



## COVID-19 Prevention Reference 2020

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## Table of Contents

<b>Communication Guidance</b> .....	<b>3</b>
<b>Facility Cleaning Guidance</b> .....	<b>5</b>
General Cleaning Guidance.....	5
Operation Type Specific .....	6
Region Specific .....	6
Deep Cleaning and Disinfection Post Confirmed Case.....	6
<b>Hygiene Guidance</b> .....	<b>7</b>
General Hygiene Guidance.....	7
Temperature Monitoring .....	7
<b>Physical Protection Guidance</b> .....	<b>8</b>
Facial Coverings.....	8
Gloves.....	9
Region Specific .....	9
<b>Social Distancing Guidance</b> .....	<b>10</b>
Operation Type Specific .....	10
<b>Entry Protocol</b> .....	<b>12</b>
<b>Confirmed Case COVID-19 Guidance</b> .....	<b>13</b>
General Protocol .....	13
Region Specific .....	13
<b>Appendix</b> .....	<b>16</b>
Communication.....	16
Spanish Communications.....	21
Deep Cleaning and Disinfection Instructions and Checklist.....	26
Retail Specific Deep Cleaning and Disinfection Checklists.....	29
Temperature Monitoring.....	32
Physical Protection.....	35
Example Social Distance Barriers .....	37
Contact Tracing .....	38
Store Re-Open Checklist .....	39

## Communication Guidance

This VF COVID-19 Prevention Reference is recommended for VF employee use worldwide. It is also a “best practices” document. We are making it available to those outside the company in the interest of sharing our information to help others during the pandemic. You should conduct your own investigation into the best practices for COVID-19 prevention. It is not intended as, nor should it be construed as legal advice, or for the purpose of diagnosis or treatment of any disease. If you believe you need legal advice regarding any of the topics of information contained in this document, you should obtain the services of a qualified and competent attorney.

The following information provides the standardized VF approach to COVID-19 prevention while operating offices, distribution centers, retail, and manufacturing facilities. These requirements shall be adopted as a minimum approach. This is a living document and is updated frequently as data and studies are published. This document may not include ever-changing local requirements of businesses (such as specific signage, or operation hours); these must be implemented by the facility, in addition to VF expectations. They are applicable to all VF employees, contractors, and visitors. Any decision to reopen any VF facility or retail operation shall be subject to legal review and written approval. Facility owner must contact assigned counsel. See Facilities Reopen Legal Approval Form Appendix.

At VF, nothing is more important than our employee’s health and safety. As the COVID-19 pandemic continues to evolve, our priority will always be people first, and that all associates feel safe in their workplaces. If, at any time, you feel that someone is asking you to do something inconsistent with this, or unsafe, immediately alert local management, Health & Safety, Legal, or HR. In addition:

- VF complies with all applicable laws, at the very minimum.
- In fact, we have in many cases, implemented safety protocols well before and beyond any legal requirement.
- We have instituted a global safety manual, which will guide us all through the reopening phase.
- As we reopen, it will be in a vastly different environment than when we closed; significant changes in the way we conduct business: social distancing; more frequent cleaning and sanitization, in some cases face coverings, and many other safety and health protocols.

**COVID-19** is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. **See Communication Appendix.**

**Transmission:** The virus spreads through respiratory droplets of an infected person when they cough, sneeze, or talk. People can also become infected by coming into close contact (about 6 feet / 1.5 meters) with a person who has COVID-19.

**Prevention:** There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19. Recommended prevention methods include:

- Stay at home as much as possible and avoid close contact with others.
- Follow facial covering guidance when social distancing is not possible.
- Clean and disinfect frequently touched surfaces.

- Wash your hands often with soap and water for at least 20-seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Practice social distancing.
- Stay home if you are sick, except to receive medical care.
- Avoid public transportation and carpooling.

# Facility Cleaning

## General Cleaning Guidance:

Proven cleaning and disinfection of frequently touched surfaces are adequate practices unless the surfaces are visibly contaminated or suspected of contamination.

### Increase in Routine Cleaning

- Conduct regular routine cleaning (every 2-3 hours) of frequently touched surfaces using disinfectant products and follow the directions on the label. This should include surfaces such as tables, doorknobs, light switches, handles, desks, keyboards, toilets, faucets, sinks, and multi-use electronic equipment.
- Sanitize common spaces after each use (i.e. meeting spaces, break rooms, etc.)

### Cleaning Supplies

- Confirm operation has an adequate supply of cleaning materials (i.e. soap, disinfection spray, hand sanitizer, paper towels, tissues).
- Any chemicals intended for cleaning and disinfection are consistent with the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO) guidelines for viral disinfectant.
- Priority should be given to pre-made disinfecting products, however; if unavailable, instructions for mixing a bleach disinfecting solution can be found in the Appendix.
- LEED Approval - During times of pandemic, LEED facilities do not need LEED approval for disinfectants. Procure disinfectants based on list above.

### Personal Protective Equipment (PPE) for Cleaning

- Refer to the applicable chemical Safety Data Sheet (SDS) for specific PPE instructions.
- Wear disposable gloves when cleaning and disinfecting surfaces.
- Gloves should be discarded after each cleaning. These can be disposed of in standard waste containers.
- Clean hands immediately after gloves are removed.

### Inbound Material / Packages

- WHO advises it is safe to receive packages from areas where COVID-19 has been reported.
- The virus does not survive on surfaces for long and the length of shipment time and other environmental factors should inactivate the virus.
- If packaged materials have been in transit and/or storage at the plant for more than 48-hours from last human contact, no further action need to be taken.

### Operation Specific Guidance, Areas of Focus:

**Distribution / Manufacturing** – Shared tools and equipment such as utility knives, tape guns, computer keyboards, rf guns and other equipment will need to be sanitized between each use.

**Retail** – See **Cleaning and Disinfection for Retail Checklists in Appendix**. Inventory of store cleaning supply prior to closure shall be taken and logged upon first entering store. All cleaning supplies shall be tracked daily and replenishments shipped accordingly. A cleaning checklist/log must be utilized and kept at each store.

### Region Specific Guidance:

**USCA** – Disinfectants - Use EPA-registered disinfectants that have microbiocidal (i.e., killing). Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, contact time, etc.). For disinfection, diluted household bleach solutions, alcohol solutions with at least 60% alcohol, and most common EPA-registered household disinfectants should be effective.

**EMEA** – Refer to country specific guidance for sanitization frequency.

### Deep-Cleaning and Disinfection Protocol Post Confirmed Case

The General Cleaning Guidance should be followed regularly whereas the Deep-Cleaning and Disinfection Protocol is triggered when an active employee is identified as positive for COVID-19 by testing. **See Deep Cleaning and Disinfection Checklist Appendix.**

Deep cleaning should be performed as soon after the confirmation of a positive test as practical. While the scope of deep cleaning is presumed to be the full facility, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of Legal, Risk, Compliance and Safety Committee (LRCS).

If an active employee has a confirmed COVID-19 positive test, in lieu of deep cleaning and disinfection, facilities may shut down for a period of at least 72-hours to allow for natural deactivation of the virus. This process shall be followed by site personnel performing a comprehensive disinfection of all common surfaces.

Each location shall develop a plan and strategy for deep cleaning. In general, this should include cleaning all site machinery / equipment, common areas, offices, and any typical areas where employees interact.

At a minimum:

- Trained contracted cleaning personnel execute the process of cleaning and disinfection.
- Proper equipment and PPE are utilized by the vendor.
- Any chemicals intended for cleaning and disinfection are consistent with the CDC and WHO guidelines.
- Facility access is limited to authorized people during the cleaning and disinfection operation.

- Cleaners utilize and properly dispose required PPE at the conclusion of the cleaning process.
- Communicate to facility employees that work areas have been cleaned and disinfected.

# Hygiene

## General Hygiene Guidance:

Maintaining good hygiene practices is the best way to protect yourself and others from COVID-19. These practices include:

- Clean your hands often. Use soap and warm water, or an alcohol-based (at least 60%) hand rub.
- Maintain a distance from anyone who is coughing or sneezing.
- Do not touch your eyes, nose, or mouth.
- Cover your nose and mouth with your bent elbow or a tissue when you cough or sneeze.
- Stay home if you feel unwell, even if you do not have a fever.

## Procuring Approved Sanitizers

- Facilities shall work with VF Procurement team to ensure they have supply of approved sanitizers.

