



TULSA PUBLIC SCHOOLS BED BUG PROTOCOL

Bed bugs are small insects that feed on human blood. They are usually active at night when people sleep. Bed bugs are usually not seen during daylight hours. Although bed bugs are becoming a very common problem that 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.

1. If a suspected bed bug is found on a student, he or she **should not** be sent home, but parents should be notified. Contact the parent, legal guardian, or person responsible for the student and discuss the situation. Inform them of the protocol that will be followed.
2. The student should temporarily be removed from the classroom so the School Nurse, Health Assistant, or a qualified individual can perform an inspection of the student's clothing and other belongings (including hat, shoes, jacket, backpack and school supplies). This inspection should be done in a confidential and private area.
3. Without drawing significant attention to the student, check the areas where the student sits or affected belongings may be placed for an extended period of time.
4. To confirm there are bed bugs, positive identification is required. Try to collect specimens for positive identification. Place the specimen securely in a sandwich size plastic bag and seal with tape. Try not to crush the bug and do not staple the bag. Keep specimens as intact as possible. Please note that pictures cannot be used to identify a suspected bed bug. Only actual bug specimens can be analyzed.
5. The School Principal or designee should contact the Director of Maintenance for pick up.
6. The Director of Maintenance will contact the Pest Management Company to identify the specimen, usually the same day, and upon confirmation that it is a bed bug, The Pest Management Company will notify the Director of Maintenance who will notify the School Principal and the Director of Health Services.

Confirmation of Bed Bug in the School Setting

1. When the Director of Maintenance receives confirmation from the Pest Management Company the School Principal and Director of Health Services will be notified by the

Director of Maintenance. No items should be removed from the affected area until directed to do so by the pest management company.

2. The Director of Maintenance will schedule a pest management inspection with the Pest Management Company. Note: If no other insects are found on inspection of the classroom, it is not necessary to vacate the space prior to pest management inspection.
3. Pest management will schedule a service date with the Director of Maintenance and licensed pest control specialist will remediate as needed.
4. After positive identification of an infestation, the School Principal, with the assistance of the Director of Health Services will provide the school community with appropriate information such as the Tulsa Health Department Bed Bug Fact Sheet and Health Services' Bed Bug Notification letter. **Parental notifications should only occur if a classroom infestation is identified. The Director of Health Services will notify the Director of Public Information, prior to parental notification.**

Recommendations For Keeping Bed Bugs Out Of The Classroom

1. Keep the classroom, especially coat and backpack closets as clean and free of clutter as possible.
2. Custodians should vacuum areas that students typically store their belongings in, such as coat closets, etc.) as well as baseboards where the carpet meets the wall.
3. Custodians should dispose of vacuum bags immediately after vacuuming.
4. 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.

Suggestions to Share with the Parent, Legal Guardian, or Person Responsible for Student's Care

1. When discussing the situation with the parent, legal guardian or person responsible for the student's care the following suggestions can also be given:
 - a. If the home is rented, notify the landlord immediately, especially if an infestation is suspected.
 - b. If the home is owned they can contact a professional pest management company for assistance. Tulsa Health Department can also be contacted for assistance.
 - 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.

For additional information/concerns contact Health Services (918-746-6364).