

Alexandria City Public Schools
Department of Student Services, Alternative Programs, and Equity

Bed Bug Protocol for Schools

Response for a bed bug found on a student or in a classroom

1. Person responsible for finding the bug should report the finding to the School Principal.
2. If a suspected bed bug is found on a child's clothing or in a school, efforts should be made to collect a specimen. The specimen should then be placed securely in a sandwich size plastic bag and sealed with tape. **Take care not to crush the specimen and please do not staple the bag.**
3. Live specimen can be stored in a labeled (date, time, and location), sealed, plastic bag in the freezer until ready to transport to Alexandria Health Department.
4. Ongoing individual student case management will be provided by School Health Services. Principals will alert the School Nurse to facilitate this intervention.
5. If a suspected bed bug is found on a student, he/she should not be sent home.
 - a. It is not necessary for the student to be isolated from other students.
 - b. Without drawing significant attention to the student, check the areas where the student sits or affected belongings may be placed for extended periods of time.
 - c. The student should be temporarily removed from the classroom so the school nurse or a qualified individual can perform an inspection of the student's clothing and other belongings (including: hat, shoes, jacket, backpack, and school supplies).
 - d. Try to collect any additional specimens for identification. **Keep specimens as intact as possible** (squashed specimens may not be identifiable).
6. If a student is believed to have brought a positively identified bed bug to school, consider notifying the student's parent or guardian and giving them the following suggestions:
 - a. If the home is being rented, notify a landlord immediately if an infestation is suspected.
 - b. If the home is owned by the parent or guardian and an infestation is suspected, a professional pest management company should be consulted immediately.
 - c. Send only essential items to school with the student.
 - d. Keep school items sealed in a plastic bag or plastic storage box with a lid at home to limit the likelihood of re-infestation.
 - e. Keep clean clothes sealed in a plastic storage box with a lid or trash bag until the student puts them on in the morning.
7. **Notification of other parents should only occur if a classroom infestation is identified.**
8. The Principal/Principal's designee should notify Facilities of the suspected bed bug. Facilities and/or Principal/Principal's designees should instruct custodial staff to thoroughly vacuum the room where the bed bug was found and dispose of the vacuum cleaner bag after cleaning the room (this should be conducted in the evening) .
9. Staff should monitor for additional signs of bed bugs over the following days.

Response for a bed bug infestation in a classroom or school

1. In the event that more than one bed bug is found in a classroom within a two week period or one is uncovered when ACPS provided school supplies or equipment is moved, an infestation should be suspected. (Random bed bugs on a student or his/her belongings should NOT be considered an infestation, but rather a hitchhiker, unless other bugs are found in the classroom.) In the event that a classroom, or multiple classrooms, is suspected of having an infestation, The Alexandria Health Department will work with the Health Services Coordinator, Facilities, and the Principal to determine if the school needs professional extermination inspection/services.
2. In the event more than one bug is found or one is uncovered within ACPS supplies or equipment, the School Principal, or designee, should complete the “Bedbug Specimen Data Submission Form” (Addendum A) and a designated school staff member should take the specimen/s and form to:
 - a. Alexandria Health Department-Environmental Health Division, 4480 King Street Suite 360, Alexandria, VA 22302
 - b. (Hours: 8:00 am–4:30 pm Monday, Tuesday, Wednesday, Friday; 1:00 pm – 4:30 pm Thursday)
3. The Environmental Health Division will identify the specimen, within one business day, and will notify the ACPS Health Services Coordinator who will notify the School Principal, Facilities, and the School Nurse.
4. Principal will notify the ACPS Facilities Department to schedule a Pest Management consultation if there is evidence of a possible infestation.
5. Pest Management will schedule a service date.
6. A complete inspection of the room where the specimen was captured will be performed.
7. Licensed pest control specialists will remediate as needed.
8. Do not remove anything from the affected area until directed to do so by a pest management company or the Alexandria Health Department. We want to limit the possible spread of the insects by transporting them to other areas of the school. If no other insects are found on inspection of the classroom, it is not necessary to vacate the space prior to a pest management inspection.
9. The School Principal should provide the school community with the following information:
 - a. Alexandria Health Department pamphlet on bed bugs.
 - b. Parent or Guardian notification letter (Addendum B). **The Health Services Coordinator and Health Department Director must be consulted prior to sending this letter home.**

