

**From:** Employee Communications <employee@metrotrains.com.au>  
**Sent:** Wednesday, 3 March 2021 3:54 PM  
**Subject:** Message from Rob: Keeping you informed of our workforce bubble changes



Dear Colleagues Returning to Offices,

Following the announcement by Premier Daniel Andrews that more workers can return to corporate offices, Metro will change the way our workforce bubble model operates, beginning Monday, 15 March.

### What does this mean for me?

From this date, all office-based employees will be assigned to one of two team bubbles – either Red or Blue.

For colleagues working full-time, this new model will mean two fixed days in the office, two fixed days at home and one rotation day for now. The fixed days are: Monday and Tuesday or Wednesday and Thursday, with the rotation day being Friday.

Please see below for the new roster – our current one, and then the change from Monday, 15 March.

	MON	TUE	WED	THU	FRI
	↓	↓	↓	↓	↓
MAR	1-Mar	2-Mar	3-Mar	4-Mar	5-Mar
	Day Six Blue	Day One Red	Day Two Red	Day Three Green	Day Four Green
	8-Mar	9-Mar	10-Mar	11-Mar	12-Mar
	Day Five Blue	Day Six Blue	Day One Red	Day Two Red	Day Three Green
	Metro moves to a 'two bubble' system from here Each bubble team rotates one Friday per fortnight				
	15-Mar	16-Mar	17-Mar	18-Mar	19-Mar
	Blue	Blue	Red	Red	Blue
	22-Mar	23-Mar	24-Mar	25-Mar	26-Mar
	Blue	Blue	Red	Red	Red
	29-Mar	30-Mar	31-Mar		
	Blue	Blue	Red		
	MON	TUE	WED	THU	FRI
	↓	↓	↓	↓	↓
APR				1-Apr	2-Apr
				Red	Blue
	5-Apr	6-Apr	7-Apr	8-Apr	9-Apr
	Blue	Blue	Red	Red	Red
	12-Apr	13-Apr	14-Apr	15-Apr	16-Apr
	Blue	Blue	Red	Red	Blue
	19-Apr	20-Apr	21-Apr	22-Apr	23-Apr
	Blue	Blue	Red	Red	Red
	26-Apr	27-Apr	28-Apr	29-Apr	30-Apr
	Blue	Blue	Red	Red	Blue
*Public Holiday If you don't usually work a Public Holiday, you wouldn't come into the office.					

### Why are we making the change?

Our new approach follows the State Government's latest density requirements, meaning for Metro we can now have 50 per cent of colleagues able to return to our offices. The approach remains in line with our strong COVID-Safe commitments.

**How will the new model work?**

Team bubbles will be organised at a divisional level, overseen by your Executive Director. Your one-up leader will be in touch to discuss what this means for you, noting you will be assigned to a new team bubble – either Red or Blue.

**What about flex?**

A hybrid model of work is the future-state for most corporate environments, and Metro continues to work towards this outcome. The roster displays your office days if you work full-time. If you wish to have a flexible work conversation, please speak with your one-up leader.

**Kitchen changes**

Use of shared kitchen areas is permitted as long as you are able to maintain the social distancing requirements of 1.5 m and 1 person/2m<sup>2</sup>. Employees are encouraged to bring and use their own crockery and cutlery, wherever possible. Use of dishwashers is permitted, but you must only place and remove your own crockery and cutlery – and should not touch any crockery/cutlery that belongs to another person.

Stay safe and be well,

Rob

**Robert Duvel**

**Executive Director Zero Harm**