## Temperature Self-Monitoring

- All employees shall be educated on symptoms of COVID-19 and encouraged not to report to work in the event of an elevated temperature. See **Temperature Testing Appendix**.
- A fever may indicate a sign of illness or infection.
- A fever is defined as a measured temperature of at least 100.4 °F / 37.5 °C.
- Employees are encouraged to self-temperature monitor before reporting to work and stay home if their temperature tests at 100.4 °F / 37.5 °C or higher.

## Pre-Shift Temperature Monitoring

- Where legally required and allowed, utilize trained medical professionals / first aid responders to perform temperature monitoring. Contact local safety department and HRBP to further understand requirements before implementing. Refer to **Temperature Testing Appendix**.

## Training

- The following courses are available for employees with Workday LMS access:  
[Universal Precautions Against Infection](#)  
[Emerging Viruses: The COVID-19 Pandemic](#)
- Employees without access to Workday LMS can access the courses using the instructions outlined in **VF Health & Safety Non-Workday User Online Training Instructions Appendix**.
- All employees are required to review VF actions and COVID-19 prevention methods and other information within this document.

# Physical Protection

## Physical Protection Guidance:

Facial coverings shall be made available to all employees. Gloves shall be made available to all employees and required for those performing cleaning duties. There is no replacement for frequent hygiene.

### Facial Coverings

Where locally mandated, wear a facial covering in public. Where not locally mandated, VF encourages facial covering use in public. VF will provide clinical masks to be used as facial coverings but you may also wear bandannas, scarves, or gaiters. **See "How Do I Use a Mouth Mask" Appendix.**

#### When to use a facial covering

- Healthy people are advised to wear a facial covering at their own discretion.
- The Centers for Disease Control and Prevention (CDC) recommends wearing a face covering in public settings where other social distancing measures are difficult to maintain.
- Wear a facial covering if you are coughing or sneezing.
- Facial coverings are intended to protect others from you because you may be sick and not know it yet. Homemade cloth masks or scarves may be sufficient for efforts targeted at protecting others.
- DO NOT attempt to acquire masks intended for healthcare workers (N95) / (FFP 2 or 3).

#### How to put on and use a facial covering

- Before touching your facial covering, clean hands with an alcohol-based hand rub or soap and water.
- When putting on your facial covering, cover your mouth and nose. Make sure there are no gaps between your face and the covering.
- Secure your covering with ties or ear loops.
- Utilize multiple layers of fabric and ensure you can breathe without restriction.
- Avoid touching your facial covering after you put it on. If you do touch it, clean your hands immediately with an alcohol-based hand rub or soap and water for 20 seconds.
- If your facial covering gets damp or wet, dispose of the wet covering and replace with a new one.

#### How to remove and wash facial covering

- Change your facial covering each shift, or when it becomes soiled or damp
- Remove your facial covering from behind (DO NOT touch the front of your covering).
- Upon removal, immediately place your facial covering into the washing machine.
- Clean your hands immediately with an alcohol-based hand rub or soap and water for 20 seconds.
- Wash reusable facial coverings (such as bandanas or gaiters) after every use in a washing machine on a HOT setting.

- Clinical masks are single use and must be disposed of.

## Gloves

NOTE: Gloves put employees at higher risk of exposure and are not recommended for general protective use for the following reasons:

- The COVID-19 virus does not harm your hands, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
- Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel they are protected from the virus because of the gloves when in reality, they are not.
- When wearing gloves, people are less inclined to wash their hands; this is counterproductive and puts others at higher risk; we want people to wash their hands because it is the number-one defense against any virus.
- Proper removal of gloves takes training; if contaminated gloves are not removed properly, our employees are exposed to greater risk. **See Removing Gloves Safely Appendix.**

### Operation Specific Guidance, Areas of Focus:

**Distribution / Manufacturing** – Facial coverings are required for distribution center and manufacturing employees.

### Region Specific Guidance:

**USCA** – There is no standard for facial cover rating. Facial coverings are provided and encouraged. Gloves are provided to all employees performing cleaning duties.

**EMEA** – Employees are required to wear a single-use facemasks / coverings approved by healthcare authorities and meeting EU requirements (CE approval).

**MEXLA** – All medical personnel must wear an N95 mask. Provide training to medical department personnel. In the event of a suspected case, health personnel should wear an N95 mask, goggles, and gloves. Patients must also be provided a mask.

# Social Distancing

## Social Distancing Guidance:

Social distancing (physical distancing), means keeping space between yourself and other people outside of your home. COVID-19 spreads mainly among people who are in close contact (within about 6 feet / 1.5 meters) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Social distancing helps limit contact with infected people and contaminated surfaces.

### To practice social distancing:

- Stay at least 6 feet / 1.5 meters from other people.
- Do not gather in large groups.
- Limit in-person meetings to 10 or less.
- Stay out of crowded places and avoid mass gatherings.

### Additional Guidance

- Avoid close contact with people outside of your home.
- Cover your mouth and nose with a facial covering when around others, including when you must be in contact with those you do not live with.
- Avoid ridesharing, carpooling, and public transportation if possible
- Avoid lunch and after work gatherings.
- Avoid hugging and handshakes during this time.

### Visitors

- Restrict visitors and vendors to business critical only. Visitors must follow all facility protocols.

## Operation Specific Guidance:

**Distribution / Manufacturing** – Minimum 20-minute time window between shifts, modified shift schedules, 6 feet / 1.5 meters employee spacing (i.e. workstation layout).

**Office** – Modified work schedules to support <20% occupancy, department scheduling to ensure no more than 1/3 of the department is present at any time, no meetings > 10 people, meeting room occupancy reduced to half.

**Retail** – Store specific social distancing requirements (Frequently monitored and adjusted by IMT)

- Utilize floor decals at 6 feet / 1.5 meters intervals along travel ways and display areas to provide a subconscious reminder to customers. These can be brand specific and include language such as “please help everyone by keeping a distance of 6 feet / 1.5 meters”.
- Brand approved floor markings, tape, etc. shall be utilized on sales floor and cash wrap.

- Brands shall execute floor decal consistency amongst stores.
- Limit store occupancy based on total decal placement, or (5% of total occupancy)
- Prior to each shift, have a discussion with employees to reinforce social distancing guidance and expectations.
- Utilize every other register where they are placed closer than 6 feet / 1.5 meters to ensure social distancing by employees and customer ques.
- Post signage at store entry with social distancing practices for customers.
- Utilize plexiglass barriers, where required or when social distancing is not feasible. **See Example Barrier Appendix.**
- Accept returns and exchanges and keep in back room for 72-hours before returning to stock, sanitize hands after handling.
- Consumer facing elevators are not to be used by anyone except for ADA needs. Signs should be posted to communicate this. Employee back room elevators would be used to only transfer shipment and product without employees.
- Water fountains and Fitting Rooms – will be shut down, and the IMT will constantly evaluate the situation to determine reopen.
- Restrooms are for employee use only.
- Social distancing practices shall be maintained while performing trash and employee bag checks.

- **Region Specific Guidance:**

- EMEA – Refer to country-specific guidance. In-person meetings are prohibited. For additional requirements, refer to EMEA-specific 2020 COVID-19 Playbook.

## Entry Protocol

### Entry Protocol:

#### VF Corporate Security Procedure to Minimize Interactions with Access Control Doors

To further minimize associates' potential COVID-19 exposures due to interactions with door handles at various access-controlled points, VF Corporate Security recommends the following procedures be implemented:

- Each Security Supervisor or Facility Manager will work with their HRBPs and Leadership to identify the work hours (start and finish) of their locations for the reduced office essential staff.
- Each Security Supervisor or Facility Manager will identify the main access-controlled point(s) of entry into their building/office.
  - The Security Supervisor or Facility Manager will ensure that other entry points into their building/office are deactivated or prevented from entry use but are still able to be used for emergency exits if needed.
  - The Security Supervisor or Facility Manager will identify additional **interior** access-controlled doors to be held/propped open throughout the workday.
    - Any areas deemed "restricted access" shall remain closed with normal access control protocols in place.
  - The Security Supervisor or Facility Manager will identify personnel to manage the main entry and exit point for the building/office and the procedure of either keeping the door open or opening the door for incoming and outgoing associates.
  - The Security Supervisor or Facility Manager will work with their HRBPs to ensure clear communications and instructions are provided to returning office essential associates identifying the following:
    - Hours of building/office operation during this phased reintegration of office essential staff.
    - Designated point of entry and exit for the building/office.
    - Process of showing the Security or Facility personnel your VF or brand specific access card at the entry point of the building/office.
    - Upon verification, associate may enter the building/office and navigate through most common areas with a reduced exposure to commonly touched surfaces, such as door handles.
    - At the completion of the workday, the associate will exit the building/office from the same entry location.

