# Board of Education
# Policy Manual

ADMINISTRATIVE REGULATION

# AR 5420.5
# 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. The school principal or designee will contact the Director of Facilities, or their designee, who will assess the situation, and, if warranted, may choose to engage either internal resources or contracted services to address the problem.

3. The Director of Facilities, or designee, will attempt to determine if the specimen is a bed bug. Upon confirmation that the specimen is a bed bug, the Director of Facilities will notify the referring Principal and school nurse assigned to the impacted building.

4. If a *confirmed* bed bug is found on a student:

    a. Notify the parent/guardian.

    b. It is *not* necessary for the student to be sent home or isolated from other students.

    c. The student should be temporarily removed from the classroom so that 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.

    d. Without drawing significant attention to the student, check the areas where the student sits or where affected belongings may have been placed for extended periods of time.

    e. Try to collect specimens for positive identification. **Keep specimens as intact as possible.**

    f. Change into temporary clothing and place all of their clothes (including shoes) into a secure tote which will be sealed and kept secure for the remainder of the school day. The student's parent/guardian will be given the tote upon their arrival at school with the instructions to place all of the items contained in the tote in the dryer set on high for 30 minutes.

g. Remaining belongings should be placed in a large zip lock plastic bag and plastic container.

5. Ongoing individual student case management will be provided by the school nurse and school social worker.

    a. The school social worker and nurse will meet with the family to address resources and methods to reduce the spread of bed bugs into the school environment.

    b. If the home is being rented and an infestation is suspected, notify the landlord immediately.

    c. If the home is owned by the parent/guardian and an infestation is suspected, the parent/guardian will be given the recommendation that a professional pest management company should be consulted immediately.

    d. Send only essential items to school with the student.

    e. At home, keep school items sealed in a plastic bag or plastic storage box with a lid to limit the likelihood of re-infestation.

    f. At home, keep clean clothes sealed in a plastic storage box with a lid or trash bag until the student puts them on in the morning.

    g. Notification of other parents should only occur if a classroom infestation is identified. Infestation is defined as an area consisting of all stages of the bed bug life cycle. The district's Director of Facilities, or designee, will make this determination. Remember, a single bed bug is not an infestation.

    h. The school social worker will provide literature on bed bug resources and information. Getting the Bed Bugs Out

6. Once it has been confirmed that a bed bug has been found in the classroom, the classroom should be thoroughly vacuumed in the areas where student belongings are kept using a vacuum with a disposable bag. The room should be vacuumed on the day the insect is found and at least weekly thereafter. The bag should be disposed of immediately after use.

## CARE OF STUDENTS WITH KNOW INFESTATION AT HOME

1. The school social worker and nurse will meet with the family to address resources and methods to reduce the spread of bed bugs into the school environment.

2. An individual plan of care will be developed by the school team (principal, nurse, social worker, and teacher) that includes:

    a. Discreetly removing the student to a private area upon arrival to school.

    b. Provide bed bug free clothes and shoes for students to change into.

    c. If no dryer is available at the school, the student's clothes will be placed in a plastic container.

d. Place belongings (book bag, etc.) in a large plastic container and remove only items needed for the school day (papers, pencil).

e. e. At the end of the day, the student will be allowed to discreetly take their belongings home with them.

3. 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.

4. This practice will continue until the district receives the Bed Bug Inspection Report documentation from the parent and/or a Pest Management Service that the infestation of the home has been eradicated (Appendix B) or until there are 10 consecutive school days where there are no signs of live bed bugs found on the student and their belongings. At that point, daily checks will discontinue and a schedule of periodic checks may be developed, as deemed appropriate by the building principal or their designee. If such checks are determined to be appropriate they shall be completed, at a minimum, on a monthly basis.

## SCHOOL ACTIONS PRIOR TO TREATMENT

If a positive specimen is found by the Director of Facilities, do not remove anything from the affected area until directed to do so. Care should be taken 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.

## PEST MANAGEMENT SERVICES

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

1. The Director of Facilities will notify the Assistant Superintendent for Support Services who will in turn notify the principal and school nurse.

