



**GENERAL MANUAL POLICY**

**APPROVED BY:**

  
\_\_\_\_\_  
**Executive Director**

**CATEGORY:** Health & Safety

**TOPIC:** Protecting Employees from Bed Bugs

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**POLICY**

It is the policy of Community Living Thunder Bay that employees be protected from the bites of bed bugs.

**PURPOSE**

To ensure the health and safety of employees and those we support throughout the agency.

**RESPONSIBILITY**

It is the responsibility of the Supervisor to ensure procedures are being followed and/or personal protective equipment used.

It is the responsibility of the Supervisor to ensure all staff supporting individuals at that location are notified of the possibility of bed bugs when they are being offered shifts at the concerned location(s). In addition, the Supervisor is to notify staff who are interacting with people who have, or are suspected of having, bed bugs (ie. Employment team).

It is the responsibility of the employee to follow the provided procedures and/or wear/use the personal protective equipment when in contact with bed bugs. If an employee discovers that they have bed bug bites, they must complete an employee report of incident.

It is the expectation of CLTB that if a staff suspects bed bugs in their personal life, that they take necessary precautions not to transfer them to the workplace.

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### PROCEDURE

The following is the procedure to follow if bed bugs are suspected in a residential location.

1. If bed bugs are suspected in an individual's home call your Supervisor (8:30 am – 4:30 pm), after 4:30 pm, call the On Call Supervisor.
  - a. Monday to Friday, 8:30 am – 4:30 pm your supervisor may make a trip to the home to check with staff for the presence of bed bugs. If not, they will ask staff to refer to the attached checklist. After hours, staff will, in conversation with the On Call Supervisor, refer to the attached checklist for determining if there are bed bugs present.
2. Referring to the attached checklist, available online via the web portal, and in the Health & Safety forms binder, determine if there is cause for a Pest Control Company to be contacted.
  - a. If the Supervisor and Staff decide to contact a pest control company, **Norwest Pest Control (807) 577-2499**, on Balmoral St is the company to be contacted.
3. Once bed bugs have been confirmed by the Pest Control Company, all staff should follow the following precautions to protect themselves from the bites of bed bugs and from the possible transference to other locations i.e. their home, car and/or other worksite locations.
  - a. Before entering an individual's home
    - i. Limit personal items you bring into the home.
    - ii. Bring a change of clothes and either leave them in your personal vehicle or bring them in a SEALED plastic bag/container into the home.
    - iii. Avoid wearing pants with cuffs. You can roll up pant legs or tuck them into socks.
  - b. While in an Individual's home
    - i. Hang the bag from a door knob or place on hard surfaces (table, counter)
    - ii. Avoid sitting on upholstered furniture i.e. sofa, easy chairs, beds. If available, sit on hard surfaces, i.e. un-upholstered kitchen/dining room chairs
    - iii. Avoid hanging jackets/coats or bags in closets adjacent to other fabrics
  - c. Before leaving an individual's home
    - i. Retrieve your change of clothes stored in your personal vehicle or in a SEALED plastic bag/container and change right before you would normally leave the house, in the washroom.

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- ii. Place work clothes in an additional, clean, sealed plastic bag for transportation home.
- iii. Upon exiting the washroom, do not sit on or lean against any upholstered items.
- iv. Inspect shoes for any bugs that may have become lodged in crevices. Kill any bugs found immediately.
- v. Upon returning home, immediately place work clothes in the dryer on high heat for a minimum of 30 minutes.

## HOW TO IDENTIFY BED BUGS

### What are bed bugs?

Bed bugs are small insects that feed on human and animal blood and can be found in homes, most commonly in beds and fabric furniture. Bed bugs hide during the day and come out at night to look for blood.



### How do they get in?

Bed bugs can be brought in on used furniture, mattresses and clothes. When people travel, they can bring bed bugs in luggage from hotels and hostels. Once the bed bugs are in the home, it can spread from room to room.

### Description

Adult bed bugs are oval, wingless, reddish-brown, and about a quarter of an inch long, which is about the size of a pencil eraser. Before feeding they are flat, after feeding they turn dark red and become swollen. Eggs are white, 1mm long, laid in batches of 10 – 50 on rough surfaces such as wood or paper, and are covered with a glue-like substance. The egg shells often remain on the surface after the hatching.

### Habitat

Bed bugs live on other mammals and birds (chickens, mice, rats and rabbits) and may feed on humans if their primary hosts are removed. They generally feed at night and hide in crevices during the day. Dark and warm places are an ideal environment for bed bugs. Bed bugs can be brought into houses, apartments and shelters on clothing, bedding, luggage, and used furniture.

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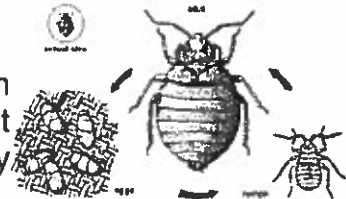
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**Food Source**

Animal or human blood. Bed bugs bite at night, usually all over the human body, especially around the face, neck, upper torso, arms and hands.

**Life Cycle**

Bed bugs can live between 5 weeks to 4 months, depending on the temperature. Bed bugs can survive 6 months to 1 year without food, and thus stay in their hiding place. Female bed bugs can lay 200-500 eggs in batches of 10-50 in one cycle.



