

Thursday, 28 May 2020

## **COVID-19 (Coronavirus)** **Important Information: Returning to work – All staff notification** **AUSTRALIA ONLY - Update #33**

*Please be aware that the below information **has not changed** since the communication that was distributed to office employees on Tuesday 26<sup>th</sup> May. The purpose of today's communication is to notify **ALL STAFF** via SMS of Bridgestone's return-to-work plan. Detailed information on the below can be found on BConnect or via your manager.*

### **Latest information**

The various changes by State Governments towards recovery are certainly happening quickly and even though we are not yet back to normal circumstances, it is pleasing to see the recovery beginning to occur. As we prepare for Bridgestone teammates to return to our own offices, our priority is to ensure that everyone returns to a safe work environment. As we have been doing throughout this period, we will continue to follow Government guidelines which are driven by national expert health advice.

It's important to recognise the enormity of what we have all just experienced and Bridgestone would like to thank everyone for their continued efforts, exceptional resilience and most importantly, for the way in which you have all looked after each other. We would also like to thank those who have continued to work on the frontline during this period, ensuring that our products are manufactured and distributed and that our customers receive the necessary service. We should all be very proud of the way in which we have managed the COVID-19 pandemic.

### **Returning to work**

Each state and territory is in a different situation in regards to its restrictions. As we start to see office-based employees of larger companies returning to offices around the country, Bridgestone is implementing a return-to-work plan for our office staff in alignment with individual State Government's steps to easing restrictions. Our schedule for return to work in our offices will be as follows;

#### **Step One:**

Current situation unchanged – all employees will continue to work as per their current work arrangements.

#### **Step Two:**

When individual states or territories move to align with step two easing of restrictions, we will be encouraging our employees to return to work in our A/B team rotation. Maintaining the split between A/B teams will reduce our employee numbers in the office and also reduce risk of virus spread, which at this point in time is very low in the states where our largest populated offices are located.

At the time of re-implementation of A/B teams in each state, it is also appropriate for our sales teams to recommence store visits, subject to the approval of individual franchisees, licensees or customers. Please contact your stores and customers to discuss visitation and establish times to meet with them.

All other visitations, external meetings or internal office guests should remain as business critical only. Should business critical visitors enter Bridgestone offices, tracing and health procedures will be required.

# Employee Notice



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## Dates for Step Two A/B return in accordance with individual Government changes are:

<b>WA</b>	Monday June 8 (Team B)
<b>SA, NSW:</b>	Tuesday June 9 (Team B, following public holiday)
<b>QLD:</b>	Monday June 15 (Team A)
<b>VIC: (Updated)</b>	Anticipated return now <b>June 22</b> and will be reviewed ongoing, following further confirmation from State Government

## Rotations for A/B teams (NSW are working in the opposite rotation to the below)

<b>Week:</b>	25-29 May	1-5 June	8-12 June	15-19 June	22-26 June
<b>Team:</b>	<b>B</b>	<b>A</b>	<b>B</b>	<b>A</b>	<b>B</b>

We remind all staff that you are free to work from the office **now** if you wish, as long as you retain your A/B rotation.

## Step Three:

As Step Three easing of restrictions are given further consideration by the Government and introduced into each state and territory, we anticipate that all employees will return full time to the workplace (non-rotation). We anticipate Step Three to occur in July and hygiene, safety and social distancing measures will be maintained and adjusted in accordance with requirements.

## We can't wait to have everyone back on board!

When our staff return to work there will no doubt be changes and a lot to talk about, and our traditional work environment will not be the same. However, we will be back at work once again, we will be safe, and we will be on the road to recovery, reconnecting with our colleagues.

We are very much looking forward to welcoming everyone back!

## Information Sources and Assistance

We encourage employees to continue to leverage our Employee Assistance Program if required. To create a Benestar account, visit [www.benestar.com](http://www.benestar.com) and go to the Benehub Login to register, or phone **1300 360 364**

Company ID: BRDGAU

Token: BRDGAU01

The following website is regularly updated with new information by the Australian Government - <https://www.health.gov.au/>

Please continue to send any immediate questions to: [yourquestions@bridgestone.com.au](mailto:yourquestions@bridgestone.com.au), having confidence that the business will respond as soon as possible.