

From: Employee Communications <employee@metrotrains.com.au>
Sent: Tuesday, 6 July 2021 3:07 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 easing of COVIDSafe restrictions across Victoria, Metro will resume the workforce bubble model for corporate offices from **Monday, 19 July**.

This means that:

- **As per the previous model, Blue team will attend Mondays and Tuesdays and Red team will attend Wednesdays and Thursdays** – with each team attending one Friday per fortnight. **A visual roster is featured below.**
- **You will remain in the same team bubble as you were previously** – unless otherwise advised by your manager. If you have joined Metro recently, please speak with your manager to understand which team bubble you will join.
- **The wearing of masks is currently mandatory in all indoor settings**, unless an exemption applies. We will advise if this changes.
- **If you feel unwell or have any symptoms**, please do not attend the office.
- **Strong COVIDSafe measures remain in place at all Metro offices and work locations, including Projects Alliance offices and worksites.** This includes the recent roll-out of the Service Victoria QR Code system, in addition to existing internal check-in requirements.
- **These measures will be unique to each workplace, and may differ from this bubble approach**, so it's important to follow all instructions, relevant to your location. Speak to your manager if you need further information.
- **Our recently-launched Flexible Work Options Procedure will apply from the time our workforce bubble ends.**

Staying safe, connected and informed

The latest public health guidance will be updated regularly at coronavirus.vic.gov.au

COVIDSafe workforce bubble model

Metro Corporate offices

MON	TUE	WED	THU	FRI
↓	↓	↓	↓	↓
19-Jul	20-Jul	21-Jul	22-Jul	23-Jul
Blue	Blue	Red	Red	Red
26-Jul	27-Jul	28-Jul	29-Jul	30-Jul
Blue	Blue	Red	Red	Blue
26-Jul	27-Jul	28-Jul	29-Jul	30-Jul
Blue	Blue	Red	Red	Red
2-Aug	3-Aug	4-Aug	5-Aug	6-Aug
Blue	Blue	Red	Red	Blue

Metro will provide further updates on our bubble model in due course.

Staying safe also means staying connected with your manager – including any questions you may have. 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 as required. In the event of any changes, we will provide colleagues as much notice as possible.

Thank you, stay safe and be well.

Rob

Executive Director Safety and People

