

WESTFALL LOCAL SCHOOLS BED BUG PROTOCOL

If a bug is found on a child:

1. Bring the child to the Dean of Student's office to be checked
 - a. Place unneeded items into a plastic bag
 - b. Continue to check student and siblings daily until issue is resolved
2. Principal contacts Superintendent Cara Riddel
3. Principal or designee contacts parents to discuss what is happening
4. Notify teacher, custodian and other staff of suspected bug, have them check the room
5. Try to collect specimens using a tissue, piece of gauze or clear tape. **DO NOT DAMAGE** the bug
6. Notify Nancy Downing of suspected bug and transport specimen to Nancy in a sealed plastic bag. Bug will be taken in for identification as quickly as possible
7. Continue to be vigilant in searching the students involved and cleaning the room while waiting for the test results
8. If negative result, end here

If a positive result:

1. Principal informs the student's parents of positive ID
 - a. Suggest they seek professional help in eliminating the issue at home
 - b. Suggest clean, freshly laundered and sealed clothes be sent with students to school each day
 - c. Send only essential items to school with student and siblings
 - d. Suggest keeping school items sealed in plastic bag or tote at home until infestation is successfully treated
 - e. Request verification of successful treatment of the living space. This may come from licensed pest professional or health Department
2. Building principal, maintenance supervisor, superintendent discuss necessity of pest control at school
3. Custodians are asked to report additional bug sightings to supervisor
4. Custodians follow vacuuming procedures
 - a. Vacuum affected areas, including floor and baseboards
 - b. Remove the bag, place in sealed garbage bag for disposal. Do not use the same bag if moving to an uninfected area
5. Teachers will be asked to be vigilant in reporting any bugs
6. Questions should be directed to the building principal or business manager
7. Process continues until we have a verified successful treatment of the living space of the infested child

For more information, call/visit centralohiobedbugs.org