

<b>Topic:</b>	<b>Bed Bugs in Board Owned Facilities</b>
<b>Effective:</b>	<b>May 2016</b>
<b>Cross Reference:</b>	<a href="#"><u>Centre for Disease Control - -Bed Bug FAQ;</u></a> <a href="#"><u>Halton Region - Bed Bugs Fact Sheet</u></a>
<b>Revision Date:</b>	<b>January 2023</b>
<b>Review Date:</b>	<b>April 2027</b>
<b>Responsibility:</b>	<b>Superintendent of School Operations</b>

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## **INTENDED PURPOSE:**

To provide a consistent practice for awareness, identification and response to the presence of bed bugs in board owned facilities.

## **PROCEDURES:**

The confidentiality and dignity of students, parents/guardians, and staff who may have introduced bed bugs into the school environment will be respected. The Halton District School Board recognizes the discovery of bed bugs in a school or on a person can result in discomfort and embarrassment for many.

If bed bugs are found on a person, belongings, or Board property, take the following steps:

### **Response Plan – for Students:**

If a student is suspected of having **bed bug bites**:

- Immediately contact the student's parents/guardians and tell them that staff suspect that their child has bed bug bites
- Provide the family with educational material or direct them to the Region of Halton website
- Search the school for any other signs of bed bugs

If a suspected bed bug is found on a student or in the school:

- If the suspected bed bug was found on a student or is/her belongings, meet with the student privately, away from other students, so staff can examine the students clothing and personal items for bed bugs
- Put any bugs you find in a sealed container or bag for identification
- Contact the Area Supervisor to arrange for a licensed pest control company, or the Region of Halton Health Unit, to identify the bugs. **Staff must ensure the insects that are found are bed bugs**

If it is **confirmed** that **bed bugs are in the school**:

- Treatment for a possible bed bug infestation is required when more than one type of evidence of bed bugs is found in the school (ie. seeing actual bugs, molted exoskeletons, droppings, or dried blood spots)
- Notify parents and all staff that bed bugs at the school are confirmed. **You must maintain confidentiality. Do not share the names of any students, families or staff that may or may not have brought the bed bugs into the school**

- Provide educational materials to all families and staff or direct them to the Region of Halton website
- Ask parents to limit the belongings students bring into the school such as blankets and stuffed animals
- Inspect other belongings, such as backpacks and clothing, before the child enters the classroom
- If mattresses are used in the school, consider sealing the mattresses with bed-bug-proof mattress covers
- After the school has been treated for bed bugs, the facility must continue to be monitored for any signs of bed bugs, This is to ensure the treatment worked and to prevent a recurrence
- **Students should not be excluded from school or removed from their classrooms due to bed bugs. If repeated efforts have been made to remedy an infestation, an increase in monitoring and screening may occur.**

### **Response Plan – for School Facility:**

#### **School and Child Care Centre Staff:**

1. Capture the bed bug if possible and store the bug in a clear, watertight container with 70% alcohol (e.g. rubbing alcohol) to kill and preserve it for identification by a professional.
2. Note area where the bed bug was found.
3. Promptly notify the school Principal.

#### **The Principal:**

1. Immediately notify the Area Supervisor of a suspected case of bed bugs.
2. Await inspection by Facilities Services (generally a response within 48 hours).
3. If inspection confirms a case of bed bugs, continue with steps 4-9 below.
4. If a confirmed bed bug was found on a student, notify the parent/guardian of the bed bug presence on their child. Provide the family with educational materials.
5. If confirmed bed bugs require treatment, contact the Area Supervisor to determine the treatment plan in consultation with the pest control company.
6. Notify all staff of the treatment plan being implemented at the school.
7. Prepare a letter to parents about confirmed bed bugs and the plan for treatment. If assistance is required, contact the Manager of Communication Services.
8. Consult the Region of Halton Health Unit when seeking to address specific concerns or requiring additional resources and support.

#### **Area Supervisor:**

1. In consultation with the Principal, determine if an assessment by a qualified pest control company is required.
2. Coordinate and manage a treatment plan in accordance with any findings.
3. Monitor and conduct follow-up until the presence of bed bugs has been eliminated.
4. Communicate all findings and treatment plans to the Principal and Caretaker.
5. Notify Facilities Services, Principal, and School Superintendent if large-scale facility treatment is required.

**Caretaking Staff:**

1. If requested by the Principal or Area Supervisor, inspect any areas where there is a possible presence of bed bugs.
2. Immediately communicate inspection findings with the Principal and Area Supervisor.
3. If treatment is required, follow procedures as directed by the Area Supervisor in conjunction with the pest control company so the company can begin the treatment protocol.

**About Classroom Treatment**

A case of bed bugs must be confirmed before treatment, which will vary depending on:

- The number of bed bugs that are found;
- The presence of eggs;
- The capture of a live bug for inspection;
- The amount of clutter in the room and the contents of the room.