How to keep bed bugs out of the classroom

1. Keep the classroom, especially coat and backpack closets, as clean and free of clutter as possible.
2. Hard surfaces can be cleaned by **custodial staff** with ACPS approved cleaning products to remove eggs.
3. Custodians should vacuum areas that students typically store their belongings in (example: coat closet) as well as the baseboards where the carpet meets the wall.
4. Custodians should dispose of vacuum bag immediately after vacuuming.
5. Consider assigning students their own plastic storage box with a tightly sealed lid. This will help

keep the bed bugs on one student's belongings from infesting another student's belongings. If possible, use a white box. This will make it easier to identify any bed bugs that remain in the box.

6. For more information visit the Alexandria Health Department website at <http://alexandriava.gov/Bedbugs>, or call the Environmental Health Division at 703.746.4910.

Additional Resources

If there are additional concerns, please contact the ACPS Facilities Department at 703.619.8038 or the Health Services Coordinator at 703.619.8341

Virginia Department of Agriculture and Consumer Services

<http://www.vdacs.virginia.gov/pdf/bb-book.pdf>

<http://www.vdacs.virginia.gov/forms/pesticideServices/bb-millermethods.pdf>

New York City Department of Education Office of School Support Services, Bed Bug Protocol for Schools, available at

<http://schools.nyc.gov/NR/ronlyres/8E645CCF-37CF-481E-82C3-63A3EEDD9007/0/BedBugKit.pdf> - primary source for this protocol

**Alexandria City Public Schools
Office of Student Services
School Health Services**

**Bed Bug Protocol for Schools
APPENDIX A**

Bed Bug Specimen Data Submission Form

Date specimen was found

Location where specimen was found

On a student

On a student's belongings

On furniture/wall within a room

Other:

Room Number

School Name

School Phone Number

School Address

School Principal Name

School Principal Phone Number

Comments

Take care not to crush the specimen and do not staple the bag to the form. Place specimen in a sandwich size plastic bag, sealed with tape, and bring specimen with this form to:

Alexandria Health Department
Environmental Health Division
4480 King Street
Suite 360
Alexandria, VA 22302

For questions call 703.746.4910

February 22, 2017

**Alexandria City Public Schools
Office of Student Services
School Health Services**

**Bed Bug Protocol for Schools
APPENDIX B**

On School Letterhead

Do not send letter before discussing with ACPS Health Services Coordinator and the Alexandria Health Department Director.

Dear Parent or Guardian:

We are writing you to let you know that we recently found a bed bug in your child's classroom. We want to keep you informed of what is happening here and what we are doing to resolve the issue.

We are working with the Alexandria Health Department and a licensed pest control company to address this concern. We are conducting classroom inspections and will determine the appropriate treatment actions needed.

Bed bugs are a nuisance but they are not a public health threat. Bed bugs are found in many places including hotels, homes, planes and movie theaters. Bed bugs can bite, usually at night; the bite can cause mild swelling and an itch. Bed bugs do not spread disease.

What to do if you have concerns:

- If you think your child has been bitten by a bed bug, apply simple first-aid measures; if you have concerns, contact your physician
- If you have any questions regarding bed bugs within your child's school, please contact the school office
- If you have any questions regarding bed bugs found in your home, please call the Alexandria Health Department Environmental Health Division at 703.746.4910 - they will provide advice.

For more information about bed bugs visit <http://alexandriava.gov/Bedbugs>

Sincerely,

Name
Principal
School Name

February 22, 2017