**Signs of infestation**

Bed bugs live within mattress seams, on bed frame joints, on the back of headboards. Blood spots on sheets and bedding. Bed bug eggs, egg shells, and cast off skin on beds, bedding, and mattress. Clusters of small but very itchy red bumps on human skin. Possibly sweet, musty odour present in the room.

**Common Hiding Places**

- Seams, creases and folds of mattress and box spring
- Cracks in bed frame and head board
- Between cushions of couches and chairs
- Under area rugs and the edges of carpets
- In drawers and closets
- Behind electrical plates and under loose wallpaper, paintings, and posters
- In cracks in walls, floors and plaster



**Assessment**

Early detection of a bedbug infestation is important as a smaller population is easier to control. Bed bugs spread in a structural manner with each new infestation harder to control than the last.

# BED BUG IDENTIFICATION & INSPECTION CHECKLIST

PLEASE CHECK ANY AREA WHERE YOU FEEL THERE IS A CONCERN AND FOLLOW UP WITH NOTES AND A PHONE CALL TO YOUR SUPERVISOR REGARDING THE ISSUES YOU ENCOUNTERED DURING YOUR INSPECTION

## POTENTIAL SIGNS OF A BED BUG INFESTATION:

- RUST-COLORED SMEARS, SHED BED BUG SKIN, EGG SHELLS, AND LIVE BED BUGS ON BED SHEETS, PILLOWCASES, AND MATTRESSES
- SMALL ITCHY RED BUMPS ON SKIN
- A SWEET MUSTY ODOR

## INSPECTION CHECKLIST:

- USE A FLASHLIGHT IN A DARK ROOM TO INSPECT FOR POTENTIAL SIGNS OF BED BUGS
- REMOVE ALL BEDDING, CHECK SEAMS AND TAGS OF MATTRESS AND BOX SPRING THOROUGHLY
- EXAMINE CRACKS AND CREVICES IN BED FRAME AND HEAD BOARD
- EXAMINE PILLOWS, BLANKETS AND CURTAINS
- EXAMINE BEDROOM FURNITURE SUCH AS NIGHTSTANDS, DRESSERS, AND UPHOLSTERED FURNITURE
- EXAMINE FLOORS, BASEBOARDS, TRIM WORK, LOOSE WALL PAPER AND EDGE OF WALL-TO-WALL CARPETING
- EXAMINE CLOTHING IN CLOSET, AND UNDER/INSIDE STORAGE BOXES
- EXAMINE OTHER COMMON AREAS SUCH AS WALL-MOUNTED PICTURE FRAMES, MIRRORS AAND SWITCH PLATES, OUTLETS, INSIDE OF CLOCKS, AND PHONES
- IF YOU FIND A BED BUG PLACE IT IN A SEALED BAG INDICATING WHERE YOU FOUND IT AND WHEN

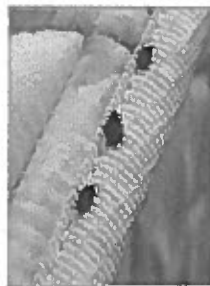
## WHAT TO LOOK FOR



Black or brown stains, usually in crevices

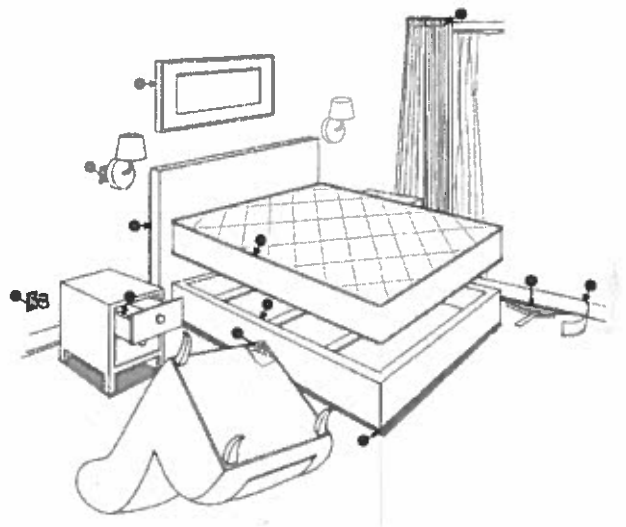
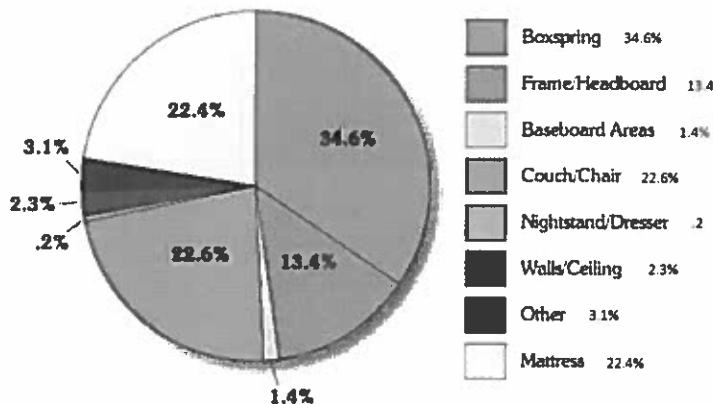


Molted skins



Adult bugs about the shape and size of an apple seed

## BED BUG HIDING SPOTS



INSPECTION COMPLETED BY \_\_\_\_\_

DATE \_\_\_\_\_

MANAGEMENT/ON-CALL NOTIFIED \_\_\_\_\_