

Toronto District School Board

Operational Procedure PR599

Title: **BED BUGS (CIMEX LECTULARIUS)**

Adopted: November 17, 2009, **June 14, 2011**

Revised:

Reviewed April 2012

Authorization: Administrative Council

1.0 OBJECTIVE

To provide a standard of practice for all schools, outdoor education centres, child care centres, and administrative sites when addressing the issue of bed bugs

2.0 RESPONSIBILITY

Chief Employee Services Officer

3.0 DEFINITIONS

Bed bugs are oval-shaped insects without wings that bite at night. They prefer to feed on human blood but also bite mammals and birds. Signs of bed bugs are bites or rashes on humans especially around the face, neck, upper torso, arms and hands; physical signs such as blood spots on furniture, bedding, carpeting or walls; and the bugs themselves.

4.0 PROCEDURES

4.1. All Schools and Work Sites, Except Outdoor Education Centres and Child Care Centres

- (a) Any employee who notices signs of bed bugs in any teaching area or work site shall promptly notify the principal or manager of the site. After hours, reporting shall be made to the TDSB Call Centre at 416-395-4620.
- (b) If signs of bed bugs are confirmed, the principal or site manager shall promptly notify:
 - (i) Head caretaker/family team leader
 - (ii) Manager, Occupational Health and Safety
 - (iii) Superintendent of education
 - (iv) Toronto Public Health

- (v) Organizations leasing space in the school
- (c) If a Toronto Public Health inspector is assigned, the principal/site manager and head caretaker/family team leader shall liaise with the Toronto Public Health inspector.
- (d) The head caretaker shall follow the procedures as outlined in the Pest Control and Extermination Services section of the Caretaking Handbook.
- (e) If appropriate, the family team leader shall contact the Purchasing Department to engage the services of a pest control provider.
- (f) The family team leader shall request written information about the nature of the treatment that is to be provided before treatment is started.
- (g) If treatment is required, the principal/site manager shall promptly send a letter of notification to parents, staff, and organizations that lease space at the school. Communication shall occur in consultation with the Communications and Public Affairs department. (Form 599A is a sample letter.)

4.2. Outdoor Education Centres

- (a) Any employee who notices signs of bed bugs shall promptly notify the site manager. After hours, reporting shall be made to the TDSB Call Centre at 416-395-4620.
- (b) If signs of bed bugs are confirmed, the site supervisor shall contain the situation, inform the principal of the visiting school, and make arrangements for the students to be transported home if appropriate.
- (c) The site supervisor shall also notify:
 - (i) Vice-principal, Program – Special Projects, who will notify the central co-ordinating principal, Program
 - (ii) Manager, Occupational Health and Safety
 - (iii) Toronto Public Health or local public health authority
- (d) If a Public Health inspector is assigned, the principal/site manager and head caretaker/family team leader shall liaise with the Public Health inspector.
- (e) The site supervisor shall inform site-based staff, Food Services, and Transportation Services, as appropriate.
- (f) If appropriate, the family team leader shall contact the Purchasing Department to engage the services of a pest control provider.
- (g) the family team leader shall request written information about the nature of the treatment that is to be provided before treatment is started.

- (h) The principal of the visiting school shall notify parents by letter. Communication shall occur in consultation with the Communications and Public Affairs department. (Form 599B is a sample letter.)
- (i) When treatment has been completed, the site supervisor or family team leader shall obtain written recommendations from the pest control company as to the appropriateness of using the facility and forward these to the vice-principal, Program - Special Projects, and the Manager, Occupational Health and Safety.
- (j) The site supervisor, vice-principal, Program - Special Projects, central coordinating principal, and manager, Occupational Health and Safety shall determine next steps which may include continued operation of the site, partial closure of the site, or complete closure of the site and re-scheduling of visiting schools.
- (k) If it is deemed appropriate for a school to use the site during treatment, or if a school is the first to use a site following treatment, the site supervisor shall disclose the details of the treatment and recommendations to the administration of the visiting school so appropriate precautions can be taken.
- (l) The principal of the visiting school shall notify parents as appropriate in consultation with Communications and Public Affairs. (Form 599C is a sample letter.)

4.3. Child Care Centres

- (a) Any employee who notices signs of bed bugs in any area of the child care centre shall promptly notify the supervisor of the child care centre.
- (b) If signs of bed bugs are confirmed at a child care centre, the supervisor of the child care centre shall promptly notify the principal of the school or the head caretaker (during schools holidays or summer). After hours, reporting shall be made to the TDSB Call Centre at 416-395-4620.
- (c) The principal shall promptly notify:
 - (i) Head caretaker/family team leader
 - (ii) Manager, Occupational Health and Safety
 - (iii) Superintendent of education
 - (iv) Toronto Public Health
 - (v) Other organizations leasing space in the school
- (d) If a Toronto Public Health Inspector is assigned, the principal, child care centre supervisor, and head caretaker/family team leader shall liaise with the Toronto Public Health Inspector.

- (e) The head caretaker shall follow the procedures as outlined in the Pest Control and Extermination Services section of the Caretaking Handbook.
- (f) If appropriate, the family team leader shall contact the Purchasing Department to engage the services of a pest control provider.
- (g) The family team leader shall request written information about the nature of the treatment that is to be provided before treatment is started.
- (h) If treatment is required, the principal/site manager shall promptly send a letter of notification to parents whose children attend the school, school staff, the child care centre, and other organizations that lease space at the school. Communication shall occur in consultation with the Communications and Public Affairs department. See Form A for a sample letter.

4.4. Evidence of Bed bugs Off School Property

If a student comes to school with visible signs of bed-bug bites, principals are encouraged to send home with the student information on bed bugs including the Toronto Public Health fact sheet. Visible signs of bed bugs on the person or belongings of a student must be treated with sensitivity and some degree of confidentiality. If the concern continues then the principal could make a referral to Toronto Public Health for them to investigate and assist the family.

It is important to note that bed bugs can happen anywhere in our city and that all efforts need to be made to prevent stigmatizing any individual or school communities in the process.

5.0 REFERENCE DOCUMENTS

Form 599A: Signs of Bed Bugs Reported (Notification Letter)

Form 599B: Students Sent Home from Outdoor Education Site (Notification Letter)

Form 599C: Signs of Bed Bugs; Continued/Resumed Use of Facility (Notification Letter)

Toronto Public Health Fact Sheet