# Confirmed Case of COVID-19

## General Confirmed Case Protocol:

### COVID-19 Employee Confirmed Case Procedure

1. Confirmed employee COVID-19 case: Notify Corporate Health & Safety, HRBP, and Legal Counsel. The following steps will be taken:
2. Contact Tracing: Determination of whether others may have been exposed to confirmed case. **See Contact Tracing Guide Appendix.**
3. Employee notification of confirmed contact and request to isolate for 14 days based on results of contact tracing.
4. Shutdown: Facility is shut down for 24-hours.
5. Facility cleaning and disinfection with approved janitorial contractor.
6. Employee Communications: VF releases information associated with COVID-19 symptoms, cleaning and disinfection efforts, confirmed secondary contact, and VF quarantine request (resulting from both).
7. Return to work: Before returning to work, employee(s) must be symptom free for 72-hours and have physician approval.

### Communication

- The company will inform employees in the immediate work area.
- Unless required by the local health authority, the name of the infected employee should not be provided. Employee personal data and confidentiality must be protected.
- Communication of current protocol to all employees needs to be delivered with a preventive approach to avoid alarm. Facilities must partner with Corporate Communications / HR for all notifications.

### Cleaning & Shutdown Protocol

- Facility will implement Deep Cleaning and Disinfection Protocol.
- The deep clean shall be contracted out by an approved janitorial vendor and shall include complete surface disinfection utilizing approved disinfectants.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used a VF facility, additional cleaning and disinfection is not necessary.
- Closure of facility will be made on a case-by-case basis depending on specific circumstances. **See Store Re-Open Checklist.**

## Region Specific Guidance:

**USCA** – Confirmed employee COVID-19 case: Notify Corporate Health & Safety, HRBP, Legal Counsel, and Risk Management. Notify Risk Management if confirmed case is thought to be work-related.

**EMEA** – Refer to EMEA-specific 2020 COVID-19 Playbook for office, distribution centers, and retail store protocol.

**APAC** – If an employee is tested positive for COVID-19, there should be a structured mandatory communication protocol as per local requirement. Employees may self-report to line manager or HRBP but the local authorities could be the first notice. HR shall work with local public health to trace employees who are exposed to a co-worker with confirmed COVID-19 for quarantine and testing.

**MEXLA** – If an event occurs in the facilities, the medical department (clinic) will notify the health authority of the country, and the health authority will indicate whether additional activities are required (epidemiological fence, isolation, closure of areas) in the facilities. The employee must immediately report the instructions received to the plant physician.

# THE CORONAVIRUS COVID-19

## 6 TIPS to prevent contamination



**WASH YOUR HANDS REGULARLY**  
with soap and water for at least 20 seconds. No water or soap available? You can also use an antibacterial gel.



**CLEAN AND DISINFECT**  
objects that you use frequently [pens, telephones, handles and other surfaces].



**AVOID TOUCHING**  
your eyes, nose and mouth.



**LIMIT CLOSE CONTACT.**  
Keep a distance of at least 1.5 metres .



**DO YOU HAVE TO COUGH OR SNEEZE?**  
Cover your nose and mouth in the crease of your elbow or with a disposable handkerchief. Discard your handkerchief immediately after use in a closed bin.



**STAY AT HOME AND CALL YOUR DOCTOR**  
when you show flu symptoms such as fever and coughing.



# CORONAVIRUS

## HOW TO PROTECT YOURSELF

### SYMPTOMS

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Runny  
Nose



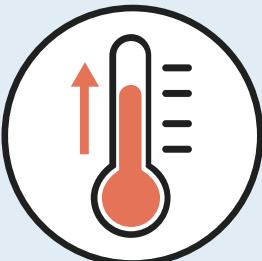
Headache



Cough



Sore  
Throat



Fever



A General  
Feeling  
of Being  
Unwell

### PROTECTION

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**Frequently wash your hands** with an alcohol-based hand rub or soap

**Cover your mouth and nose** when sneezing or coughing

**Avoid close contact** with anyone who has a fever or cough

**Seek early medical help** if you have a fever, cough and difficulty breathing





# Staying Healthy At Work

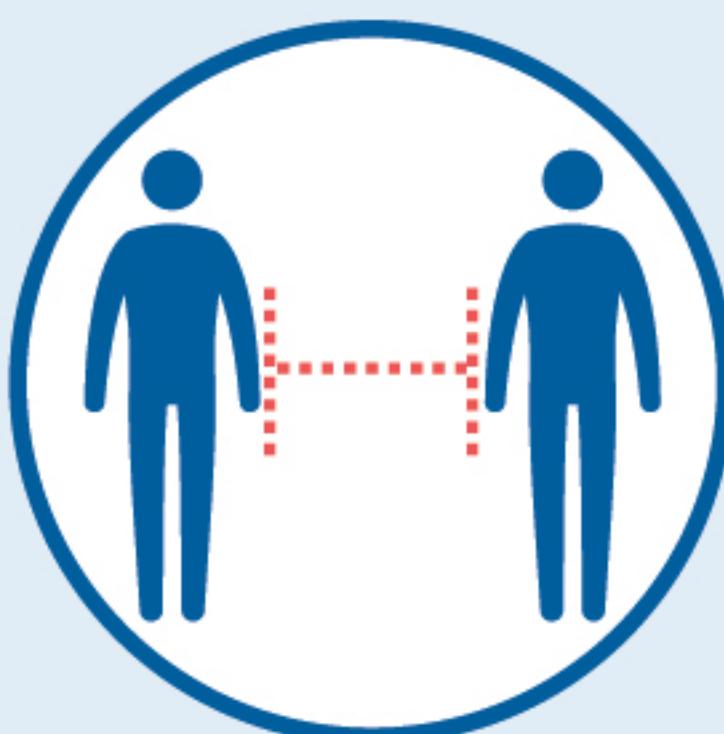
**Wear a mask  
while onsite**



**Wash em' for  
20 seconds,  
every 30 mins**



**Maintain  
social distance**



**Keep clean**



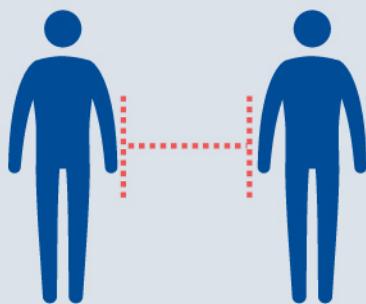
**#WeGotThis**

# Returning to the Office?

Take your temperature before the start of every work day



Practice social distancing when traveling to and while in the office



Wear a mask at all times



Wipe down your desk and all personal equipment at the start and end of every day



Be considerate of those around you; use personal etiquette throughout the day



Feeling ill?  
Get medical assistance



#WeGotThis



## Medidas para la prevención de Coronavirus (COVID-19):



- Al toser o estornudar, cubrirse la nariz y boca con tu codo o pañuelo.



- Evita saludar de beso, mano y abrazos.



- Evitar el contacto directo con personas que padeczan enfermedades respiratorias.



- Lavarse frecuentemente las manos con agua y jabón. Sobre todo, antes de ingerir alimentos y bebidas, después del contacto con superficies en áreas públicas, antes y después de ir al baño.



- No compartas alimentos, bebidas o utilices platos y vasos de otra persona.



- Acudir con un médico profesional en caso de presentar síntomas. Si te encuentras en tu área de trabajo, avisa a tu Supervisor y acude al consultorio médico.



- Cocinar bien los alimentos crudos (no consumir alimentos de procedencia dudosa).



- Mantén limpio tu lugar de trabajo.

**La prevención es primordial para evitar los posibles contagios, sigue las medidas mencionadas tanto en tu lugar de trabajo y fuera del mismo.**

\*Información de la Organización Mundial de la Salud (OMS).



# CORONAVIRUS

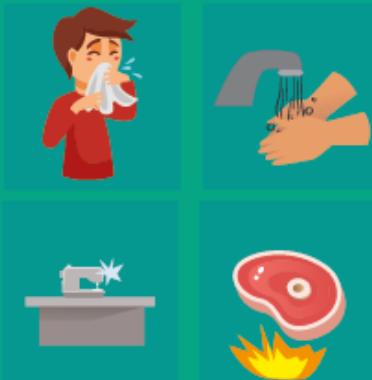


## ¿Qué es el “coronavirus”?

Los coronavirus son una amplia familia de virus los cuales pueden causar un resfriado común, aunque también pueden causar enfermedades más graves como el Síndrome Respiratorio Agudo Severo (SRAS).

