



SIGNET
JEWELERS

COVID-19 Safety Plan

2020

REFERENCE GUIDE

Introduction

The intent of this guide is to inform you about COVID-19 and Signet's plan to create a safe and healthy workplace. This document is meant as a summary only, and the complete policies and protocols are listed for ease of reference at the end of this document.



1. General Guidance

Symptoms¹

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.



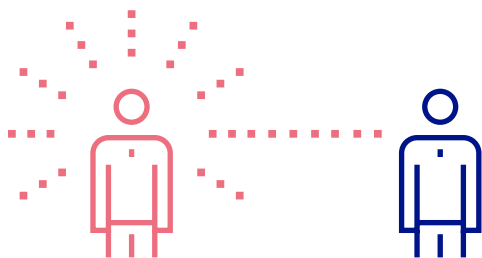
Symptoms of COVID-19 may include the following:

- Fever or chills
- Cough
- Fatigue
- Headache
- Muscle or body aches
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea²

Any team member who is experiencing these symptoms must not report to work and must contact Human Resources immediately on the **COVID hotline at 1-800-527-8014**. All team members must complete a symptom screening before or upon reporting to work.

How COVID-19 Spreads

- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.



1. For more detailed information, please visit the Centers for Disease Control and Prevention (CDC) website. Click on the link for additional information [CDC Website Link](#).

2. *This list does not include all possible symptoms, the CDC continually updates this list as more is learned about COVID-19.

Everyone should...

- **Wash your hands** often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. You should wash your hands frequently throughout your work shift. If soap and water are not readily available, use hand sanitizer.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay at least six (6) feet (about two (2) arms' length) from other people.



- Do not gather in groups.
- **Wear face masks or cloth face coverings at all times while at work.** The cloth face cover is meant to protect other people in case you are infected. If you do not have a face mask or cloth face covering, speak to your manager about obtaining one.



- The face mask or cloth face cover is not a substitute for social distancing and frequent handwashing.
- Remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Immediately wash your hands with soap and water for at least 20 seconds or use hand sanitizer.

When to Seek Emergency Medical Attention

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately.

- 1 Trouble breathing
- 2 Persistent pain or pressure in the chest
- 3 New confusion
- 4 Inability to wake or stay awake
- 5 Bluish lips or face³

Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who is experiencing warning signs for COVID-19.

³. This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

2.

Returning to Work

- Complete the Company required training, which includes reviewing applicable policies.
- For stores, follow the applicable reopening protocol and checklist located as addendum A to the Field Cleaning Protocol and Self-Care Policy.
- Before entering the worksite each day, team members must undergo a COVID-19 symptom screening. If a team member's temperature is over 100 degrees Fahrenheit, or if he/she exhibits any COVID-19 symptoms, or reports exposure to another individual who has COVID-19 within the past 14 days, the team member must go home and stay away from other team members and customers. Contact Human Resources at 1-800.527.8014 or email ERSC@signetjewelers.com to report the concern.
- Keep your worksite clean and follow the applicable Cleaning Protocol and Self-Care policy.
- Team members must wear a face mask or other face covering that covers the nose opening and mouth while at work.
- Practice social distancing – whether interacting with customers or co-workers, do it in a way that ensures a safe distance. This generally means maintaining a distance of six (6) feet.
- All pieces of jewelry and watches must be sanitized before and after presenting to the customer. Encourage and offer the customer to use hand-sanitizer or wear gloves before providing the jewelry or watch to the customer.
- Frequently wash your hands or use hand sanitizer, which is widely available at all worksites.
- If using an iPad or shared device, wipe it down before and after presenting it to the customer. Use hand sanitizer or gloves immediately before and after using the iPad or other shared device.
- Frequently wipe down surfaces, tools or equipment that may be used by others.

If you have any questions regarding this document or are approached by a state or local official about Signet's operating plans, **please contact Signet's COVID-19 Hotline at 1-800-527-8014.**

3.

References



Signet has implemented the following protocols and modified the following procedures to assist with virus prevention. Click on the links listed below to be taken directly to the reference document.

- 1 [Pandemic and Infectious Disease Policy – COVID-19](#)
- 2 [Cleaning Protocol and Self-Care Policy-COVID-19-Field](#)
- 3 [Support Center Cleaning Protocol and Self-Care Policy – COVID-19](#)
- 4 [Store Signage](#)

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