

**From:** Employee Communications  
**Sent:** Friday, 4 June 2021 9:22 AM  
**To:** All employees  
**Subject:** Message from Rob: Updated COVIDSafe settings and important updates



Dear Colleagues,

Updated circuit-breaker restrictions now apply for Melbourne and Regional Victoria.

These measures, announced by **Acting Premier James Merlino** earlier this week, are designed to keep everyone safe and put us on the path to a strong recovery.

In addition to my previous communication, attached to this email, please note the following updates:

#### **Victoria's COVID-19 vaccine roll-out**

Metro is urging all colleagues who are eligible to consider the opportunity to get vaccinated, in keeping with the current public health advice.

In Victoria, the COVID-19 vaccine roll-out is managed through the Department of Health. Metro does not operate its own COVID-19 vaccine program.

For the latest public health advice, we encourage all employees to visit [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au)

This site features all available options for Victorians to book and receive a COVID-19 vaccine.

This includes Metro colleagues over the age of 40 – and those who qualify under a provision for frontline Transport workers. Colleagues eligible under this provision have also received separate communications.

The Department of Health advises that COVID-19 vaccines are safe – and that people should speak with their GP, should they have any questions.



**COVID-19 Reporting:  
Understanding the process**

One of Victoria's COVIDSafe principles is for businesses to keep good records and be able to act quickly if an employee becomes unwell or has visited a designated [exposure site](#).

Through our COVID-19 reporting process, Metro has made it easier for employees and managers to get information quickly and confidentially to our Safety and People teams for appropriate support, where required.

Please refer to our latest [COVID-19 Reporting process](#) to understand what steps should be taken if you or a member of your team need to get tested or isolate in line with current public health advice. Your People Business Partner is available to answer any questions around the process.

### Staying safe, connected and supported

Staying safe means staying connected with your one-up manager. This will be a challenging time for some colleagues, so please remember that additional support is always available.



- Our **Employee Assistance Program** is a free and confidential service available to all employees and immediate families. Call 1800 808 374, or text 0439 449 876.
- People leaders can also access the **Manager Support Program** on 1800 505 015 for confidential support.

Thank you, stay safe and be well.

Rob

**Robert Duvel**  
**Executive Director Safety and People**