Actualmente un nuevo tipo de virus fue identificado en China.

## MEDIDAS DE PREVENCIÓN



- ◆ Al toser o estornudar, cubrirse la nariz y boca con tu codo o pañuelo.
- ◆ Lavarse frecuentemente las manos con agua y jabón. Sobre todo antes de ingerir alimentos y bebidas, después del contacto con superficies en áreas públicas, antes y después de ir al baño.
- ◆ Evitar el contacto directo con personas que padecan enfermedades respiratorias.
- ◆ Cocinar bien los alimentos crudos (no consumir alimentos de procedencia dudosa).
- ◆ Acudir con un médico profesional en caso de presentar síntomas. Si estas en tu área de trabajo avisar a tu Supervisor y acudir al servicio médico.



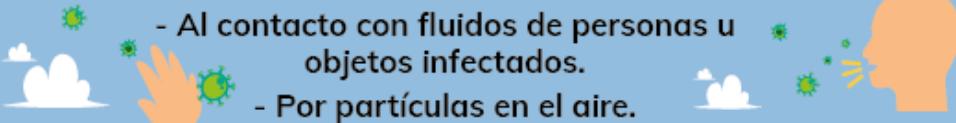
ALGUNOS SÍNTOMAS SON:  
Fiebre  
Tos  
Dificultar para respirar

CASOS GRAVES:  
Neumonía  
Síndrome Respiratorio Agudo Severo (SRAS)  
Insuficiencia renal



## ¿Cuáles son las formas de contagio?

- Al contacto con fluidos de personas u objetos infectados.
- Por partículas en el aire.





# ¿Por qué lavarte las manos?



- El agua y jabón, rompe el ciclo de transmisión de virus
- Los virus como los de la influenza, sobreviven hasta 3 horas en las manos y hasta 48 horas en superficies lisas que tocamos con las manos
- Disminuye cerca del 20% las infecciones respiratorias

## Instrucciones para lavar tus manos con agua y jabón:



1. Humedecer las manos con agua corriente.



2. Enjabonar las manos por dentro y por fuera.



3. Frotar con el jabón las palmas, muñecas y dedos de las manos.



4. Enjuagar las manos con agua.



5. Secar las manos con toalla limpia o de papel.



6. Depositar la toalla de papel en el bote de basura.



7. Si no cuentas con agua y jabón, puedes utilizar gel antibacterial.

**La prevención es primordial para evitar los posibles contagios de virus, sigue las medidas mencionadas tanto en tu lugar de trabajo y fuera del mismo**



Organización  
Mundial de la Salud

\*Información de la Organización Mundial de la Salud (OMS).

# ¿Cómo desinfectarse las manos?

## ¡Desinféctese las manos por higiene!

⌚ Duración de todo el procedimiento: **20-30 segundos**

**1a**



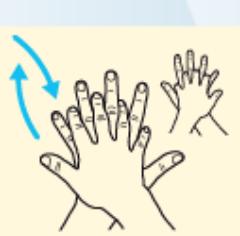
**1b**



**2**

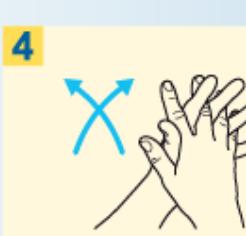


**3**



**4**

**4**



**5**



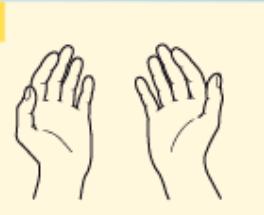
**6**



**7**



**8**



**9**

Frótese con un movimiento de rotación el pulgar izquierdo, atrapándolo con la palma de la mano derecha y viceversa;

**10**

Frótese la punta de los dedos de la mano derecha contra la palma de la mano izquierda, haciendo un movimiento de rotación y viceversa;

Una vez secas, sus manos son seguras.



Organización  
Mundial de la Salud

\*Información de la Organización Mundial de la Salud (OMS).



## IDENTIFICA LOS SÍNTOMAS DE CORONAVIRUS (COVID-19)

### SÍNTOMAS      COVID-19      GRIPE      RESFRIADO

	Fiebre		X	
	Tos		X	X
	Moco		X	
	Congestión Nasal			X
	Estornudo		X	X
	Dolor de garganta			X
	Dificultad para respirar			
	Felmas (amarillo-verde)			
	Vómito / Diarrea		X	
	Cansancio / Debilidad			
	Dolor de huesos		X	
	Mancha en pulmón			



Si estas en tu área de trabajo, y te sientes mal o presentas varios síntomas de coronavirus arriba mencionados avisa a tu Supervisor y acude al consultorio médico.

## Guidelines for Creating a Diluted Bleach Solution to Clean and Disinfect

The CDC and WHO have approved the use of a diluted bleach solution as an effective cleaning solution for COVID-19. Conduct regular routine cleaning of frequently touched surfaces using disinfectant products and follow the directions on the label.

### Supplies Needed:

- Liquid Bleach (unexpired)
- Cool tap water
- Funnel
- Personal Protective Equipment (PPE) – Rubber or Nitrile Gloves and Safety Glasses
- Measuring Devices – Such as a cup, tablespoon and teaspoon
- Container – Such as a spray bottle

### Instructions:

1. Ensure the bleach solution container is properly labeled. Label should include:
  - Product identifier, signal words, hazard statement(s), pictogram(s), and precautionary statement(s); or "general" information regarding the hazards of the chemicals
  - See example below
2. Put on PPE. Wear eye protection such as wrap-around safety glasses and/or goggles to avoid eye exposure from splashes. Wear rubber household gloves or nitrile gloves to avoid skin exposure.
3. Carefully measure the bleach solution and add it to the container, then add the water.
  - 5 tablespoons (1/3 cup) bleach per gallon of water, or
  - 4 tablespoons bleach per quart (32 oz) of water
  - 1 teaspoon bleach per one cup of water
4. Place the lid or nozzle tightly on the container and gently shake it back and forth a few times to mix.
5. Wearing gloves, apply the solution to the hard surface, such as doorknobs or non-porous countertop.
  - To properly disinfect, the solution needs to be in contact with the surface for at least 5 minutes.
  - Cleaning should include surfaces such as tables, doorknobs, light switches, handles, desks, keyboards, toilets, faucets, sinks, and multi-use electronic equipment.

### Safety Precautions:

- Bleach can be corrosive and cause harm to skin, eyes and lungs. Always use bleach in well-ventilated areas, and always wear gloves when handling bleach solutions.
- Read the label and follow all safety and first aid protocols outlined on the bleach bottle and Safety Data Sheet (SDS).
- Never add any other ingredient to the bleach solution. Products containing ammonia or acids can produce a dangerous chlorine gas if combined with bleach solutions.

Printable Label Example:

<b>Diluted Bleach Solution</b> *1 teaspoon bleach per one cup water	
<b>DANGER</b> 	Causes severe skin burns and serious eye damage.
Do not breathe mist/vapors/spray. Wear protective gloves/clothing and eye/face protection. Wash thoroughly after handling. Keep container tightly closed. Store locked up in a well-ventilated area.	
<b>IF SWALLOWED:</b> Rinse mouth. Do NOT induce vomiting. Never give anything by mouth to an unconscious or convulsive person. <b>IF ON SKIN (or hair):</b> Immediately remove all contaminated clothing; wash before reuse. Rinse skin with water/shower. <b>IF INHALED:</b> Remove to fresh air; keep at rest in a position comfortable for breathing. Immediately call a POISON CENTER/doctor. <b>IF IN EYES:</b> Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.	



### Example Routine Cleaning and Disinfection Checklist

This is an example intended for adoption and customization by facilities. NOTE: Any employee performing cleaning duties must be trained on cleaning and disinfection procedures and personal protective equipment.

<b>Facility:</b>		<b>Date:</b>
<b>Inspection Area:</b>		
<b>General Disinfection Measures</b>		
<input type="checkbox"/>	1. Did the cleaning crew / employees receive training about the disinfection method and frequency?	
<input type="checkbox"/>	2. Was appropriate disinfectant used?	
<input type="checkbox"/>	3. Did the team conduct a comprehensive cleaning for all common areas, machinery, equipment, places where employees interact?	
<input type="checkbox"/>	4. Did the team conduct a comprehensive cleaning of all offices, desks and conference rooms (cabinets, desk, table and chair surface)?	
<input type="checkbox"/>	5. Did the team conduct a comprehensive cleaning of all general objects often used or touched (doors, windows, handles, faucets, sinks, bathrooms)?	
<input type="checkbox"/>	6. Did the team conduct a comprehensive cleaning in cafeteria / canteen (tables, chair surfaces, dispensers, vending machines, etc.)?	
<input type="checkbox"/>	7. Did the team conduct a comprehensive cleaning of all common surfaces of transportation / shuttles / powered industrial equipment, where applicable (seat surfaces, rails, belts, door, windows, floor)?	
<input type="checkbox"/>	8. Did the team conduct a comprehensive cleaning of floors, walls and multiuse areas (tables, chair surfaces, dispensers, vending machines, etc.)?	

