

From: Employee Communications <employee@metrotrains.com.au>
Sent: Wednesday, 3 February 2021 12:20 PM
Subject: Message from Rob: Our COVID-Safe Office Return continues



Dear Colleagues Returning to Offices,

As Raymond shared yesterday, Victoria's staged return to work will be accelerated, with offices to return to 75 per cent capacity, beginning next Monday.

This is good news as it will mean welcoming more passengers back to our network.

For our office-based teams, we will continue with our 'workforce bubble' model, which allows for a safe and staggered return based on the existing social distancing density requirements.

There are no changes to our arrangements at this stage. This means you will continue to attend the office on your rostered 'team bubble' days. It also means that our strong COVID-Safe measures will remain in place.

A copy of our 'team bubble' calendar and updated Q&As are attached. You can also visit our dedicated [employee site](#) for more information.

As COVID conditions and the needs of our organisation change, we'll continue to review these arrangements. As always, we'll be guided by the latest official health advice, together with Metro's Zero Harm and Caring values.

Please stay connected with your one-up leader to address any questions or concerns. Your one-up leader should always be your first point of call for any feedback or discussion. You can also contact employee@metrotrains.com.au for any additional questions or feedback.

Should you require support, please remember it is always available.



- 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.

Stay safe,

Rob

Robert Duvel
Executive Director Zero Harm