

From: Employee Communications

Sent: Friday, 18 June 2021

To: All employees

Subject: Message from Rob: Checking-in to be COVIDSafe at Metro's workplaces



Dear Colleagues,

In line with our strong COVIDSafe commitments, the **Service Victoria COVID-19 QR Code system** is being rolled-out across Metro's work locations.

This means you will need to check-in using the Services Victoria QR system in addition to any internal check-in requirements, in place at a work location.

How will this work?

First, by checking-in using the Service Victoria QR code – if one is in place.

This allows public health authorities to begin immediate contact-tracing, where required. The system is in wide use through the Service Victoria app. Service Victoria QR codes will be in place across Metro's workplaces by the end of June – and it will be compulsory to check-in using this method beginning 1 July 2021.



Then, by completing any internal Metro check-in system required at that workplace.

This allows for detailed contact-tracing, specific to our large number of workplaces and employees. This might include, for example: a roster, a visitor's log, an internal QR code, or another system.



As with our COVIDSafe plans, check-in requirements will be unique to each workplace – so it's important to follow all steps and instructions, relevant to your location. In some larger workplaces, check-ins may be required when travelling between different floors or spaces used by different teams.

While checking-in may take a few moments, our approach is designed to keep everyone safe and Victoria on track for a strong recovery. Metro will continue to follow the latest public health advice and we encourage our people to do the same.

What if I have questions?

Please speak with your one-up manager in the first instance. If an answer is not available, please contact employee@metrotrains.com.au

Stay safe and be well.

Rob

Executive Director Safety and People

