



CINCINNATI PUBLIC SCHOOLS

Bed Bug Protocol for Schools

Contact: Environmental Health & Coordinator, Safety and Security Services
Supervisor of Building Operations/Food Services
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Although bed bugs are becoming a very common problem that significantly impacts our general quality of life, they are not known to transmit diseases. The home of any person can be infested by bed bugs, regardless of sex, race, or economic status. It is important to treat each child with discretion, dignity and respect when dealing with this issue.

Please find below CPS guidelines for handling bed bugs; this information has been developed specifically for CPS with assistance from the Cincinnati Health Department. These guidelines address SPECIFIC information and steps for CPS school staff responding to a bed bug sighting, and specific steps to contact CPS Building Operations staff for response to the sighting.

General Staff Response:

If a suspected bed bug is found on CPS premise and/or individual or personal belongings (i.e., child, staff or visitor):

- 1) Do a thorough visual inspection to identify affected areas. Areas may include exterior clothing, shoes, coats, books, book bags, lockers, desks, etc.
NOTE: *The child/individual does not need to be removed from the classroom or excluded from school.
- 2) If possible, remove the bed bug using some sort of barrier (tweezers, tissue, paper towel, etc). Place bed bug into a plastic zip-lock type bag and seal bag tightly. Once the bed bugs are sealed inside the bag, they ultimately need to be destroyed (i.e., crushed, and disposed of).
- 3) Contact School Main Office which should in turn, notify the Building Engineer same day for proper response (and the CPS Building Operations/Food Service Department must be contacted that same day to report sighting and initiate pest control response.)
- 4) Place any of the child's unneeded items, such as book bags or personal items, into a plastic bag/garbage bag and tightly seal. Place that bag into another plastic bag/garbage bag and tightly seal the outer bag. If item is student's coat, place coat in plastic bag and return to child to wear home depending on weather. The bag may

remain in the classroom with the child and be sent home at the end of the day. **Note: remove any necessary items from book bag before it is sealed in the double bag**

- 5) Attempt to contact the child's guardian to notify them of the bed bug problem. Provide the family with the Cincinnati Health Department Bed Bug Brochure. Inform the family to contact a Licensed Pest Control Operator with experience in bed bugs to help control problem at home. Additionally, you may want to advise teachers of students that live in the same household that a bed bug was found.

**** NOTE:** Building Engineer responds immediately, where possible, to any reporting sightings; BOFS exterminators visit any location (usually within 2-4 hours) that reports a sighting of a bed bug. Ongoing case management is provided by BOFS with assistance from CPS Environmental Health and Safety (Safety and Security Services).

General Facility Response:

- 1) Notify the school Building Engineer/custodial staff to:
 - A) Vacuum the affected area during the end-of-day cleaning routine. Place that vacuum bag into a plastic bag/garbage bag and tightly seal for disposal (or for bagless vacuums, empty contents of vacuum into a plastic bag/garbage bag and tightly seal for disposal).
 - B) Contact the CPS Exterminators for response via the BOFS Office at 363-0800.

Note: general staff are not to attempt to use any “do-it-yourself” pesticides. This includes but is not limited to sprays, alcohol, and pesticide bombs. (The chemicals and bombs are ineffective against bed bugs and can pose a health risk to people with respiratory problems.)

CPS continues to provide ongoing education for staff on Bed Bug, including information provided in the Cincinnati Health Department Bed Bug Brochure and associated DVD (<http://www.cincinnati-oh.gov/health/pages/-5092-/>).

Additional Concerns:

For parents and staff who have concerns on this topic, they should contact the school directly to resolve the issue. The principal's office may contact the CPS Environmental Health & Safety Coordinator at 363-0107 (or by contacting the Safety and Security Office at 363-0100) for further assistance.

Bed bug concerns may also be called in the Cincinnati Health Department (East side office at 352-2908 or West side 564-1751).