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| Policy Title: |  Bed Bugs | Revision Date: | 7/3/17 |
| Contact Person: | Health Staff | PC Approval Date: | 8/12/17 |
| Area: | Health | SPCAA Board Committee Approval Date: | 8/15/17 |
| Stakeholders: | All Staff, Children and Families | SPCAA Board Approval Date: |   |
| References: | 1302.47 Safety practices (4) Safety Training | Advisory Approval Date: |  |
| Related Documents: |  |

**Performance Objective:** The program, when operating center-based programs, Early Head Start, establishes and implements procedures of identifying and notifying parents in the event of bed bug infestation or bed bug sightings involving their child with the listed priorities:

1. Address the problem as quickly as possible to limit the potential spread and with minimal disruption to the learning environment.
2. Avoid bringing any undue attention to any individuals directly involved.

**Procedures:**

1. If a bed bug is found on student or in classroom, inspect the area near where bed bug was found. Capture bug for proper identification by putting in clear zip lock bag or by using tape and paper, and crush all others. Notify Site Manager, Nurse, and Maintenance Manager.
2. Maintenance Manager or Site Manager will contact local pest control agency immediately. If pest control agency confirms infestation by identifying your captured specimens, or by inspecting and finding additional bugs, instructions will be provided on how to prepare the classroom for treatment. If insecticide is used pest control agency will advise on how long after application the classroom should remain empty.
3. Center staff will work with Family Support staff to ensure that parents receive educational materials such as fact sheet, letter to parent/guardian requesting steps to reduce the risk of bed bugs being transported to school, and letter sent home with all children in affected classroom.
4. If bed bugs found on child or if child’s home is known to have bed bug infestation:
5. Notify parent as soon as possible.
6. Child will not be sent home.
7. Provide student with plastic bags or plastic bin to store their belongings while they are at school.
8. Work with family to reduce the number of items that the child has to transport between home and school.
9. Discreetly and regularly, inspect child’s desk for bed bugs.
10. Avoid accumulation of clothes and shoes in classroom, as well as diminishing clutter in any way.
11. Clean all washable surfaces. Vacuum rugs, floors, upholstered furniture, and all cracks and crevices around the classroom. Change the bag after each use so the bed bugs can’t escape. Place the used bag in a tightly sealed plastic bag and in an outside garbage bin.
12. Monitoring

Monitoring is done in the Fall, Spring and Local Self-Assessment (LSA)/Think Tank to include follow-up. Additional monitoring is done as needed