2. The principal and the Director of Facilities, or their designee, will assess the situation, and, if warranted, may choose to engage either internal resources or contracted services to address the problem.

3. The Director of Facilities, or designee, will schedule a service date to address the issue.

4. A complete inspection of the room where the specimen was captured will be performed.

5. After a positive identification of an **infestation, as determined by the Director of Facilities,** the school principal should provide the appropriate parent/guardian, faculty, staff and other members of the school community with the appropriate resources.

## HELPFUL TIPS TO MINIMIZE BED BUGS IN THE CLASSROOM

1. Keep the classroom, especially coat and backpack closets, as clean and free of clutter as possible.

2. Hard surfaces can be cleaned by custodial staff with approved cleaning products to remove eggs.
3. When possible, custodians should vacuum areas where students typically store their belongings as well as the baseboards where the carpet meets the wall.
4. Reduce the use of blankets, pillows, and carpeting in the classrooms, as well as any other areas that would be conducive for bugs to hide, i.e., tennis balls on chair legs.

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## ADDENDUM A
## SAMPLE LETTER ON SCHOOL LETTERHEAD

Date:

Dear Parent or Guardian,

As you may know, bed bugs have been in the media recently because they are making a comeback as common household pests. Bed bugs are found in many places such as hotels, homes, airplanes, and movie theaters. Today, we found evidence of bed bugs in your child's classroom.

We are working with the District's Director of Facilities to address this concern. The health department considers bed bugs to be a nuisance, but they are not a public health threat. Bed bugs can bite, usually at night, and the bite can cause mild swelling and an itch. It is important to know that bed bugs **do not** spread disease.

Even though it is unlikely for bed bugs to reproduce and spread in schools, the district will continue to provide thorough inspections of the school. Pest control specialists will treat areas as needed.

**What to do if you have concerns:**

If you think your child has been bitten by a bed bug, apply simple first-aid measures. If you have concerns, contact your child's physician.

If you have any questions regarding bed bugs in your child's school, please contact your child's principal.

If you have any questions regarding bed bugs found in your home, we strongly recommend seeking professional assistance from a qualified pest company.

For further assistance on preventing bed bugs, please see:

U.S. Environmental Protection Agency (EPA) bed bug information website:
http://www.epa.gov/bedbugs/

NYC Department of Health's "Preventing and Getting Rid of Bed Bugs Safely" brochure:
http://www.nyc.gohttps://www.nyc.gov/assets/nycha/downloads/pdf/DOHMH%20Rid%20of%

20Bed%20Bugs%20Guide_English.pdfv/html/doh/downloads/pdf/vector/bed-but-guide.pdf

Sincerely,

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## ADDENDUM B
## BED BUG INSPECTION REPORT

Dear Parent,

Today, a bed bug was found on your child or in your child's belongings. While this does not necessarily mean that the bed bug was brought to school by your child, it is important for the school community and your home that you inspect your home for signs of bed bugs.

Enclosed you will find information about bed bugs and an identification guide to help you with your inspection. Once you have inspected your home, please fill out the form below and return to the school office by _____.

Sincerely,

School Administration

I have been informed that a bed bug was found on my child (or their belongings) at school. I understand that bed bugs can be very difficult to control and in the best interest of my child and the school community, I have read and understand the educational materials provided to me regarding bed bugs. I have:

__ Carefully checked my family and home for signs of an infestation (large number of bed bugs in various stages of the life cycle) myself.

__ Hired a pest management professional to check my family and home for signs of bed bug infestation. Name of pest control company: _____

After completing a careful inspection, I certify that to the best of my knowledge:

__ I, or a pest management professional, found signs of bed bugs in my home and I will take the following actions to eliminate this infestation:

_____

_____

_____

__ I, or a pest management professional, did not find any signs of bed bugs in my home at this time. If I find evidence of bed bugs in the future, I will notify the school immediately and take action to address the infestation.

I understand that bed bugs can be spread to other homes if they are brought to school in backpacks, clothing, and other belongings. I understand that if bed bugs are repeatedly found on my child, then the school may take additional actions to protect the school community from bed bugs.

Signature _____ Date _____

Pest Management Professional's Signature _____ Date _____