



To: US and Canada Signet Team Members
From: Lynn Ahlers, Vice President Total Rewards
Date: December 10, 2020
Subject: COVID-19 Update and Resources

You and your family's health and safety have been our top priority during this pandemic. Flu season is upon us and, coupled with the ongoing COVID-19 pandemic, we want to provide you with updates and resources to help you navigate the forthcoming challenging months.

Key Points

- The CDC has advised that the 14-day quarantine period can be reduced to 10 days if you have no symptoms, and it can be reduced to seven days if you have no symptoms **and** test negative for COVID-19. During a quarantine, it is important to closely monitor for symptoms of COVID-19, including fever, cough, shortness of breath and if possible, stay away from others. If you end quarantine at day seven or 10 based on no symptoms and/or a negative COVID-19 test you must continue to closely monitor for symptoms through day 14. Isolation and quarantine are different and clearly defined below.
- A COVID-19 test is covered at 100% under Signet's medical plan. This means that medical plan participants have no out-of-pocket costs to be tested for COVID-19.
- Whether you are experiencing symptoms or not, if you believe you were exposed to someone with COVID-19 you must complete the [COVID Contact Form](#), call the Signet COVID hotline, 1-800-527-8014, or email ERSC@signetjewelers.com for additional details and guidance based on your specific situation.
- We are monitoring the status of the COVID-19 vaccine approval process and availability, which will be managed by each state. We will communicate as information becomes available, including how the vaccine will be covered under the medical plan.

Staying Safe at Work

In addition to working with state and local health officials, we've also partnered with medical advisors to apply CDC guidance to our support center and retail environments. As outlined in the COVID-19 Safety Plan, below are some of the measures we've put in place to keep you safe at work:

- All team members complete a symptom screening prior to entering the worksite each day.
- Worksites are cleaned following the Cleaning Protocol and Self-Care Policy.
- Team members, customers and visitors must wear a mask or other face covering that covers the nose opening and mouth while at work.
- Team members must practice social distancing when interacting with customers, visitors and coworkers and adhere to maximum occupancy requirements.
- Team members frequently wash their hands and wipe down surfaces, tools or equipment that may be used by others.
- In our stores, we've introduced a floor concierge role to help protect our customers' experience as well as maintain health and safety requirements in our new environment. We also sanitize jewelry and watches before and after presentation.

Isolation and Quarantine

The CDC has explained that quarantine keeps someone who might have been exposed to the virus away from others. Isolation, on the other hand, keeps someone who is infected with the virus away from others, even in their home.



- **Quarantine:** People who have been in close contact with someone who has COVID-19 should quarantine for 14 days from the last contact with that person. The CDC defines close contact as someone who was within six feet of an infected person for at least 15 minutes starting from two days before illness onset. The CDC has advised that the 14-day quarantine period can be reduced to 10 days if you have no symptoms and it can be reduced to seven days if you have no symptoms and test negative for COVID-19. During a quarantine, it is important to closely monitor for symptoms of COVID-19, including fever, cough, shortness of breath and if possible, stay away from others. If you end quarantine at day seven or 10 based on no symptoms and/or a negative COVID-19 test you must continue to closely monitor for symptoms through day 14.
- **Isolation:** For most people with COVID-19 illness, isolations can generally be discontinued 10 days after symptoms began and resolution of fever for at least 24 hours without the use of fever-reducing medications and with improvement of other symptoms.

COVID-19 Testing

Based on the CDC's guidelines, here are some questions to ask yourself:

- **Do you have COVID-19 symptoms?**
If you have symptoms of COVID-19, such as cough, shortness of breath, diarrhea, nausea, muscle aches, runny nose or loss of smell or taste, contact your health care provider's office. Your health care provider will advise you of next steps. If you are covered under Signet's medical plan and don't have a primary care doctor, call MyQHealth, 877-498-5079, to find a network healthcare provider in your area. If you cannot get in contact with your health care provider and you feel that your symptoms are life threatening, call 911 or the nearest urgent care or emergency department.
- **Have you had close contact with someone with COVID-19?**
Notify your health care provider of this situation, who may provide guidance on whether to get tested. Whether you are experiencing symptoms or not, if you believe you were exposed to someone with COVID-19 you must complete the [COVID Contact Form](#), call the Signet COVID hotline, 1-800-527-8014, or email ERSC@signetjewelers.com for additional details and guidance based on your specific situation.

Testing Locations

COVID testing kits may be limited in many areas of the country. If you are experiencing COVID-19 symptoms and/or have had a close contact exposure to someone with COVID-19 and want to be tested, contact your healthcare provider, who can provide specific details on testing availability and locations.

You can also check with CVS minute clinic. CVS has more than 4,300 testing locations, which offer lab testing with results in 3 to 4 days and rapid-result testing, with same day results. Go to cvs.com/minuteclinic/covid-19-testing for more details.

Cost

A COVID-19 test is covered at 100% under Signet's medical plan. This means that medical plan participants have no out-of-pocket costs to be tested for COVID-19. If you are not covered under Signet's medical plan, the cost for testing should be 100% covered by most medical insurance plans or through government-sponsored programs. You should check with your health plan to confirm coverage and cost information. Some states also offer Pop-Up testing where anyone can get a COVID-19 test at no cost. Check your states health department's website for a list of Pop-Up testing in your area, if available.

COVID-19 Vaccine

We are monitoring the status of the COVID-19 vaccine approval process and availability, which will be managed by each state. As information becomes available, we will communicate at that time, including how the vaccine will be covered under the medical plan.



Guidance

As we continue the holiday season, spread cheer not the virus. Building strong connections and helping each other is so important to your overall health and well-being. Reach out to family and friends safely with a phone call, a letter or card, or connect using video conferencing. If you have an in-person celebration, remember these key steps to protect yourself, family and friends to lessen the spread of COVID-19.

- Wear a face covering; cover your nose, mouth and secure it under your chin
- Wash your hands using soap and water for minimum of 20 seconds, and keep hand sanitizer with you
- Social distance; keep 6 feet (about 2 arm lengths) apart
- Stay home and self-isolate if you have symptoms or test positive for COVID-19

We will keep you advised on any future updates, including when the COVID-19 vaccine becomes available. In the meantime, if you have any questions about COVID-19 as related to the workplace, please call the Signet COVID hotline, 1-800-527-8014.

Additional Resources

The following resources provide additional information:

- **Centers for Disease Control and Prevention Guidance:** www.cdc.gov
- **Your state or local health department's websites**
 - **Canada-specific:**
 - <https://www.peoplecorporation.com/covid-19/>
 - <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms/testing.html>
- **Connections – Coffee & Conversations:** Everyone is invited to join the conversation each week as we discuss a variety of topics that will include a short video, article or expert-led presentation, followed by a group discussion; go to the Signet Learning Portal, Learner Home to sign up
- **LifeWorks Employee Assistance Program (EAP):** www.login.lifeworks.com (username: **Signet** and password: **YourLife**)
 - Log in to connect with resources to help you manage everything from kids' cancelled classes to feelings of isolation or call 855-848-6388 to talk with an EAP coach
- **LifeSpeak:** <https://Signet.LifeSpeak.com> (corporate ID: YourLife)
 - Read expert blogs about navigating the pandemic, including topics on pregnancy, health eating, staying connected and managing your money during a pandemic