



Richmond Public Schools Bed Bug Protocol

Richmond Public Schools' bed bug protocol was derived from information provided by the Virginia Department of Health (VDH) and Environment Protection Agency (EPA) in an effort to provide an environment conducive to teaching and learning for students and staff: Additional information regarding bed bugs may be obtained from the VDH at <http://www.vdh.virginia.gov/> or the EPA at <https://www3.epa.gov/>.

A. GENERAL INFORMATION

The school environment is generally not conducive to bed bug infestations. Bed bugs prefer an environment where they can hide during the day and come out at night to feed on a sleeping host. Because most schools do not provide this type of environment, major infestation of schools are rare. However, bed bugs can “hitchhike” to and from school by hiding in clothing or book bags. It is important to identify the presence of bed bugs early. Developing plans, completing inspections, and conducting treatment can help to prevent spreading bed bugs in the school setting. A bed bug infestation is the presence of multiple bed bugs inhabiting multiple areas of a home.

*It is important to note that one bed bug found on a child/student does not indicate an infestation.

Parent's Responsibility:

- Assisting in the prevention and management of bed bugs through regular checks when bed bugs are found in the class, on the child, or in the home.
- Educating themselves and their children.
- Making immediate arrangements for inspection/treatment when bed bug infestation is suspected or confirmed.

School Division's Responsibilities:

- Disseminating current information about bed bugs to schools
- Developing administrative procedures regarding bed bugs
- Training school personnel on bed bug procedures
- Educating families on bed bugs

School's Responsibilities:

- Implementing administrative procedures regarding bed bugs
- Disseminating current information about bed bugs to families
- Training school personnel on bed bug procedures
- Holding educational sessions for parents/caregivers and children if necessary. (See Flow Chart Appendix F)

B. INITIAL PROCEDURES

1. Given a report that a bed bug has been seen in school, the principal / designee will contact the Facilities Department at **780-6112** to investigate.
 - a. If a suspected bed bug is found on a child's clothing or in a school, efforts should be made to collect a specimen. Try not to crush the bug. The specimen should then be placed securely in a sealed plastic bag.
2. A Facilities Department employee familiar with bed bugs will be dispatched to the school immediately to examine the bug and determine if it is a bed bug.
3. If the bug is determined to be a bed bug, a review will be conducted to identify the source of the bug, how it may have entered the school and what areas of the school may have been exposed to the bug.
4. Once all potential areas have been identified, a third party exterminating company, certified in the handling and disposition of bed bugs, will inspect all applicable areas to determine if the school may be the source of the bug.
5. As soon as there are no students or staff in the school, the third party exterminating company will apply an approved chemical treatment to all applicable/potential areas exposed to the bed bug(s).

C. HOME / SCHOOL COMMUNICATION PROTOCOL AND FOLLOW-UP

Once the principal / designee has contact the Facilities Department at **780-6112** to investigate the bed bug report and identification if the bed bug has been confirmed follow the steps listed below.

1. If a confirmed bed bug is found on a student, the parents **must be** notified (See Appendix A).
 - a. It is not necessary for the student to be sent home or to isolate them from other students.
 - **Note:** An isolated case of bed bugs on one child or children in the same household is typically not justification to notify all parents. When multiple children, not living in the same household, are suspected of having bed bugs, all parents or subgroups of parents of children in the grades / rooms potentially impacted will be notified.
 - b. The student should be seen by the school nurse or a qualified individual who can perform an inspection of the student's clothing and other belongings (including: hat, shoes, jacket, backpack, and school supplies).
 - **Note:** Stop bed bug checks after three (3) days of being bed bug free.
 - c. If student continues to bring bed bugs to school, collaborate with school nurse and parent / guardian to establish long-term case management strategies.
2. Have student complete all course work at school to minimize materials brought to and from home.
3. Use school dryer to heat-treat clothes in the morning (high heat for at least 30 minutes). Child should bring a temporary set of clothes while waiting for heat treatment. If assistance with clothing is needed, contact your assigned social worker who will partner with the Office of Family and Community Engagement or other partners to devise a solution.

4. Supply tubs to the classroom for each child to put their belongings inside. Tubs should be checked regularly for bed bugs.
 - a. Without drawing significant attention to the student, check the areas where the student sits or where his or her belongings are stored.
 - **Note: A home infestation should be suspected if bed bugs are continually found on child or child's belongings. Use Appendix B for a follow up letter.**
5. Ongoing individual student case management will be provided by School Health Services. Principals will alert the School Nurse to facilitate this intervention. Principals will also notify the social worker to provide support, as appropriate.
6. Give parents the following suggestions:
 - a. If the home is being rented, ask the parent to notify the landlord immediately if an infestation is suspected. **Consult the Lead Social Worker should a parent need possible assistance in this step.**
 - 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. **Consult the Lead Social Worker should a parent need possible assistance in this step.**
 - 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.
 - f. Consult with their healthcare provider if necessary (regarding care of bite wounds)
7. If family is unable to eliminate the bed bug infestation, consider connecting the parent with one or more of the additional resources listed below for aid:
 - a. Department of Social Services (DSS)
 - May identify possible funds; work with local director to support family
 - b. Local government
 - May provide monetary assistance as well as assistance with landlord
 - c. Virginia Cooperative Extension
 - d. Virginia Department of Agriculture and Consumer Services (VDACS)
 - e. Other potential community sources for assistance:
 - Faith-based organizations
 - Local pest control companies
 - Local Lions Club
 - Local Moose Lodge
 - ETC