# SUPPLEMENT CLEANING CHECKLIST

Using disinfecting wipes or disinfecting spray, clean the below areas of your store. If there are additional areas of the store that are contacted by either customers or employees, please add them to your cleaning routine throughout the day. All employees must put on **disposable gloves** prior to performing any cleaning duties. Immediately before and after performing cleaning routine, please wash your hands for at least 20 seconds with antibacterial soap.

AREAS / ITEMS / LOCATIONS	SUNDAY						
	OPEN	11AM	1PM	3PM	5PM	7PM	CLOSE
Flat Surfaces: Cashwrap / ProShop / Backwrap							
Backwrap Supplies: Markdown gun / Tagger gun / Bins / Binders							
Hardware: Scanners / Keyboards / Mouse / Registers / Monitors / iPads / Pin Pads / Phones							
Office Supplies: Pens / Stapler / Calculator / Other frequently handled items							
Footwear Benches / Footwear Table / Footwear Tower							
Doors / Door Handles / Light Switches / Plate Covers							
Fitting Room: Bench / Hangbars / Light Switches							
3.0 stores/Elevated Stores w/ Custom's Section - Wipe down iPad Pro's / iPad stands / Desk Surface							
<b>Stockroom</b>							
Flat Surfaces: Back Office Desk / Break Table / Folding Cart							
Back Office Area: Monitor / Keyboard / Mouse / RF Gun / Printer / Walkies							
Mobile Rack Handles							
Ladders							
Bathroom(s) / Sink(s) / Water Fountain							
Doors / Door Handles / Light Switches / Plate Covers / Lockers							
MONDAY							
AREAS / ITEMS / LOCATIONS	OPEN	11AM	1PM	3PM	5PM	7PM	CLOSE
	Sales Floor						
Flat Surfaces: Cashwrap / ProShop / Backwrap							
Backwrap Supplies: Markdown gun / Tagger gun / Bins / Binders							
Hardware: Scanners / Keyboards / Mouse / Registers / Monitors / iPads / Pin Pads / Phones							
Office Supplies: Pens / Stapler / Calculator / Other frequently handled items							
Footwear Benches / Footwear Table / Footwear Tower							
Doors / Door Handles / Light Switches / Plate Covers							
Fitting Room: Bench / Hangbars / Light Switches							
3.0 stores/Elevated Stores w/ Custom's Section - Wipe down iPad Pro's / iPad stands / Desk Surface							
<b>Stockroom</b>							
Flat Surfaces: Back Office Desk / Break Table / Folding Cart							
Back Office Area: Monitor / Keyboard / Mouse / RF Gun / Printer / Walkies							
Mobile Rack Handles							
Ladders							
Bathroom(s) / Sink(s) / Water Fountain							
Doors / Door Handles / Light Switches / Plate Covers / Lockers							
TUESDAY							
AREAS / ITEMS / LOCATIONS	OPEN	11AM	1PM	3PM	5PM	7PM	CLOSE
	Sales Floor						
Flat Surfaces: Cashwrap / ProShop / Backwrap							
Backwrap Supplies: Markdown gun / Tagger gun / Bins / Binders							
Hardware: Scanners / Keyboards / Mouse / Registers / Monitors / iPads / Pin Pads / Phones							
Office Supplies: Pens / Stapler / Calculator / Other frequently handled items							
Footwear Benches / Footwear Table / Footwear Tower							
Doors / Door Handles / Light Switches / Plate Covers							
Fitting Room: Bench / Hangbars / Light Switches							
3.0 stores/Elevated Stores w/ Custom's Section - Wipe down iPad Pro's / iPad stands / Desk Surface							
<b>Stockroom</b>							
Flat Surfaces: Back Office Desk / Break Table / Folding Cart							
Back Office Area: Monitor / Keyboard / Mouse / RF Gun / Printer / Walkies							
Mobile Rack Handles							
Ladders							
Bathroom(s) / Sink(s) / Water Fountain							
Doors / Door Handles / Light Switches / Plate Covers / Lockers							
WEDNESDAY							
AREAS / ITEMS / LOCATIONS	OPEN	11AM	1PM	3PM	5PM	7PM	CLOSE
	Sales Floor						
Flat Surfaces: Cashwrap / ProShop / Backwrap							
Backwrap Supplies: Markdown gun / Tagger gun / Bins / Binders							
Hardware: Scanners / Keyboards / Mouse / Registers / Monitors / iPads / Pin Pads / Phones							
Office Supplies: Pens / Stapler / Calculator / Other frequently handled items							
Footwear Benches / Footwear Table / Footwear Tower							
Doors / Door Handles / Light Switches / Plate Covers							
Fitting Room: Bench / Hangbars / Light Switches							
3.0 stores/Elevated Stores w/ Custom's Section - Wipe down iPad Pro's / iPad stands / Desk Surface							
<b>Stockroom</b>							
Flat Surfaces: Back Office Desk / Break Table / Folding Cart							
Back Office Area: Monitor / Keyboard / Mouse / RF Gun / Printer / Walkies							
Mobile Rack Handles							
Ladders							
Bathroom(s) / Sink(s) / Water Fountain							
Doors / Door Handles / Light Switches / Plate Covers / Lockers							
THURSDAY							
AREAS / ITEMS / LOCATIONS	OPEN	11AM	1PM	3PM	5PM	7PM	CLOSE
	Sales Floor						
Flat Surfaces: Cashwrap / ProShop / Backwrap							
Backwrap Supplies: Markdown gun / Tagger gun / Bins / Binders							
Hardware: Scanners / Keyboards / Mouse / Registers / Monitors / iPads / Pin Pads / Phones							
Office Supplies: Pens / Stapler / Calculator / Other frequently handled items							
Footwear Benches / Footwear Table / Footwear Tower							
Doors / Door Handles / Light Switches / Plate Covers							
Fitting Room: Bench / Hangbars / Light Switches							
3.0 stores/Elevated Stores w/ Custom's Section - Wipe down iPad Pro's / iPad stands / Desk Surface							
<b>Stockroom</b>							
Flat Surfaces: Back Office Desk / Break Table / Folding Cart							
Back Office Area: Monitor / Keyboard / Mouse / RF Gun / Printer / Walkies							
Mobile Rack Handles							
Ladders							
Bathroom(s) / Sink(s) / Water Fountain							
Doors / Door Handles / Light Switches / Plate Covers / Lockers							
FRIDAY							
AREAS / ITEMS / LOCATIONS	OPEN	11AM	1PM	3PM	5PM	7PM	CLOSE
	Sales Floor						
Flat Surfaces: Cashwrap / ProShop / Backwrap							
Backwrap Supplies: Markdown gun / Tagger gun / Bins / Binders							
Hardware: Scanners / Keyboards / Mouse / Registers / Monitors / iPads / Pin Pads / Phones							
Office Supplies: Pens / Stapler / Calculator / Other frequently handled items							
Footwear Benches / Footwear Table / Footwear Tower							
Doors / Door Handles / Light Switches / Plate Covers							
Fitting Room: Bench / Hangbars / Light Switches							
3.0 stores/Elevated Stores w/ Custom's Section - Wipe down iPad Pro's / iPad stands / Desk Surface							
<b>Stockroom</b>							
Flat Surfaces: Back Office Desk / Break Table / Folding Cart							
Back Office Area: Monitor / Keyboard / Mouse / RF Gun / Printer / Walkies							
Mobile Rack Handles							
Ladders							
Bathroom(s) / Sink(s) / Water Fountain							
Doors / Door Handles / Light Switches / Plate Covers / Lockers							
SATURDAY							
AREAS / ITEMS / LOCATIONS	OPEN	11AM	1PM	3PM	5PM	7PM	CLOSE
	Sales Floor						
Flat Surfaces: Cashwrap / ProShop / Backwrap							
Backwrap Supplies: Markdown gun / Tagger gun / Bins / Binders							
Hardware: Scanners / Keyboards / Mouse / Registers / Monitors / iPads / Pin Pads / Phones							
Office Supplies: Pens / Stapler / Calculator / Other frequently handled items							
Footwear Benches / Footwear Table / Footwear Tower							
Doors / Door Handles / Light Switches / Plate Covers							
Fitting Room: Bench / Hangbars / Light Switches							
3.0 stores/Elevated Stores w/ Custom's Section - Wipe down iPad Pro's / iPad stands / Desk Surface							
<b>Stockroom</b>							
Flat Surfaces: Back Office Desk / Break Table / Folding Cart							
Back Office Area: Monitor / Keyboard / Mouse / RF Gun / Printer / Walkies							
Mobile Rack Handles							
Ladders							
Bathroom(s) / Sink(s) / Water Fountain							
Doors / Door Handles / Light Switches / Plate Covers / Lockers							

