaces**

When are we returning?

At this stage, we will have a staggered return to the offices from Wednesday, 27 January 2021 – after Australia Day.

Will there be more information around our principles – and what they mean for me and my team?

You will be hearing more about the return to office plans, including from leaders in your area, as it relates to your team and role, over the coming weeks. Shortly team representatives will be nominated from each area to work through the requirements for their team.

Will I come into the office every day?

This is unlikely. We will still need to ensure physical distance in the office and we need to create workforce bubbles so if someone does get COVID-19 we can restrict the spread to that bubble. This will mean we will have teams like red team / blue team with allocated days in the office.

Will I still need to wear a mask when returning to the office?

Yes. COVID-Safe behaviours like good hygiene and physical distancing are key parts of our guiding principles, and must be practiced by everyone. You must also wear a mask whilst inside any Metro office location.

As we plan, your voice will remain vital to informing the process. This will include the results of our live Working from Home survey – which closes at 5pm today. If you can and are working from home, and have not yet completed the survey, please take a moment to share your valuable feedback [here](#).

I want to thank all colleagues for their continued support as we work towards a safe and staggered return to office locations, in line with our Zero Harm and Caring values.

Have a great and safe weekend.

Best regards

Raymond