



LAKEWOOD CITY SCHOOLS

Bed Bug Action Plan

If a suspected bed bug is located on a student, in/on a student's belongings and/or in a classroom, the following steps should be taken.

All Staff

- Remain calm. Actual bed bug infestations in schools are uncommon. Schools should not close due to a bed bug presence
- Take measures to minimize the amount of attention drawn to the student. Discreetly remove the child from the classroom so an inspection can be completed; inspections will be completed in the Health Center. Students are not to be excluded from school
- Collect the specimen; try not to crush the bug. To confirm the insect is a bed bug, collect the insect using a tissue, gauze, or a piece of clear scotch tape. If caught with tissue or gauze, place in a zip lock bag (available in the Health Center) or other sealed plastic container. If caught with clear scotch tape, place on white paper
- Notify School Principal as soon as feasible

Administrator or Health Center Staff

- Inspect the student(s) and their personal belongings
- Notify parent/guardian
 - Instruct the parent or guardian to send the student to school with a sealable plastic bag containing a clean, freshly laundered change of clothes. The clothes should be washed at the hottest setting and tumbled dry on high heat for at least 30 minutes before being placed in the bag
 - Request that only essential items come to school with the student
 - Suggest keeping school items sealed in a plastic bag or sealed clear plastic container at home and limit items going back and forth from home to school until the infestation at home is under control
- **School Principal** notify via email: Asst. Principal, District Nurse, Asst. Superintendent Operations Department, Director, Student Services, Head Custodian and Asst. Custodian
 - District Nurse to forward address to Lakewood Alive for follow up, if requested by guardian
 - Notify Secretary, Student Services if student is transported to school
 - Notify custodial staff of areas to inspect

Health Center Staff

- Determine if siblings attending school in the District; notify appropriate Health Center Staff
 - Appropriate Health Center staff to inspect siblings in other buildings
- Upon arrival to school, regularly inspect student and belongings until the infestation is under control
 - Place backpacks, jackets, etc., in a plastic bag or plastic container and tightly seal

- Properly sealed items will be stored in the Health Center
- The school may offer to keep items overnight to help ensure the items are bed bug free
- Bed Bug Notification Letter to Parent(s)/Guardian(s) to be sent only if bed bug was found in school

Classroom Staff

- Classrooms should always be clear of clutter to allow effective inspection and cleaning

Custodial Staff

- Visually inspect locker(s), desk(s), classroom(s), offices and other areas of concern
- Vacuum and clean identified rooms/areas; pay extra attention to baseboards, corners of rooms, and area rugs. **Do not use the same vacuum bag in rooms not of concern**
- If rooms have a tiled floor, mop with a cleaning/sanitizing solution after vacuuming
- After vacuuming is complete, take vacuum outdoors and place vacuum bag in plastic bag and dispose in dumpster
- Steamer to be used as directed by the Operations Department
- Approval must be obtained from the Operations Department before sprays or pesticides can be applied
- Heat kills bed bugs. If the school has a washer and dryer available, the school may elect to wash in **hot water** and dry the clothing on the **high heat** setting (120* or greater) for at least 30 minutes. Items that cannot be washed may be dried on the **high heat** setting (120* or greater) for at least 30 minutes.

Operations Department

- Assign/schedule cleaning staff as needed
- Approve any sprays or pesticides to be applied
- Place bed bug monitor(s) in areas of concern; inspect daily
- Contract with a licensed pest management professional, licensed bed bug detection service, and/or licensed heat treatment company as needed

Created: 4/2016

Updated: 8/29/2018