# OPEN | CLOSE CHECKLIST

OPENING CHECKLIST	SUN	MON	TUE	WED	THU	FRI	SAT	CLOSING CHECKLIST	SUN	MON	TUE	WED	THU	FRI	SAT
SESSION [ SET UP ]								SESSION [ SHUT DOWN ]							
Open Registers   Media Audit   Banking Duties								Close Doors & Chat with Closing Team							
Approve & Edit Payroll Timesheets								Mobile POS - 'Close' all iPad Devises before Registers							
Check Emails   HUB   Read Communication   React								Close Registers   Banking Duties   Media Audit							
Check Quantum View   New Footwear Wave								Check Emails   HUB   Leave Communication							
VRU Training & Development								Close Registers							
Complete StoreForce At A Glance   Gantt Sheets								Trash / Cardboard Collected for Removal							
Create 5 Min Chat in StoreForce At a Glance								Cleaning Duties: Dust   Sweep   Mirrors							
Trash   Cardboard Removal - Inspection								Inspect Fitting Room							
Log in all iPads   check for battery charge								Dock & Clean Walkie Talkies							
Mobile POS - 'Open' all iPad devices								Replace & Charge iPads   Devices							
Cleaning Duties: Dust   Sweep   Mirrors															
FOOTWEAR								FOOTWEAR							
Correct Product   Placement   Rack / Bunkers filled								Correct Product   Placement   Rack / Bunkers filled							
Check for Missing Styles   Laced   Stuffed   Priced								Replace for Missing Styles   Laced   Stuffed   Priced							
Check for Dirty   Discolored   Burn out Footwear Displays								Replace Dirty   Discolored   Burn out Footwear Displays							
WINDOWS								WINDOWS							
Clean Glass   Dust Floor & Props   Lights Aimed & Working								Clean Glass   Dust Floor & Props   Lights Aimed & Working							
Correct Product   Placement   POP Signage								Correct Product   Placement   POP Signage							
APPAREL & ACCESSORIES								APPAREL & ACCESSORIES							
Check Folds & Merchandising Standards   Sized   Steamed								Merchandising Standards   Sized   Steamed							
Take note of Replenishment needed								Refold & Replenish							
Create Fill Sheet, if needed								Create Fill Sheet, if needed							
Stack Heights   Size Stickers								Stack Heights   Size Stickers							
Promos Signage   Outlet Colorized   Priced								Promos Signage   Outlet Colorized   Priced							
STOCKROOM								STOCKROOM							
Look for Drags   Shipment								Look for Drags   Shipment							
Check Quantum View / New Wave - Noteate # Cases Scheduled to Arrive in Communication Notebook								Shipment Completed   Prepare for Incoming Shipment							
Inspect Office & Break Areas are clean								Clean Office & Break Areas							
Inspect Restroom(s) are clean								Clean Restroom(s)							
RF Gun Docked & Synced								RF Gun Docked & Synced							
Inspect Hardware   Signage								Inspect Hardware   Signage							
Sweep stockroom & in between racks / tracks								Sweep stockroom & in between racks / tracks							
ADA COMPLIANCE								ADA COMPLIANCE							
36" Clearance Down All Aisle (Left, Right, Center)								36" Clearance Down All Aisle (Left, Right, Center)							
36" Clearance between Tables / Fixtures / Racks / Bunkers								36" Clearance between Tables / Fixtures / Racks / Bunkers							
36" Clearance between Collections Table & Footwear Benches								36" Clearance between Collections Table & Footwear Benches							
Handicap Fitting Room Entrance Unobstructed (no rolling racks or boxes)								Handicap Fitting Room Entrance Unobstructed (no rolling racks or boxes)							
Handicap Fitting Room Free of Storage (no rolling racks / boxes)								Handicap Fitting Room Free of Storage (no rolling racks / boxes)							
Emergency Exit Unobstructed (No Boxes)								Emergency Exit Unobstructed (No Boxes)							
Walk Entire Store before Opening - Ready for the Day!								Bag Checks   Alarm   Check & Lock All Doors							
								Walk Entire Store before Closing - Perfect Close!							

# SUPPLEMENT CLEANING CHECKLIST

Using disinfecting wipes or disinfecting spray, clean the below areas of your store. If there are additional areas of the store that are contacted by either customers or employees, please add them to your cleaning routine throughout the day. All employees must put on **disposable gloves** prior to performing any cleaning duties. Immediately before and after performing cleaning routine, **please wash your hands for at least 20 seconds** with antibacterial soap.

AREAS / ITEMS / LOCATIONS	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>AFTER EACH CUSTOMER</b>							
Pin Pads							
3.0 stores/Elevated Stores w/ Custom's Section - Wipe down iPad Pro's / iPad stands / Desk Surface							
Fitting Room: Bench / Hangbars / Light Switches							
Footwear Benches							
Ritz Stick							
Footwear							
Apparel/Accessories							

<b>AFTER USE [11:00AM, 3:00PM, 7:00PM]</b>							
Hardware: Scanners / Keyboards / Mouse / Registers / Monitors							
iPads							
Phones							
Doors / Door Handles - Fitting Room Doors, Stockroom Doors, Shipment/Rear Door							
Light Switches / Plate Covers / Lockers							
Flat Surfaces: Cashwrap / Backwrap / Proshop							
Flat Surfaces: Back Office Desk / Break Table / Folding Cart							
Back Office Area: Monitor / Keyboard / Mouse							
RF Gun & Zebra Printer							
Walkies / Earpieces							
Bathroom(s) / Sink(s) / Water Fountain(s)							
Stair / Escalator Handrails							
Office Supplies: Pens / Stapler / Calculator / Other frequently handled items							
Steamer							
Folding Boards							
Session Leader Clipboard							

<b>DAILY</b>							
Mobile Rack Handles							
Ladders							
Steamer							
Folding Boards							
Nametags / Lanyards							
Footwear Table							
Footwear Tower							



## Distribution Center Temperature Testing FAQs

**Q. Why is the company requiring all VF and temporary associates have their temperature taken upon arrival to work?**

A. To reduce the risk of spreading the COVID-19 virus in and through the workplace and to protect the health and safety of our employees. It is important those associates with a fever do not report to work as the CDC states this is an indicator of infection. We have already implemented social distancing, elevated our cleaning practices, and reduced or eliminated visitors to our buildings. This is one additional step the company feels is the right move to protect our associates, and ensure people are not exposed to potential illness. Several other companies, including our competitors are implementing the similar processes. Our distribution centers in Europe have successfully implemented the same protocol.

**Q. How long will this process be in place?**

A. This recommended protocol will be facilitated within our Distribution Centers as long as the CDC (Center for Disease Control) and WHO (World Health Organization) consider the spread of the COVID-19 virus to be a pandemic.

**Q. Is it legal for the company to do this?**

A. Yes, it is legal for the company to do this and our process has been reviewed and approved for compliance.

**Q. Who will be taking my temperature?**

A. We are contracting with medical staffing company Clinistic to provide us certified licensed medical professionals to administer the process. These individuals may be nurses, EMTs, or other certified medical care providers, and we will refer to them as Temperature Screening Professionals (TSPs).

**Q. What will be used to take my temperature?**

A. The use of a No-Contact Forehead Thermometer will be utilized. This allows the person taking temperatures to maintain social distancing from employees.

**Q. Will my temperature information be recorded and stored?**

A. We are not keeping records of anyone's temperature nor is the information being shared with your supervisor or anyone at the Company. We are just being alerted if someone has a temperature of above 100.4 degrees so that we can take prompt action in accordance with CDC guidelines and ensure the correct application of your Emergency Pay Leave should you elect to do so. Your supervisor will only be notified that you will not be reporting for your shift. Employees' thermometer readings will not be revealed to other employees.

**Q. Will I be paid for my time as I go through this process?**

A. Yes – All associates will be required to clock in for their scheduled shift before going through the temperature testing process.



