1. Access to Information about bed bugs for parents and personnel is posted on the District website.

2. In the event of a student/family incident involving suspect or confirmed home infestation of bed bugs, **All personnel will maintain student confidentiality, and take all precautions to keep the identity of student and family in confidence**, and assist to preserve the student's emotional and physical health during the time of identification and remediation of a bed bug concern.

3. If the school is notified by a family of a home infestation of bed bugs, **all precautions to protect the identity of the student and family shall be employed by all personnel**. The school is not required to notify parents or public of home incidences of bed bugs.

4. Upon a suspected or confirmed incidence of home infestation of bed bugs, the Principal will notify support staff including the student's teacher, FRYSC Coordinator, school counselor and any others, to provide the student and family a support team. The support team will ensure the family is referred to appropriate community resources (primary care physician, other health care provider, or local health department) and will support the confidentiality and emotional well-being of the student. The support team will assist the student and family to take precautions to prevent infestation of the school and other places, (e.g., the student's belongings will be secured away from other student belongings until there is no longer a concern for bed bugs being carried into the school).

5. Upon discovery of suspected insect bites on a student for whom there is no previous information from the family, the Principal or his/her designee will contact and notify the family. The family will be advised to seek the attention of their primary care physician, public health department or other health provider, for diagnosis and treatment. **All precautions to protect the identity of the student and family shall be employed by all personnel**.

6. Upon discovery of a suspected live bed bug, school personnel should attempt to capture the insect on a piece of tape, keeping the bug intact for identification, and put it into a zip lock bag. Tape the bag shut, and give it to the Principal. The Principal will notify the District Director of Facilities & Maintenance at Central Office (ext. 3003) of the suspected incidence, who will notify the District Director of Health Services. The District Director(s) will assure examination of the specimen from appropriate sources, to confirm or dispel the suspected incidence.

7. If the suspect bug is discovered on or within a student's belongings, and is confirmed to be a Bed Bug, the Principal or his/her designee will contact the student's family to inform them. At the discretion of the parent, they may pick-up their student from school. **ALL personnel will maintain student confidentiality, make all attempts to keep the identity of the student and family in confidence**, and assist to preserve the student's emotional and physical health during any incidence of a bed bug concern. At the discretion of the Principal, the students clothing may be changed, and personal belongings of students (classroom or school) may be placed in a plastic bag during the school day to prevent

infestation. If a confirmed specimen is discovered, the Principal may send notification of the finding to parents of the class or school.

8. If the insect specimen found in the school is confirmed by appropriate source as a bed bug, the Director of Facilities and Maintenance will oversee an inspection of classroom, building area, or building. If an infestation in the school is confirmed, the Director of Facilities and Maintenance will ensure the school facility is appropriately treated, as quickly as possible.

9. If there is **confirmation of a school infestation** of bed bugs through the District Director of Facilities and Maintenance, the Superintendent will issue a letter to be sent home to the parents/guardians of students in either the classroom or school-wide (depending upon the severity of the infestation) to notify them of the finding and provide support information for parents.

10. To minimize the possibility of a Bed Bug infestation at school, the following are recommended:

    - Increase vigilance
    - Foster sensitivity among faculty, children, and parents in case bed bugs do become a problem, either in the facility or a home—bed bugs are often incorrectly associated with bad sanitation.
    - Train key employees, such as maintenance staff and teachers, so they know procedures for reducing the risk of infestation and transportation of bed bugs and what to do if bed bugs are discovered.
    - Reduce number of hiding places for Bed Bugs, clear all areas of clutter.
    - Discourage and limit unnecessary cloth items being brought from home to the facility such as blankets, pillows, and dress-up clothes.
    - Store all student and staff personal items separately, in sealed plastic bags/containers when possible.
    - Clean regularly, paying extra attention to lost-and-found areas, upholstered furniture and wall mounted items (e.g. clocks, pictures, mirrors, etc.) and bookcases.
    - Regularly wash and heat-dry all dress-up clothing or other items for at least 20 minutes (most 'dry-clean only' items can be put in the dryer as long as they are dry).
    - Regularly inspect the facility: be careful and methodical, using care if an infestation occurs to avoid spreading bed bugs to other areas.
    - Explain to parents/community what your facility is doing to prevent and control bed bug possibilities.