

From: Employee Communications
Sent: Wednesday, 5 May 2021 11:36 AM
To: Colleagues Returning to Offices,
Subject: Message from Rob: Keeping COVIDSafe in colder weather



Dear Colleagues Returning to Offices,

With colder months on the way, keeping COVIDSafe and focussed is the best way to protect everyone's health and a strong recovery.

With this in mind, it's very important that you do not attend work if you are unwell. This includes if you:

- have a cough that is more than a clearing or common tickle, or
- are sneezing for reasons other than allergies or hay-fever.

We understand that while allergies are common, colder months see an increase in common colds and other illness. By staying home if you are unwell and continuing to practise good hand and respiratory hygiene, we can help to keep each other safe, in line with our **Zero Harm** value.

Please reach out to your one-up leader with any questions or concerns – including if you begin to feel unwell while in the office. You can also contact employee@metrotrains.com.au, should you have any additional questions or feedback.

Stay safe and be well,

Rob

Robert Duvel
Executive Director Zero Harm



