



COMMERCIAL SERVICES



**WHAT'S YOUR  
BED BUG  
BUSINESS PLAN?**  
PRESENTED BY ORKIN

## Sample HR Bed Bug Policy

### Reason for Policy

XYZ, Inc. (the "Company") is committed to providing a safe and healthy work place for all employees. Unfortunately, many buildings and workplaces in **[LOCATION (e.g., Manhattan)]** are experiencing situations where bed bugs have been transported into the workplace.

The Company 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 offices.

### Precautionary Measures

The Company is committed to educating employees on identifying bed bugs and preventing them from entering the workplace. To this end, at the bottom of this policy, we have included links to some informational materials. We request that you familiarize yourself with these materials.

In addition, as part of our policy to keep bed bugs out of the workplace, we encourage all employees to be vigilant when travelling, and particularly 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, 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 Department.

In order to continue to provide a safe and healthy workplace, XYZ 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 work station/office, XYZ will request that the employee have his or her home inspected for bed bugs. Although the Company is not responsible for inspections of employees' homes, as a courtesy to the affected employee, and at its sole discretion, the Company may absorb the expense of this initial inspection.

### Treatment

In any areas where bedbugs are found, XYZ will engage contractors to conduct appropriate remediation measures.

Prepared by Susan Gross Sholinsky  
EpsteinBeckerGreen  
250 Park Avenue  
New York, New York 10177-1211  
<http://www.ebqlaw.com/>



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### **Attendance, Telecommuting and Use of Leave**

Unless XYZ's New York offices or specific floors are declared closed, all employees are expected to report to work. Employees are, as stated above, expected to use their discretion to prevent bed bugs from infesting their homes and the workplace. If conditions prevent you from coming to work, you are responsible for notifying your supervisor and/or the Human Resources Department.

If the Company decides to implement telecommuting in specific cases in order to prevent an 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:

- (1) exempt employees will be compensated at their regular pay rate.
- (2) 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, however submission of timesheets may be made, and approvals may be obtained, via e-mail. The employee will be responsible for obtaining physical signatures when he or she returns to the office.

Employees who are not required by XYZ to work from home, as well as those who are not sufficiently equipped to work from home, are permitted to use vacation or personal days if they elect to stay out of the office. Such employees will be compensated at their regular rate of pay if they utilize available vacation or personal days. 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 time to be determined. 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 as of the day the employee was scheduled to return to work.

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### **Additional Information**

The following links are designed to help you:

1. Learn more about bed bugs and how they thrive.
2. Prevent bed bugs from infesting your home.
3. Locate bed bugs in your home.
4. Safely rid your home of bed bugs if your home becomes infested.
5. Select and work with a pest control professional.

<http://home2.nyc.gov/html/doh/downloads/pdf/vector/bed-bug-guide.pdf> (preventing and getting rid of bed bugs safely)

<http://home2.nyc.gov/html/doh/downloads/pdf/vector/vector-faq1.pdf> (fact sheet)

<http://www.nyc.gov/html/doh/bedbugs/html/home/home.shtml> (NYC Department of Health and Mental Hygiene's Bed Bug Information Portal)

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