## Distribution Center Temperature Testing FAQs

**Q. What is the temperature threshold at which I will not be permitted to work?**

A. Associates testing at 100.4 °F [38 °C] or greater will not be permitted to work their scheduled shift, and will be asked to leave the facility so as to not expose other associates to potential illness.

**Q. Why is the temperature threshold 100.4 °F [38 °C]?**

A. The CDC considers a person to have a fever when he or she has a measured temperature of at least 100.4 °F [38 °C]. Per the CDC a fever typically indicates a sign of illness or infection.

**Q. What happens to my pay if I am required to go home for the day as a result of testing 100.4 °F [38 °C] or higher?**

A. Associates who are sent home as a result of testing at or above the CDC recommended temperature threshold will be permitted to use Emergency Pay Leave, accrued vacation or sick time to compensate for their missed time. Associates may also opt to take the time unpaid. You will be provided a form to designate what you would like to do, and this will need to be provided to your HR team.

**Q. What if I am sent home as a result of my temperature and I no longer can use Emergency Pay Leave?**

A. You will be permitted to use accrued vacation or sick time, or you may opt to take the time unpaid.

**Q. What if I do not want to participate in this process?**

A. Associates who do not want to participate in this process will not be permitted to work for their scheduled shift and will be asked to leave the facility. Our number one priority is to protect the health and safety of our people, and those unwilling to participate in these safety measures will not be permitted to work. This applies to ALL associates in the facility (management, temporary associates, etc.)

**Q. If I refuse to participate in the process, and I am sent home, can I use my Emergency Pay Leave to compensate for my missed shift?**

A. These scenarios should be immediately report to HR for review.

**Q. Am I able to ask the certified licensed medical professional other questions?**

A. Yes, but for your privacy and to expedite the process, we would ask you to wait until all other associates have received their temperature assessment.

## **Notice to California Employees and Guests About Taking Temperatures for COVID-19 Purposes**

### **NOTICE PURSUANT TO THE CALIFORNIA CONSUMER PRIVACY ACT (CCPA)**

To reduce the risk of spreading the COVID-19 virus in and through the workplace and protect our employees and guests, VF is implementing procedures for measuring the temperature of all individuals coming into the VF's facility and inquiring and observing whether any individual attempting to enter a VF facility has any symptoms of COVID-19 or related illness. Any individual, whether an employee or visitor, whose temperature is measured to indicate a fever, who reports having or is observed to have any such symptoms, or who has recently been in contact with symptomatic individuals will not be permitted to enter any VF facility.

Pursuant to the CCPA, we are notifying you that we are collecting the following category of Personal Information: Medical and health information, specifically your body temperature and whether you have or display certain symptoms such as fatigue, cough, sneezing, aches and pains, runny or stuffy nose, sore throat, diarrhea, headaches, or shortness of breath, whether you have recently been in close contact with anyone who has exhibited any of these symptoms, whether you have recently been in contact with anyone who has tested positive for COVID-19, and whether you have recently traveled to a restricted area that is under a Level 2, 3, or 4 Travel Advisory according to the U.S. State Department (including China, Italy, Iran, and most of Europe). Copyright ©2020 Fisher Phillips LLP. All rights reserved. FP 37427758.1

VF will maintain this information under conditions of confidentiality. We are collecting this information for purposes of reducing the risk of spreading the COVID-19 virus in and through the workplace and protecting our employees and guests.

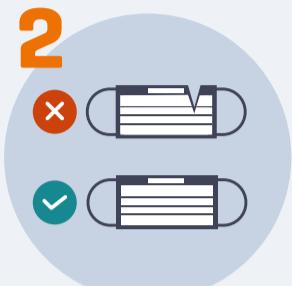
# How do we I use a mouth mask?



## How do I put the mouth mask on ?



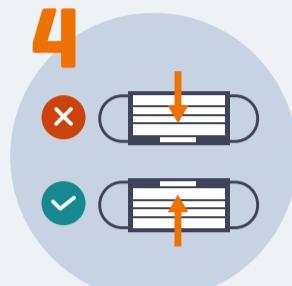
WASH YOUR HANDS WITH  
WATER AND SOAP



CHECK IF THE MASK IS NOT  
DAMAGED.



TAKE THE MASK AT THE  
ELASTICS



CHECK WHICH SIDE IS UP?  
USUALLY THE METAL PIECE IS ON  
THE TOP SIDE



PULL THE ELASTICS AROUND  
YOUR EARS



THE MASK MUST BE WORN TIGHT?  
PLEASE PUSH THE METAL PIECE SO  
IT FITS AROUND YOUR NOSE



POSITION THE MASK THAT IT COVERS  
BOTH YOUR NOSE AND YOUR CHIN



TO AVOID CONTAMINATION,  
DON'T TOUCH THE MASK  
DURING USE. IF YOU DO PLEASE  
WASH YOUR HANDS.

## How do I remove my mouth mask ?



PLACE YOUR SHIN TO THE FRONT



TAKE THE MASK AT THE ELASTICS  
AND REMOVE IT FROM YOUR FACE.  
DON'T TOUCH THE FRONT FO THE  
MASK



ONE TIME USE MASKS:  
THROW THE MASK AWAY IMMEDIATELY  
IN A CLOSED CONTAINER; DON'T LEAVE  
THE MASK ANYWHERE



WASH YOUR HANDS WITH  
WATER AND SOAP

	<b>SURGICAL MASKS</b> <i>Professional use</i>		<b>FFP2 / FFP3 MASKS</b> <i>Medical use ONLY</i>
<ul style="list-style-type: none"><li>✓ 8 hour use max</li><li>✓ only wear around your neck, do not put this in your pocket</li><li>✓ Never touch at the front</li></ul>			<ul style="list-style-type: none"><li>✓ DO NOT USE THEM, LEAVE THEM FOR THE MEDICAL STAFF IN HOSPITALS</li></ul>

## INSTRUCTIONS

# How to remove gloves?



1 Pinch and hold the outside of the glove near the wrist area.



2 Peel downwards, away from the wrist, turning the glove inside out.



3 Pull the glove away until it is removed from the hand and hold the inside-out glove with the gloved hand.



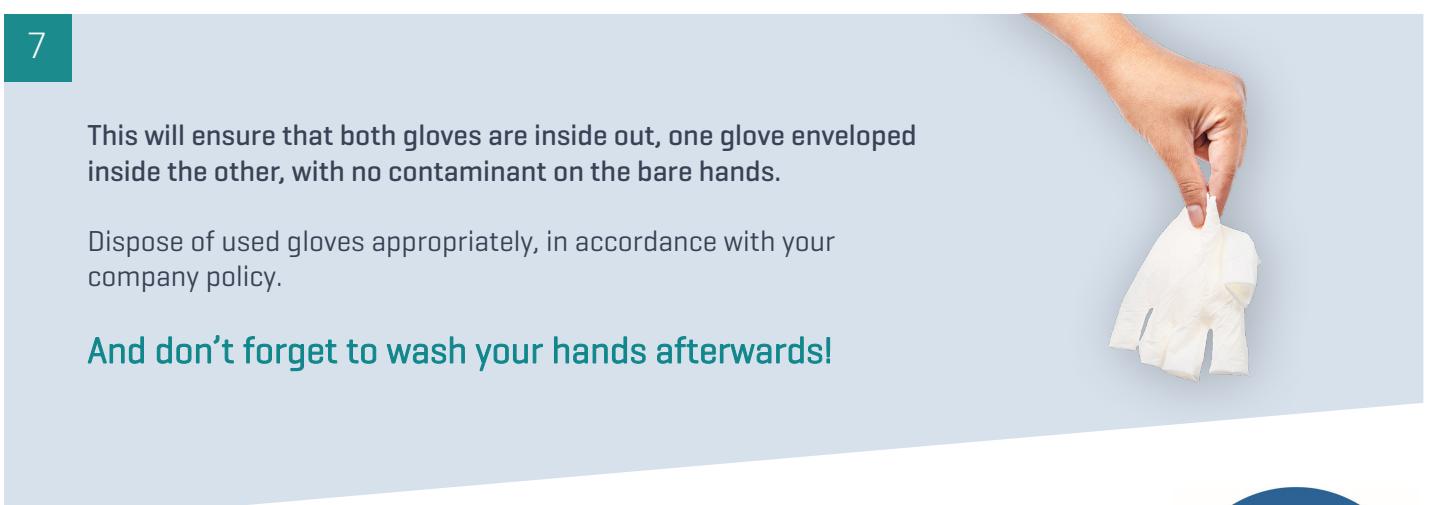
4 With your un-gloved hand, slide your finger(s) under the wrist of the remaining glove, taking care not to touch the outside of the glove.



