

From: Employee Communications

Sent: Wednesday, 26 May 2021 5:06 PM

To: Colleagues Returning to Corporate Offices

Subject: Message from Rob: Update for Colleagues Returning to Corporate Offices



Dear Colleagues Returning to Offices,

Following the introduction of new restrictions across Greater Melbourne and Raymond's latest message, Metro is extending our workforce bubble model for corporate offices.

This means that:

- **Our current team bubble model will continue for now**, pending further public health updates. Please see below for an updated roster.
- **If you feel unwell, including with any COVID-19 symptoms, do not attend the office**. Please follow all public health advice, advise your one-up manager and get tested immediately.
- **The wearing of face masks is mandatory** in all indoor settings, unless an exemption applies.
- **Good hand and respiratory hygiene must continue** to be practised at all times.
- **Visitors continue to require written approval from an Executive Director**, prior to attending a corporate office.
- **Strong COVIDSafe measures remain in place** at all Metro work locations.

Staying safe, connected and informed

The latest public health guidance will be updated regularly at

coronavirus.vic.gov.au

An official list of [exposure sites](#) is maintained by the Department of Health and includes instructions for anyone who has visited an exposure site within the timeframes indicated.

Staying safe also means staying connected with your one-up manager.

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 leaders can also access the **Manager Support Program** on 1800 505 015 for confidential support.

As always, **the latest public health advice will continue to guide our approach and we are prepared to make any changes** in line with this guidance. Metro will continue to communicate with our people on any changes.

Thank you, stay safe and be well.

Rob

Robert Duvel
Executive Director Safety and People

COVIDSafe workforce bubble model MTM Corporate offices

Metro will provide further updates on our bubble model, pending official public health updates.

MON	TUE	WED	THU	FRI
↓	↓	↓	↓	↓
24-May	25-May	26-May	27-May	28-May
Blue	Blue	Red	Red	Blue
31-May	1-Jun	2-Jun	3-Jun	4-Jun
Blue	Blue	Red	Red	Red

Please continue to follow all public health advice.