D. SCHOOL ACTIONS PRIOR TO TREATMENT

If a bed bug infection is identified in the school setting then professional extermination inspection/services will be needed. Do not remove anything from the affected area until directed to do so by the Facilities Department, and the Integrated Pest Management (IPM) Company. We want to limit the possible spread of the insects by not transporting them to other areas of the school. It is not necessary to vacate the space prior to pest management inspection, if no other insects are found on inspection of the classroom.

If the bug collected is identified as a bed bug, the Facilities Department will coordinate with the district's licensed, contracted pest control company and the principal to arrange inspection and treatment.

The Facilities Department will coordinate with the principal regarding how to prepare the environment to be inspected (Appendix C). The Facilities Department is responsible for overseeing the integrated pest management treatment plan and will work closely with the principal of the building. Although it is unlikely for bed bugs to be spread in a school environment, an inspection will be conducted by the district's licensed, contracted pest company and if indicated, bed bug monitoring stations may be placed in strategic locations as determined by the pest company. The licensed pest control company will determine the need for treatment of the school and/or area.

The principal will work with the Facilities Department and the building custodian to complete pre-treatment preparations if is necessary. Pre-treatment preparations (Appendix C) may include:

- Clean and organize a room since bed bugs will thrive in a cluttered environment.
- Vacuum using a HEPA-equipped vacuum, although a regular vacuum is acceptable (remove the vacuum bag or container and dispose of the bag or container contents in a sealed plastic bag).
- Eliminate bed bug hiding spots (fix peeling wallpaper or paint, caulk or seal cracks and crevices, seal floors or the spaces between floor boards or tiles, etc.)
- Wash or steam clean any rugs or carpets. A small rug can be placed into the dryer on a hot setting for 30 minutes. If the rug or carpet is large, the rug can be steam cleaned and should be done before pesticide applications are made.

E. INTEGRATED PEST MANAGEMENT (IPM) SERVICES

The following steps will be taken once an integrated pest management treatment plan has been specified:

1. The Facilities Department will share the integrated pest management treatment plan with appropriate Central Office personnel, the principal, and Health Services Coordinator.
2. The Health Department will be notified by the Health Services Coordinator.
3. Licensed pest control specialists will remediate as needed.

F. HELPFUL TIPS TO MINIMIZE BED BUGS IN SCHOOLS

1. Reduce the amount of clutter in the classrooms and closets.
2. Reduce the number of rugs.
3. Inspect the student(s) belongings (including hat, shoes, jacket, backpack, and school supplies) and clothes daily. This needs to be done very discretely and in a confidential manner.
4. Vacuuming by the custodian should be done in areas that students typically store their belongings in (example: coat closet) as well as the baseboards where the carpet meets the wall. The custodian should dispose of vacuum bag immediately after vacuuming.
5. Work with parents of any student living in an infested home to develop strategies for preventing the further spread of bed bugs:
 - a. Encourage parent to store their child's freshly laundered clothing in sealed plastic bag or storage container with a lid until the student puts them on in the morning.
 - b. Keep school items sealed in a plastic bag or plastic storage box with a lid at home to limit the likelihood of re-infestation (backpacks, lunchboxes, school supplies, etc.)
 - c. Send only essential items to school with the student.
 - d. Remind parents that rent their home that the recommendation is to notify the landlord immediately.
 - e. Inform parents that own their home that the recommendation is to contact a professional pest management company immediately.

***Protocol adapted with permission from materials provided by the Michigan Department of Community Health, Alexandria City School System, Hampton City School System, and Hanover County Public School System.**

G. RESOURCES FOR MORE INFORMATION

Alexandria Health Department, Environmental Health Division, <http://alexandriava.gov/Bedbugs>

Bed Bug and Urban Pest Information Center,
<http://www.bedbuginfocenter.ento.vt.edu/bedbugs.html>

EPA: United States Environmental Protection Agency, Bed Bugs: Get Them Out and Keep Them Out, <https://www.epa.gov/bedbugs>

Bed Bug Fact Sheets, Virginia Department of Agriculture and Consumer Services,
<http://www.vdacs.virginia.gov/pesticide-bedbug-fact-sheets.shtml>

How to Identify a Bed Bug Infestation, <http://www.vdacs.virginia.gov/pdf/bb-identify1.pdf>

Bed Bug Action Plan for Schools, <http://www.vdacs.virginia.gov/pdf/bb-schools1.pdf>

Virginia Department of Health, <http://www.vdh.virginia.gov/>