

Bed Bug Management (December 1, 2020)

PURPOSE

Garner Trucking, Inc. (GTI) is committed to providing a safe and healthy workplace for all employees. Unfortunately, from time to time, trucks, buildings, and workstations may experience situations where bed bugs have been transported to the workplace.

GTI is committed to preventing the spread of bed bugs at work, as well as identifying and eradicating any cases of bed bugs identified in our vehicles or offices.

PRECAUTIONARY MEASURES

GTI is committed to educating employees on identifying bed bugs and preventing them from entering the workplace/tractor-trailers. To this end, at the bottom of this policy, we have included links to some informational materials. GTI requests that you familiarize yourself with these materials.

In addition, as part of our policy to keep bed bugs out of the workplace/tractor-trailers, we encourage all employees to be vigilant when travelling, and especially when staying in hotels. Further, if you know or have reason to believe that your home has been infested with bed bugs, or that for any other reason you are likely to bring bed bugs into the office/tractor-trailers, we expect that you will take appropriate actions to prevent the spread of bed bugs. If you have any questions or concerns in this regard, please do not hesitate to contact the Human Resources (HR) Department.

To continue to provide a safe and healthy workplace, GTI may, from time to time, engage external contractors to perform walk-through inspections with canines or otherwise.

In order to minimize both exposure to and the spread of bed bugs, if an inspection was positive at a particular employee's workstation and/or assigned vehicle, GTI will request that the employee have his or her home inspected for bed bugs. Although GTI is not responsible for inspections of the employees' homes, as a courtesy to the affected employee, and at its sole discretion, GTI may absorb the expense for the initial inspection.

TREATMENT

In any areas where bed bugs are found, GTI will engage a contractor to conduct appropriate remediation measures.

In addition, if an inspection of an employee's home finds that bed bugs are present, GTI expects that the employee will engage a contractor to conduct appropriate remediation measures as well. Home remedies and over-the-counter treatments, such as bug bombs, are not acceptable methods of treatment. Employees must have their homes treated by a professional licensed extermination company. GTI is not responsible for the cost of appropriate remediation measures to an

employee's home. GTI expects that the employee will submit, to HR, documentation from a professional licensed contractor that notes remediation measures have occurred and the home has been eradicated of bed bugs before return to work is authorized.

ATTENDANCE and USE OF LEAVE

Employees are, as stated above, expected to use their discretion to prevent bed bugs from infesting their homes and the workplace. If conditions prevent an employee from coming to work, the employee is responsible for notifying their immediate supervisor and/or HR.

If GTI decides to implement telecommuting in specific cases to prevent infestation, or for any other reason related to bed bugs, the following pay and/or leave practices will apply:

With respect to employees who are required to telecommute from home:

- Exempt employees will be compensated at their regular rate of pay.
- Non-exempt employees will be compensated at their regular rate of pay for hours worked, including any overtime to which they are entitled. Timekeeping requirements will remain the same.

Employees who are not required by GTI to work from home, as well as those who are not sufficiently equipped and/or able to work from home, are permitted to use vacation or personal days when the situation requires that they remain out of the office and/or company vehicle. Such employees will be compensated at their regular rate of pay if they utilize available vacation and/or personal days as applicable.

If an employee does not have any paid time available, then an authorized personal leave of absence without pay may be granted for a period of no more than thirty (30) days. All paid leave must be fully utilized prior to taking any unpaid leave. If an employee does not return to work after an authorized personal leave of absence, the employee will be deemed to have voluntarily resigned from his or her employment, effective the day the employee was scheduled to return to work.

In addition, if the employee fails to provide the necessary documentation, to HR, noting that the bed bug infestation of their home has been resolved by the day employee was scheduled to return to work, the employee will also be deemed to have voluntarily resigned their employment with GTI, effective the day employee was scheduled to return to work.

ADDITIONAL INFORMATION

The following links are designed to help you:

- Learn more about bed bugs and how they thrive.
- Prevent bed bugs from infesting your home and/or workplace/tractor-trailer.
- Locate bed bugs in your home and/or workplace/tractor-trailer.

- Safely rid your home of bed bugs if your home becomes infested.
- Select and work with a pest control professional.

<https://www.ohhn.org/bedbugbasics/> (Bed Bug Basics)

<https://www.healthline.com/health/healthy-home-guide/how-to-get-rid-of-bed-bugs#contain>
(How to Get Rid of Bedbugs)

<https://www.ohhn.org/bedbugsfindingassistance/> (Where to Find Assistance, Statewide and Regional Resources for Ohio Residents)

<https://www.mrpest.ca/tips-getting-rid-bed-bugs-permanently/> (Top Ten Tips for Getting Rid of Bed Bugs Permanently)

<https://www.everydayhealth.com/bedbugs/> (Bedbugs: How to Know When You've Got Them, How to Get Rid of Them, and How to Get Over the Distress They Cause)

<https://earthritepestcontrol.com/> (EarthRite Pest Control)

This policy may be changed and/or rescinded without prior notice.