5 Again, peel downwards, away from the wrist, turning the glove inside out.



6 Continue to pull the glove down and over the inside-out glove being held in your gloved hand.



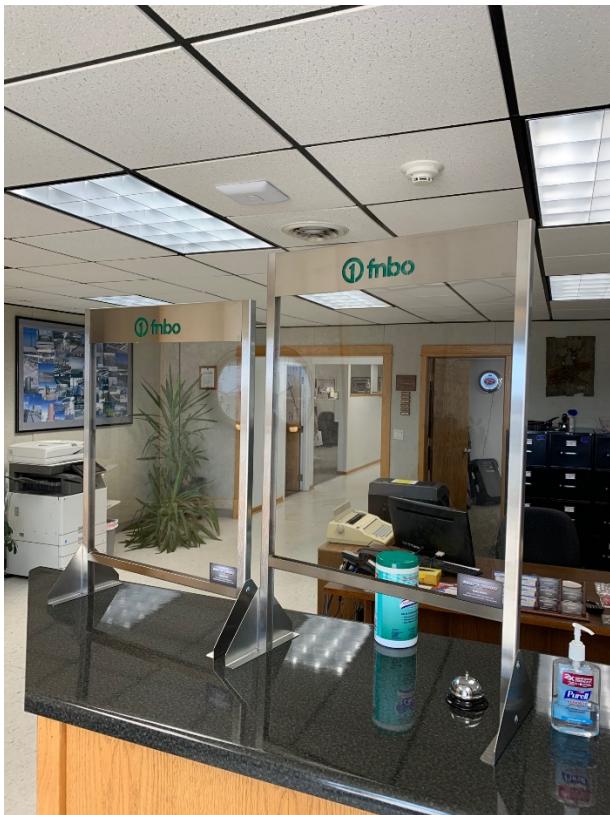
7 This will ensure that both gloves are inside out, one glove enveloped inside the other, with no contaminant on the bare hands.

Dispose of used gloves appropriately, in accordance with your company policy.

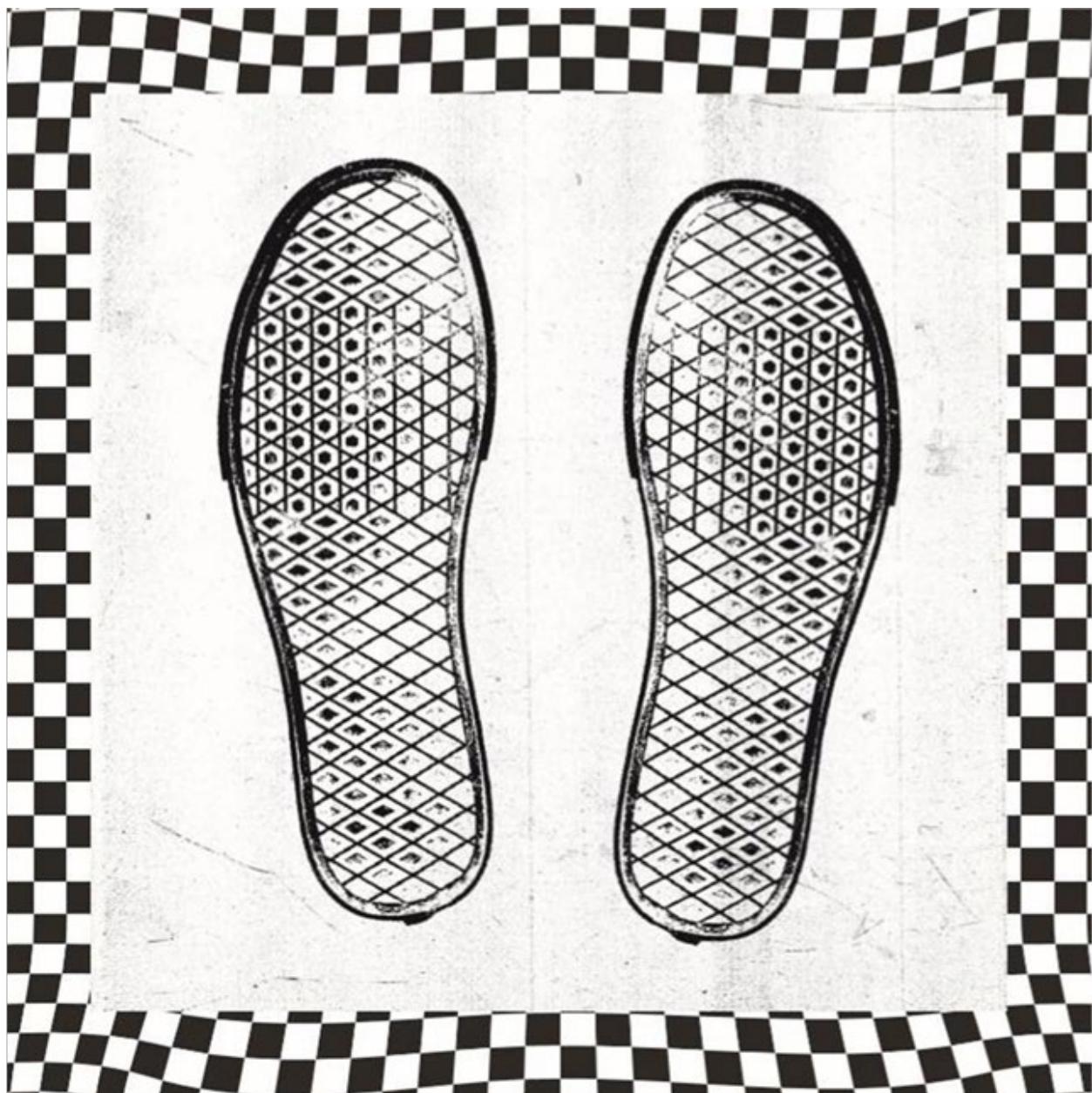
**And don't forget to wash your hands afterwards!**



## Example Barrier Appendix



**Example: Social Distance in Retail**



## Contact Tracing Guide

**See Contact Tracing Procedure**

## Contact Tracing

## Store Re-opening Requirements Checklist

Store Number & Address:	Date:
<b>Cleaning Processes</b>	
<input type="checkbox"/>	Gloves shall be worn while performing cleaning tasks.
<input type="checkbox"/>	Cleaning shall be completed every 2 hours.
<input type="checkbox"/>	Cleaning checklist is utilized.
<b>Social Distancing Practices</b>	
<input type="checkbox"/>	Floor markings are utilized on sales floor and cash wrap.
<input type="checkbox"/>	Store meetings and gatherings are suspended.
<input type="checkbox"/>	5% capacity limits are enforced.
<input type="checkbox"/>	Sneeze Guards are utilized at cash wrap.
<input type="checkbox"/>	Returns shall be accepted and kept for 72-hours before returned to the sales floor. Employee shall cleanse or sanitize hands after handling any refund.
<input type="checkbox"/>	Fitting rooms closed. Signs are posted.
<input type="checkbox"/>	Water fountains shall not be used. Signs are posted.

<input type="checkbox"/>	Restrooms shall be used by employees only. Signs are posted.
<input type="checkbox"/>	Elevators are utilized by customer request. Employees shall not enter and only utilize for transportation of shipment. Signs are posted.
<input type="checkbox"/>	Vendors shall follow store guidelines.
<b>Exposure Situations</b>	
<input type="checkbox"/>	Employees who have been in direct contact with exposed employee shall be placed in quarantine.
<input type="checkbox"/>	Communication of exposure shall be sent to all store employees and mall of infected employee.
<input type="checkbox"/>	If exposed employee occupied store within past 72-hours, store shall close for 24-hours and contracted janitorial service will conduct a deep clean.
<b>Facial Coverings &amp; Gloves</b>	
<input type="checkbox"/>	Facial coverings and gloves provided to all stores.
<input type="checkbox"/>	Facial coverings worn where required, otherwise optional.
<input type="checkbox"/>	For non-cleaning tasks, gloves are optional.
<input type="checkbox"/>	Employees will enforce store areas where facial coverings are required for customers.
<b>Consumer &amp; Employee Messaging</b>	
<input type="checkbox"/>	All messaging to employees regarding COVID-19 shall be readily available and housed in one place.

<input type="checkbox"/>	COVID-19 posters shall be displayed in stockroom areas.
<input type="checkbox"/>	All consumer facing signage shall be displayed at store front.