

DESIGNER BRANDS



February 27, 2020

Team,

Our compliance and HR teams have had many questions regarding the Covid-19 (Coronavirus) and the cases reported this week in countries beyond Asia. We want to make you aware of some other precautions we're taking in response to recent developments.

Following is guidance regarding associates, vendors, clients, and other partners who may have recently travelled internationally, been in/near quarantine areas or potentially been exposed to Covid-19. As stated in yesterday's email, we have a committee monitoring the latest guidance from the U.S. Centers for Disease Control, World Health Organization and U.S. State Department. These are, and will continue to be, our main sources for accurate and updated information regarding the outbreak.

As a producer and retailer of fashion footwear and accessories, our associates regularly travel to Europe to attend shoe shows and stay abreast of trends. Several associates recently attended such events in Italy, where cases of the virus have been reported. As such, we want to share the following information and new guidance we are recommending:

Associate Travel to Europe

- As of today, the CDC has not recommended quarantine for people who traveled from Europe, and more specifically Italy or Milan. The areas in Italy that are under quarantine were not visited by our employees. The reported cases and subsequent quarantine are in a region of Italy approximately 150 miles south of Milan.
- Associates who were in Italy underwent screening going in and out of both countries. All were allowed back in the U.S. after screening and none have become symptomatic. However, out of an abundance of caution for all our associates, we've asked these individuals to work remotely until the known 14-day incubation period has passed.

Virtual Meetings with Vendors

- We are extending our international travel restriction to vendors, clients and other business partners. This means we are prohibiting outside visitors from entering our corporate offices if they've traveled internationally during the previous 14 days.
- Please cancel any in-person business meetings scheduled in one of our corporate offices for the foreseeable future and transition these meetings to a virtual format such as Skype wherever possible.
- Please also be aware that visitors who come to corporate offices may be turned away from a planned visit at the front desk.

Products and Samples

- With regard to products such as samples being shipped from China or other countries, the CDC has advised that the virus cannot survive for long on surfaces like shoes, and so there's a very low risk of the virus spreading on products or packaging that are shipped over a time period of days or weeks.

We want to ensure our associates also have the most accurate and timely information to ensure proper preventative measures are taken and dispel any misinformation. You [can find a simple fact sheet from the CDC here](#) as well as [these helpful FAQ's](#).

Our goal is that all associates feel informed and protected in the workplace, and as such we'll continue providing updates as necessary. In the meantime, please reach out to your HR partner with questions.

Thank you.