

From: Employee Communications <employee@metrotrains.com.au>

Sent: Wednesday, 27 January 2021 4:18 PM

Subject: Message from Rob: Update on our COVID-Safe Return to Offices



Dear Colleagues Returning to Offices,

Today marks the beginning of Metro's safe and staggered Return to Office locations, in line with our Zero Harm and Caring values.

As you return as part of our 'team bubble' model, please rest assured that all appropriate measures are in place regarding the health and safety of our people. This includes around cleaning and other COVID-Safe processes, consistent with official health advice.

Taken together, these measures reflect the latest DHHS guidance which will continue to be the basis for our safe and staggered Office Return. I thank you again for understanding that changes are to be expected in our approach, as the pandemic situation evolves and official advice changes with it.

For now, you can find supporting information via our [employee coronavirus site](#) – and a copy of our latest Q&As and 'team bubble' calendar, as attached.

Importantly, we all have a role to play in our COVID-Safe Return to Offices. Please ensure you follow all instructions and signage at your work location, and practice the correct COVID-Safe behaviours.

We understand that the return will be a significant step for everyone, so please stay connected with your one-up manager to address any questions or concerns. You can also contact employee@metrotrains.com.au, should you have any additional questions or feedback.

Should you require additional support, 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 and be well,

Rob

Robert Duvel
Executive Director Zero Harm



