



To: All Signet Team Members
From: Mary Liz Finn, Chief People Officer
Date: February 25, 2020
Subject: Coronavirus Update

As we all watch the news, we're learning more about the Coronavirus, and as such, we wanted to share with you how our company is monitoring and responding. As you know, our primary concern as always, is the safety of all our team members.

While we do not have operations in China, and no Signet team members have been diagnosed with the virus, we are closely monitoring the issue. Our practice in these situations is to follow the advice of the World Health Organization (WHO), which includes aligning our Asia travel policies with WHO's guidelines.

Signet's Travel Department monitors and reviews all team member travel for domestic and international destinations, and shares those travel plans with our international intelligence partner, WorldAware. When team members plan travel to locations with elevated risk, we review those plans with Signet's Executive Management, provide awareness of the specific risks, and offer appropriate alternatives, which may include travel cancellation.

We've been advised that the best source of information on the Coronavirus is the World Health Organization. We wanted to share their official site information with you as well, in the event you have more specific questions. Please [click here](#) for the latest information from the World Health Organization.

In the unlikely event that you think you have been potentially exposed to the virus, or you have traveled to China or other designated high-risk areas, you will need to contact Human Resources to discuss options and determine the appropriate course of action before coming to work.

We have an established protocol through our ["Contagion, Biohazard, and Environmental Issues" policy](#). Essentially, if you suspect a contagion or biohazard/environmental issue, you need to report it for the safety of all our team members. Per the CDC and WHO, if you believe you have been potentially exposed to the virus, you should:

- Seek medical advice – Call ahead before you go to a doctor's office or emergency room. Tell them about your recent travel and your symptoms.
- Avoid contact with others.
- Do not travel while sick.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Wash your hands with soap and water immediately after coughing, sneezing, or blowing your nose. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

We are actively monitoring this situation, and we will be sure to update you as we learn more. As always, if you have any questions about travel, wellness or any of our benefit programs, please feel free to reach out to one of the leaders below.

Finally, as a reminder, it is currently flu season, and the CDC recommends getting a flu vaccine.

[Lynn Ahlers](#) - VP - Total Rewards, Human Resources

[Shelley Beavers](#) - Director - Corporate Wellness, Human Resources

[John Plaster](#) – Director - Corporate Travel