

SAMPLE BED BUG PROTOCOL FOR SCHOOLS

1. If a suspected bed bug is found on a child's clothing or in a school, efforts should be made to collect a specimen. The specimen should then be placed securely in a sandwich size plastic bag and sealed with tape. Try not to crush the bug and please do not staple the bag.
2. A live bug can be placed in a sealed plastic bag in the freezer until ready for pickup.
3. School principal, or designee, should Contact maintenance director for pickup.
4. Please note that pictures cannot be used to identify a suspected bed bug. Only actual bug specimens can be analyzed.
5. Elite Pest Management Inc. will identify the specimen, usually the same day, and upon confirmation that it is a bed bug, EPM will notify the maintenance director who will notify the School Principal.
6. If a suspected bed bug is found on a student, he or she **should not** be sent home, but the parents should be notified.
 - a. It is not necessary for the student to be sent home or isolated from other students.
 - b. The student should be temporarily removed from the classroom so the school nurse or a qualified individual can perform an inspection of the student's clothing and other belongings (including: hat, shoes, jacket, backpack, and school supplies).
 - c. Without drawing significant attention to the student, check the areas where the student sits or affected belongings may be placed for extended periods of time.
 - d. Try to collect specimens for positive identification. **Keep specimens as intact as possible.**
7. If a student is believed to have brought a positively identified bed bug to school, consider notifying the student's parent or guardian and giving them the following suggestions:
 - a. If the home is being rented, notify a landlord immediately, especially if an infestation is suspected.
 - b. If the home is owned by the parent or guardian and an infestation is suspected, a professional pest management company should be consulted immediately.
 - c. Send only essential items to school with the student.
 - d. Keep school items sealed in a plastic bag or plastic storage box with a lid at home to limit the likelihood of re-infestation.
 - e. Keep clean clothes sealed in a plastic storage box with a lid or trash bag until the student puts them on in the morning.

Notification of other parents should only occur if a classroom infestation is identified.

SCHOOL ACTIONS PRIOR TO TREATMENT

If a positive specimen is found, and it is determined that the school needs professional extermination inspection /services, do not remove anything from the affected area until directed to do so by the pest management company. We want to limit the possible spread of the insects by transporting them to other areas of the school. If no other insects are found on inspection of the classroom, it is not necessary to vacate the space prior to pest management inspection.

If there is a positive identification, the following steps will be taken:

1. EPM will notify the maintenance director who will in turn notify the Principal.
2. The maintenance director will notify the to schedule a Pest Management inspection.
3. Pest Management will schedule a service date.
4. A complete inspection of the room where the specimen was captured will be performed.
5. Licensed pest control specialists will remediate as needed.
6. After a positive identification of an infestation, the school principal should provide the school community with the following information as a parent or guardian notification letter.

You may get a sample letter from Elite Pest Management by calling 586-294-7055.

HOW TO KEEP BED BUGS OUT OF THE CLASSROOM

1. Keep the classroom, especially coat and backpack closets, as clean and free of clutter as possible.
2. Custodians should vacuum areas that students typically store their belongings in (example: coat closet) as well as the baseboards where the carpet meets the wall.
3. Custodians should dispose of vacuum bag immediately after vacuuming.
4. Consider assigning students their own plastic storage box with a tightly sealed lid. This will help keep the bed bugs on one student's belongings from infesting another student's belongings. If possible, use a white box. This will make it easier to identify any bed bugs that remain in the box.