

Bed Bug Process Policy

1. Bed Bugs Suspected

If a student, parent, and/or teacher reports bed bugs, School staff shall bring the associated student to the office in a discrete manner. Inspect clothing, coats, hats, shoes, book bags, supplies, and other belongings for any bugs.

2. No Bugs Found No further action required.

3. Bugs Found

- a. Collect the specimens/bugs using a tissue or a piece of gauze. Try NOT to KILL, CRUSH, OR PLACE SPECIMEN BETWEEN PIECES OF TAPE.) If the specimens are crushed and/or missing parts, they may not be able to be identified. To the extent possible, collect multiple specimens as that can be helpful in identification. Place the specimens in a sealable bag and place the specimen in the freezer. Inform the school leader.
- b. Place any of the student's items that may not be essential to the school day, such as book bags and coats, into a large plastic bag and tightly seal the bag. If the school has a washer or dryer, staff may wash the student's clothing at the hottest recommended setting, as heat kills bed bugs. Tumble dry the clothing on high heat for 30 minutes (120 degrees F or above).
- c. Discretely check areas where the student sits or where the student's belongings may have been placed for extended periods of time. Bed bugs are excellent hitchhikers and can be found on various surfaces in many different locations.
- d. Using the same protocol as detailed herein, discretely check any other student who shares a home with the student.
- e. Contact the infested student's parents or guardians and refer them to the local health department of local bed bug resources such as <http://centralohiobedbugs.org/> or <https://www.cuyahogabedbugs.org/> Advise parents or guardians to seek professional pest management services for their home or to contact their landlord for such services if renting/leasing. Ask parents or guardians to send the student to school with a sealable plastic bag containing a clean, freshly laundered change of clothes. The clothes should be washed at the hottest recommended setting and tumble dried on high heat for at least 30 minutes before being placed in the bag. Request that the parent or guardian send only essential items to school with the student. Suggest keeping school items sealed in a plastic bag at home and limit items going back and forth from home to School until the infestation is eliminated. The School may offer to keep non-essential items overnight to help ensure the items are bed bug free.

- f. The school leader will inform staff in order to increase their awareness and observation, to be on the lookout for bed bugs throughout the school, on students, and on their own personal belongings.
- g. The school leader will contact the local health department, a pest management professional, or utilize other local services for identification and cleaning. Example resources included: www.ppsc.osu.edu Do not send live specimens via any postal or shipping service. Consult the appropriate health department of professional services for proper submission protocols. Typically, once received by the agency, an entomologist will examine the specimen and then notify the School administration of the bug's identification, within two days of receipt.
- h. The School will follow the cleaning, notification, and other instructions of the local agency or professional consulted.

4. Notification to the School Families

After positive identification, the School will send families a notification letter and a bed bug fact sheet available through the local the local agency or professional consulted or other credible resources such as: www.ccbh.net or www.cuyahogabedbugs.org

5. Exclusion from School Not Permitted

Since bed bugs are not known to transmit disease, students will not be excluded from attending school due to bed bugs unless repeated efforts have been made to remedy an infestation. The School will discretely follow the guidelines in this policy with students' and families' dignity in mind.

6. Education and Information

As appropriate, the School will provide training for custodial and other staff on bed bug identification and response protocol. The training may be conducted by the local health department, an entomologist, or a pest management professional. Bed bugs and bat bugs are very similar in appearance. School staff should treat all sightings as potential bed bugs.

7. Pest Management

See the School's Integrated Pest Management Policy for information regarding the monitoring, identification of both chemical and non-chemical pest management techniques, and accurate record keeping. Ongoing pest management will be overseen by School administration.