

## Margaret Standing

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**From:** Emily Young on behalf of Roger Rawlins  
**Sent:** Wednesday, February 26, 2020 3:53 PM  
**Subject:** Important Coronavirus Update

**Follow Up Flag:** Follow up  
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Team,

I wanted to share an update with our associates about the Coronavirus, as it continues to spread outside of Asia and into Europe. As you know, Designer Brands has several hundred associates working in China today and we have been carefully watching this news unfold each day. To date, thankfully, none of our Camuto Group Asia associates have been affected directly, but certainly their everyday lives have been impacted in a much bigger way than those of us in North America.

Yesterday, the U.S. Centers for Disease Control warned that the U.S. needs to be prepared for a widespread outbreak. It's our top priority to ensure the health and safety of our associates and customers while they are traveling, working, and shopping in our retail locations. To support these efforts, we need your cooperation. We've established a committee to monitor the spread of the virus and ongoing recommendations from the CDC and World Health Organization, assess risk and take appropriate precautions for associates who have recently traveled outside North America, and implement a preparedness and response plan if it becomes necessary. Until further notice, we're implementing the following procedures:

1. All international business travel is suspended, except travel to and from Toronto.
2. Associates must report any **business or personal** international travel **in their household** (except travel between U.S. and its territories, Mexico and Canada). This extends to our Designer Brands associates *and* any anyone living in their household. Please send an email to [compliance@designerbrands.com](mailto:compliance@designerbrands.com) so that we can be equipped to respond proactively and implement precautions to prevent the potential spread of the virus.
3. If you are feeling symptomatic or feel you may have been exposed to someone who exhibited any of the following symptoms (fever, cough, shortness of breath), please seek the advice of a medical professional immediately. If you, an immediate family member, or household member has contracted the Coronavirus notify us at [compliance@designerbrands.com](mailto:compliance@designerbrands.com).

If you have questions about these procedures, please send them to [compliance@designerbrands.com](mailto:compliance@designerbrands.com) and our compliance team will respond appropriately. We appreciate your support in our efforts to maintain safe work environments for all our Designer Brands associates as we track this developing situation.

Thank you,  
Roger