



Designer Brands' COVID-19 (fka Coronavirus) Update (3/3/20)

As the U.S. and Canada prepare for a likely widespread outbreak of the COVID-19 virus, we wanted to share some additional information, including helpful tips and reminders for workplace wellness and working from home. Click the links below to jump to each section.

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ARE YOU PREPARED?

Identifying Signs of Illness

[The Centers for Disease control is the best source for information on the current outbreak](#) in the U.S. In Canada, refer to [Health Canada's resources online](#). Symptoms may appear 2-14 days after exposure and include fever, cough and shortness of breath. Seek medical attention if you believe you have contracted COVID-19.

Preventing the Spread of Contagious Disease

To prevent spread of contagious diseases like COVID-19, practice everyday preventive actions that can help prevent the spread of illnesses (all found [on the CDC website](#)):

- Avoid close contact with people who are sick.
- Stay home when you are sick, except to get medical care.
- Cover your coughs and sneezes with a tissue (elbow or shoulder if no tissue is available – *not* your hands). Dispose of tissue in a lined receptacle and wash hands immediately after.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Always wash your hands with soap and water if your hands are visibly dirty.

Cleaning & Disinfecting

- The facilities team is working to secure additional cleaning supplies, antibacterial gel and tissues for associate use at work. Administrative staff will be the keepers of these items. Once these are available, please use at your work areas for disinfection of frequently used surfaces.
- We are ramping up routine environmental cleaning in the office of frequently used common areas, such as entrances, restrooms, and the café.
- Clean your smart phone regularly and avoid touching the screens of other people.

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- At home, clean frequently touched surfaces and objects often (e.g., tables, countertops, light switches, doorknobs, and cabinet handles) using a regular household detergent and water.
- If surfaces are dirty, they should be cleaned using a detergent and water prior to disinfection.
- DSW and The Shoe Company retail locations are receiving the same guidance.

Not Feeling Well?

- Stay home. If you're sick at work, go home and seek medical care.
- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Review your applicable paid time off (PTO)/sick leave policy and contact your HR partner if you have questions.
- Our Teledoc service allows you to speak to a doctor by phone or video and is free to those with Designer Brands' medical benefits. Access it via mymobilewalletcard.com/dbi or download from a mobile app store.

PREPARE TO WORK FROM HOME

Here are some handy reminders for how to work from home if you're ill or caring for a sick family member. Associates with laptops may wish to take them home in the evenings for the time being.

OneDrive

Microsoft OneDrive is where associates should save their important work files. Files are backed up in the cloud, making them accessible anywhere, at any time.

Web Access: To access OneDrive from home, or anywhere, visit FrontDoor on a web browser at frontdoor.dswinc.com. Click the OneDrive icon (blue box with white clouds). You can also visit www.office.com and sign in with your DBI credentials to access OneDrive.

Mobile Application: You can also download the OneDrive app on your phone or tablet and access your files remotely this way.

Outlook

Web Access: Email can be accessed remotely by visiting FrontDoor and clicking the Outlook icon (blue box with white envelope). You could also access Outlook from OneDrive by clicking the waffle icon in the very upper left corner of the screen.

Mobile Application: You can download the Outlook app on your mobile device for immediate access to your mail and calendar. Just log in with your DBI credentials.

Other Applications

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Some associates may need to access applications only accessible via the VPN; discuss access plans with your manager and contact the service desk for more detail about which applications are only accessible on VPN.

Columbus-Based Associate? Download the Rave App for Up-To-Date Text Alerts

Last year we rolled out a new emergency mass notification system called RAVE to Columbus campus associates. This system allows for immediate emergency communications to be sent via email, text, and phone during times of campus emergency (Active Threat, Severe Weather Sheltering, Business Closures, Bomb Threats, and other critical events where notification is warranted).

This is a voluntary but important tool that will allow us to notify associates in emergency situations. However, only a fraction of our Columbus campus associates have made their mobile (cell) phone number available to receive these alerts. *To receive these text notifications on your cell phone, you must add a mobile number to ADP. Want to sign up? Here's how:*

Add Your Cell Number to ADP to Receive Emergency Text Alerts

- To update your mobile (cell) phone number, log into your ADP account at <https://portal.adp.com> and follow these instructions. Trouble? Email payroll@dswinc.com for assistance.

Know Your Contacts

Managers, please ensure you have updated personal contact information for your direct and indirect reports.

Additional Information

Designer Brands' Policy on Media Interviews and Speaking Engagements

As the media seeks interview subjects to talk about the virus' impact on business and retail, please be aware that associates are not permitted to speak with the media without the approval of Corporate Communications. If you're approached by the media for any reason, please email mediarelations@designerbrands.com. The full policy (#109) follows.

Policy: Associates may be approached to speak at various professional conferences or may be asked to provide interviews or statements to the media (including magazines and trade publications). While most speaking engagements and interviews may be beneficial to the company, there may be certain speaking engagements that are not in the company's best interest. Further, when speaking in public, we need to ensure that the company is being represented with a consistent message.

Procedure: All associates must receive the approval of their manager and Corporate Communications prior to accepting any speaking engagements or talking to the media.

Reminders of previous communications

- Reminder, visitors who have travelled internationally within the last 14 days may not have in-person meetings at Designer Brands facilities. Please schedule virtual meetings instead.

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- Work-based international travel (excluding Toronto) is suspended for the time being.

Thank you for your cooperation!