

DESIGNER BRANDS



March 12, 2020

Team,

As you know, we're managing an unprecedented and fluid situation as it relates to the COVID-19 virus. As CEO, my top priority is the wellness and safety of our associates, and in this uncertain time, I'd like us all to model calm leadership. Understanding that the key to slowing the spread of the virus is to limit interactions between people, we're quickly evaluating options to enact social distancing measures in our offices while supporting our business operations. Understanding that our risks and exposures are different across the enterprise, we're issuing the following guidance to our U.S.-based offices to both ensure associate wellness and maintain business continuity.

Social Distancing Measures

Starting Saturday, March 14, U.S.-based corporate office associates are encouraged to explore social distancing measures with their managers, such as creating distance among workspaces, and/or if roles permit, working remotely. We are not closing our offices. Some roles are critical to the continuity of the business and don't allow for work to be done at home, such as distribution centers and call centers. Associates, please discuss with your manager to align on your plans, ensuring critical work continues. Managers, if you have questions, please reach out to your HR partner.

For associates that can work remotely, we'll issue a Work from Home Toolkit as quickly as possible. In the meantime, remember that U.S.-based associates can use Microsoft OneDrive to access important work files. Both OneDrive and Outlook are accessible via Front Door at frontdoor.dswinc.com. Additional details are [in our March 3 guidance](#).

Associates working from home are expected to work their normal schedule and complete their job responsibilities. Associates must be available to attend calls and meetings virtually and are expected to maintain the same level of work productivity as if they were working in an office. As an additional precaution, associates who continue to work in one of our offices are asked to try to keep three to six feet of space between each other.

Emergency Pay Policy

We are temporarily revising our emergency pay policy to protect pay for all impacted associates, up to two weeks. Any associate who has been diagnosed with COVID-19, who has been directed to self-quarantine and is not able to fulfill their job responsibilities from their place of quarantine, or who is impacted by a COVID-19-related store/location closure is eligible for this emergency pay.

Attendance Policy

We are implementing exceptions to our attendance policy for our associates who cannot work from home (such as stores, shoeophilia and distribution center associates). [See addendum for more detail.](#)

Self-Quarantine & International Travel Guidelines

Finally, [we've revised our guidance for international travel, self-quarantines, and self-reporting of diagnoses. Please read more here.](#)

In closing: At work and at home, let's continue to follow the CDC's guidelines. Stay home if sick, cover your coughs and sneezes, and wash your hands often with soap and water for at least 20 seconds.

We're taking steps to make sure we're enacting consistent practices across our enterprise. We're exploring social distancing measures in our stores to ensure the wellness of our associates and customers, and we're also boosting regular cleaning and sanitation practices in our DC and call centers. All our associates are important to us and it's our intent to handle this rapidly changing situation with as much love and care for each other as possible. Together we will come through this stronger.

Thank you,



Roger Rawlins
CEO Designer Brands