



WHITE PLAINS PUBLIC SCHOOLS
5 HOMESIDE LANE
WHITE PLAINS, NEW YORK 10605
914-422-2000

BED BUG PROTOCOL

FOREWORD

Bed bugs are a continuing problem across New York, the U.S. and even internationally. Virtually any place where people stay or travel could potentially have bed bugs. Schools are no exception to this problem because of the number of people – students, teachers and staff – that may unknowingly encounter bed bugs somewhere in their travels or from visitors to their homes and workplaces.

The health department considers bed bugs to be a nuisance, but they are not a public health threat and do not transmit disease.

White Plains City School District has contracted services with an Integrated Pest Management company to monitor all district schools and offices by performing weekly inspections.

PROTOCOL

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 using a piece of tape. **Keep specimens as intact as possible.** Once collected, the specimen should then be placed securely in a sandwich size plastic bag and sealed with tape (please do not staple the bag).
2. Bring specimen to school nurse who will notify head custodian and school administrator.
3. The school administrator or designee will contact the Facilities Office, 422-2050.
4. Please note that pictures cannot be used to identify a suspected bed bug. Only actual bug specimens can be analyzed.
5. The school nurse, head custodian or the district's contracted entomologist will identify the specimen and notify appropriate personnel and activate the protocol.
6. **To avoid introducing the bed bug to other areas, it is not recommended to vacate the space prior to pest management inspection.**
7. If a confirmed bed bug is found on a student, he or she should **not** be sent home.
 - a. Notify the parent via phone call.
 - b. **Notification of other parents should only occur if a classroom infestation is identified.**
 - c. It is **not necessary** for the student to be sent home or isolated from other students.
 - d. 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.
 - e. 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.
 - f. Try to collect specimens for positive identification. **Keep specimens as intact as possible.**
 - g. If a confirmed bed bug is found on a student, the student should change into temporary clothing and place all of their clothes (including shoes) in the hot box set on high for 30 minutes.

- h. After treatment, the student should change back into their clothes and return to class.
 - i. Remaining belongings should be placed in a large zip lock plastic bag and plastic container.
 - j. If a hot box is not available to treat the clothes, the clothes should also be put into the plastic bag and container.
8. Ongoing individual student case management will be provided by the school nurse and school social worker.
 - a. The school social worker and school 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, the school social worker will reach out to Facilities Department to notify the White Plains Building Department immediately (914-422-1269).
 - c. If the home is owned by the parent or guardian and an infestation is suspected, 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 Environmental Specialist will make this determination.**
 - h. Provide literature on bed bug resources and information. The school social worker and school nurse will have access to this information.
 9. 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 HEPA vacuum with a disposable bag. The room should be vacuumed on the day the insect is found and every day thereafter for two (2) weeks. The bag should be disposed of immediately after use.
 10. In the event of multiple bed bug sightings, the affected room(s) will steam treated as well. A letter reminding parents of the precautions to be taken should be sent to the families in that classroom. (Addendum A)
 11. If the student uses school district bus transportation, the district transportation supervisor will notify the bus company.

CARE OF STUDENTS WITH A KNOWN INFESTATION AT HOME

1. The school social worker and school nurse will contact 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 (school administrator, 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 student to change in to.
 - c. Place the clothes that the student wore from home in a hot box for 30 minutes on high heat (including shoes).
 - d. Place belongings (book bag, etc.) in a large plastic container and remove only items needed for the school day (papers, pencil).
 - e. If no hot box is available at the school, the student's clothes will be placed in a plastic container.
 - f. At the end of the day, the student will be allowed to discreetly take their belongings

home with them.

3. This practice will continue until White Plains City School District receives documentation from a Pest Management Service that the infestation of the home has been eradicated (Addendum B).
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.

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. 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.**

SCHOOL INFESTATION

If the district's Environmental Specialist makes this determination, the following steps will be taken:

1. White Plains City School District Environmental Specialist will notify the Facilities Department who will in turn notify the school administrator and school nurse.
2. School administrator and the WPCSD Facilities Department will schedule a Pest Management Consultation.
3. Pest Management Contractor 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, as determined by WPCSD Environmental Specialist**, the school administrator should provide the school community with the following information:
 - a. Bed Bug Pamphlet
 - b. Parent or Guardian Notification Letter (Sample Letter – Addendum A). Prior to sending this letter home, the school administrator should contact the Superintendent, administrator for Pupil Services, the Director of Student Services, the Public Information Officer, and the District Nurse Coordinator.

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 WPCSD approved cleaning products to remove eggs.
3. When possible, custodians should vacuum areas where students typically store their belongings (coat closet) as well as the baseboards where the carpet meets the wall.
4. Reduce the use of blankets, pillows, and carpeting in the classrooms.

ADDENDUM A
USE AS REMINDER FOR MULTIPLE
SIGHTINGS
Sample Letter on School Letterhead

Date:

Dear Parent or Guardian,

This letter serves as reminder to please remain vigilant in inspecting your home and belongings for evidence of bed bugs. Bed bugs are found in many places such as hotels, homes, airplanes, and movie theaters

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 itching. 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 school district will continue to work with our pest control specialists to provide thorough inspections of the school. This is already being done on a weekly basis for all types of insects or rodents. They 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 the school nurse or principals' office
- 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.gov/html/doh/downloads/pdf/vector/bed-but-guide.pdf>

Sincerely,

ADDENDUM B
Bed Bug Inspection Report

Dear Parent or Guardian ,

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 bed bug infestation 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: _____
Signature of Pest Management Professional