

Guidelines for Dealing with Bed Bugs

EDUCATION AND PREVENTION

- Each school will be provided with information regarding bed bugs. Additional information about prevention will be shared with school community as necessary.
- A plan will be developed at the school level to map out all exact sightings of confirmed bed bugs to determine if repeated areas are affected.
- Schools will be advised that lost and found items should be stored in closed, tight sealed container. Once a student claims an item or article of clothing it will be bagged securely and sent home with child.
- Classrooms/offices will be reduced of clutter to aid inspection of building
- If needed or requested, social worker will hold sensitivity trainings with school personnel.
- Cubbies, lockers and child storage units should be emptied and cleaned at least once per season.

SIGHTING OF BUG

1. Upon the discovery of a suspected live bug in the school, any school personnel should attempt to capture the insect on a piece of tape and tightly secure in a zip lock bag. **MAKE EVERY EFFORT TO KEEP THE BUG INTACT.**
2. Send initial specimen to Central Office in sealed bag.
3. Discreetly send the student and their belongings up to the office. Designated staff members that are trained in identification will be called to closely inspect the clothing and belongings for any other bugs. (Inspecting with a flashlight and placing clear garbage bag on floor for child to stand on). *If clothing heavily infested- the student's clothing may be changed and placed in a sealed bag or parent/ guardian called to bring in more clothing. (Place those new articles of clothing received in dryer – if available for 20 minutes due the amount of bugs found on clothing earlier prior to placing on student).*
4. Phone call will be made to parent/guardian by the designated school personnel and investigation form initiated. Scan the completed form as directed. A confidential folder will be maintained at the school as well. Health coordinator will review the form, make contact with extension office and determine if sibling's school needs to be notified and monitoring plan put in place. Health coordinator will make contact with facility director and discuss findings of extension office.
5. Principal will be notified of situation by designated school personnel and updated of phone call made to parent/guardian.

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SIGHTING OF BUG (CONTINUED)

6. Place all items (jackets, backpacks, agenda) in bin located in the school IF suspicious of being a bed bug or if the above phone call confirmed problem at the home. This bin will be used daily for the same individual. Confirmation may take a few days if bug was destroyed or very tiny.
7. As directed by the school principal, custodial staff will be responsible for appropriate vacuuming and cleaning of affected areas upon initial sighting of bug(s) to include classroom areas, lockers, cubbies, etc.
8. Increased vigilance will continue until documentation received of home treatment by professional or no live bugs seen for two (2) weeks.

**If a bed bug is found on a student or employee, it may indicate that they have bed bugs at home. However, bed bugs can crawl onto or off a person (or their belongings) at any time, so it is possible that it was brought to the school by someone else.*

Once confirmed:

- The facilities director, in cooperation with the lead custodian, will conduct (or have conducted) a thorough inspection of the facility and recommendations will be made to the Superintendent/designee as to course of activity. The custodian will receive a seating chart of affected classroom.
- Classroom notification letter will be distributed by district health coordinator along with those that ride bus.
- Bus driver will be notified by designated school personnel. Bus driver will implement assigned seating if not already in place. (This will be handled very discreetly). A thorough inspection of the seat will take place after all students are off. Live bugs will be captured with tape and discarded.
- If overnight field trip would occur during this 2 week period of monitoring, the trip sponsor will make arrangements for the child's belongings to be inspected in private prior to leaving.

While the infestation is active in the home environment and bed bug confirmed:

- Principal, Nurse, Facilities Director and Superintendent (or designee) will make determination about additional classroom notifications and further monitoring and/or cleaning.

Guidelines for Dealing with Bed Bugs**SIGHTING OF BUG (CONTINUED)**

- Keep communication open between family, nurses, FRYSC and/or counselors during this period. Continue to educate family on the importance of obtaining professional assistance in eliminating bed bugs. *Some helpful interventions to ask of parent/guardian:*
 - Placing child's clothing in dryer on hottest setting right before leaving the home might help in removal of live bugs.
 - Place and keep child's clothing in large Ziploc bag after washing and drying the clothing.
 - Remind parent/guardian and child not to sit on any furniture in the home after removing clothing from dryer or sealed bag and dressing for school.
 - Keeping back packs, shoes, and coats in Ziploc or plastic bags.
 - Limit items going to and from the home.
- During this two (2) week interval (at minimum) the child's personal belongings (backpack, coat, etc..) will be placed in clear Ziploc bag or clear plastic bin and kept in office instead of in the locker or cubby. Designated school employee will inspect the storage units daily for bed bugs. At the end of each day the bin will be inspected for bugs/eggs. If seen, rubbing alcohol will be used to wipe down the surfaces of the container.
- When the family reports that exterminator has resolved the issue (in writing from the professional), continue bagging for one (1) week and then discontinue if no further bugs found. Bus driver will be kept updated of this process.
- Home visit will be made by designated school personnel after a second sighting of bugs to discuss actions being taken at home. Deliver large Ziploc bags (obtained through health services) for families to use if deemed necessary.
- A reasonable attempt will be made to keep the identity of the involved student(s) and classroom(s) confidential and to preserve the student's emotional and physical health during the time of identification and remediation of the bed bug concern.
- Meetings and routine communication may occur with the Principal, relevant school personnel, and social worker to identify and support the needs of the family during the period of de-infestation.

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