

Support Center Cleaning Protocol and Self-Care Policy – COVID 19

I. Policy and Purpose:

The purpose of this policy is to outline minimum cleaning and self-care requirements, consistent with regulatory recommendations (e.g. Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidelines), in addressing and preventing the spread of COVID-19. This Policy includes additional details outlined in the Pandemic and Infectious Disease Policy – COVID-19.

II. Scope:

This policy is applicable to all Signet Support Center team members, team members visiting any Support Center, or outside visitors to Support Centers. Signet Team members responsible for the oversight and/or upkeep of physical facilities may have added responsibilities outlined in this policy.

III. Protocol: Ongoing Support Center Procedures

1. Support Center Cleaning Protocol:

A. General Cleaning:

i. Team Member Responsibilities

The Facilities Team is responsible for the regular cleaning of support center locations. Additional cleaning supplies and hand sanitizers will also be made available near common equipment (e.g. public printers). Team Members working in a support center are required to wipe down common equipment before and after each use. Team Members are also strongly encouraged to wash their hands and/or use the hand sanitizers after using common equipment.

ii. Facilities Responsibilities

The Facilities Department is taking additional precautions during the COVID-19 pandemic and includes, until further notice:

- Closure of large gathering areas within Support Center locations (i.e Main Street)
- Reduced the size of the lobby seating areas
- Closure of conference rooms
- Closure of unused floors within buildings
- Reduced the number of restrooms available
- Closure of certain common areas, including:
 - Diamond Grille
 - Starbucks (if available in your location)

- Dallas Café
- Gyms (e.g. SigFit)
- Social distance markers have been placed to help aid in social distancing
- Disinfectant wipes/sprays and hand sanitizers are available throughout office locations for team member use.

In addition, the Facilities Team will continue to perform regular cleaning, focusing on high touchpoint surfaces, such as:

Cleaning Cadence	Specific Touchpoints
Turnstiles – once, every hour	<ul style="list-style-type: none"> ● All cross bars and badge ID reader ● Clorox wipes provided at each turnstile
Breakroom/Cafe - 3 times, per day	<ul style="list-style-type: none"> ● Microwaves ● Sink Faucet handles ● Cabinet handles ● Vending Machines ● Tables Chairs ● Refrigerators ● Time clock ● Phone ● Light switches ● Keurig ● Counter tops ● Dispensers ● Time Clock ● Ice Machines ● Clorox wipes provided in this area
Distribution Entries (e.g. Post 2 in the Akron Support Center)-3 times, per day	<ul style="list-style-type: none"> ● Benches ● Handrail ● Sides of x-ray machine ● Badge readers ● Exit Door push bar ● Exit Door handle ● Counter ● Tables
Locker Room - 3 times, per day	<ul style="list-style-type: none"> ● Lockers ● Benches ● Time clocks

Lobbies - 3 times, per day	<ul style="list-style-type: none"> • Door handles/push bars • Badge readers • Security call buttons • Tables • Badge Kiosk
Elevators - 3 times, per day	<ul style="list-style-type: none"> • Buttons • Rails
Restrooms - 3 times, per day	<ul style="list-style-type: none"> • Door handles • Push plates • Counters • Dispensers • Stall doors/handles • Flush valves • Toilet seats • Faucets • Light switch
Patio's - 2 times, per day	<ul style="list-style-type: none"> • Tables • Benches • Door handles • Card readers • Security call button
Stairwells - 3 times, per day	<ul style="list-style-type: none"> • Handrails • Door handles/push bars

B. Confirmed COVID-19 Cleaning

Managers are responsible to immediately inform HR if they learn a Team Member or visitor has contracted COVID-19 and was physically present at the support center within the last seven (7) days. This requirement is meant to supplement the Contagion, Biohazard, and Environmental Issues policy.

2. Ongoing Self-Care Guidelines

A. Daily Temperatures:

- Consistent with Centers for Disease Control guidance, we are requesting that all Team Members reporting to work at a Signet facility take their own temperature, in addition to the Team Member screening requirements outlined in the Pandemic and Infectious Disease Policy, before leaving their house to come to work.
- Team Members must stay home if your temperature is over 100 degrees Fahrenheit.

- Contact your manager and follow normal call-off procedures if you are ill.
- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival or who become sick during the day should immediately be separated from other Team Members and sent home by HR.

B. General

- Practice careful hand washing (20 seconds with soap and water) frequently throughout the day and before meals.
- Frequent use of hand sanitizer, which are available in your location (multiple locations in the support centers).
- Stay at home and avoid contact with others if you feel sick with fever, cough, or difficulty breathing.
- Do not return to work until you have been fever-free without use of fever-reducing medications for at least 72 hours.
- If someone in your household is sick with fever, cough, or difficulty breathing, please stay home, avoid contact with others, and do not return to work until he or she has been fever-free without use of fever-reducing medications for at least 72 hours.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds.
- If you are 65 years, or older, please take additional precautions as you may be at higher risk of serious illness.
- If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing, call your healthcare provider for medical advice.

C. Social Distancing:

- All employees should stay at least six (6) feet or two (2) meters apart from other employees and any other person. Where possible, signage can be used to indicate the necessary six (6)-foot/two (2) meter spacing.
- Avoid the use of common office equipment (computers, telephones, copy machines, coffee machines, etc.), if at all possible.
 - If it is necessary to use common equipment, sanitizing wipes, sprays and/or hand sanitizer will be available by the machine. We ask that employees use those products to wipe down all contact areas before and after each use.
- Avoid congregating with others unless absolutely essential. For example, meetings should be held by teleconference or telephone, as opposed to in-person meetings, even with people in the same support center.

D. PPE

- Team Members must use cloth or other face coverings while working in a support center. The CDC has advised that using simple cloth face coverings can help slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

IV. Attestation

Team Members are required to attest having read and understood this policy prior to returning to a support center.

V. Auditing & Monitoring

The Facilities Team oversees the proper completion of the cleaning protocols outlined in this policy and the retention of those cleaning records.

VI. Violation of Policy

The Company's Code governs this Policy. Failure to comply may result in disciplinary action, up to and including termination.

VII. Additional Resources

Signet's COVID-19 hotline at 1-800-527- 8014 or email ersc@signetjewelers.com.

In addition to your manager and HR, Team Members may elect to utilize the employee assistance program (EAP) as a resource in coping with personal, social, behavioral issues resulting from COVID-19.

Additional information can be found on the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.