

# DESIGNER BRANDS



March 12, 2020

## Self-Quarantine & International Travel Guidelines

On [February 26, we asked associates to report planned international travel](#). It's no longer necessary for associates to share this information with our Compliance team. It is now the employee's responsibility to work with their manager after travelling internationally to decide what is appropriate, keeping in mind the following self-quarantine guidelines:

### Self-Quarantine Guidelines:

- **Following Travel to Key Countries** – We are still requiring that associates who have travelled to the countries on the CDC's restricted countries list –**China, Korea, Iran, South Korea, Italy and now including the rest of Europe** – self-quarantine for two weeks following date of return to U.S.
- If you have had known exposure to someone with diagnosed with COVID-19, you must self-quarantine for two weeks.
- If you are tested for COVID-19, you cannot return to work until released by a medical professional.
- **If you or a member of your household have been diagnosed with COVID-19, seek medical care, tell your manager and notify Compliance at [compliance@designerbrands.com](mailto:compliance@designerbrands.com). You cannot return to work until released by a medical professional.**

## Attendance Policy Change

Effective this week, we are loosening guidelines on our **attendance policy**:

- If an associate contracts COVID-19, believes they have had a community or household exposure to the COVID-19 virus, or is unable to work due to mandated social distancing measures such as school closures, we will not apply our attendance policy.