

# **Bedbug Response flow chart**

Facilities Worker receives request or assignment such as handling/moving:

- Abandoned furniture
- Bed sheets, mattresses, box springs, bed frame and headboard
- Couches, chairs, dust covers
- Rugs and carpet
- Curtains, paintings, posters
- Telephones, radios and clocks

Facilities worker conducts a visual inspection of the item for signs of bed bugs, their eggs and fecal matter spots. No Building Occupants (e.g. Are there Non-facilities workers) signs of bed bugs? Yes **Facilities Worker** completes task. Worker contacts their supervisor immediately. Inspects their own clothing including Supervisor hats and shoes. Informs property manager and department manager Property Manager contacts trained pest management professional to inspect for bed bugs in reported location(s) and actions a plan to treat for infestation if Yes applicable. Department notifies staff of findings and treatment. If Are there possible, secure area to prevent access. See also resources from the City of Toronto (Note 1). signs of bed bugs? Worker/occupant Inspects their own clothing, bags, boxes, lockers, desks for signs, etc. for bedbugs. No If there are signs of bed bug contamination on their clothing (including hat and shoes), dispose of the clothing or wash in hot water and place in dryer on End high heat for 30 minutes. Place contaminated clothing in plastic bags (double bag) and seal until they can

be disposed of or washed. Also see Note 2.





# Department Manager

- Secures the area
- Liaise with occupants/workers
- Provide alternative workspace (if applicable)

### **Property Manager**

- Contacts pest control company to initiate investigation
- Assist department manager in re-locating occupants (if applicable)
- Appraise Caretaking department of the situation.

# Property Manager/Department Manager

- Based on findings from pest control professionals, determine what will be discarded and what will be kept.
- It is highly recommended that even items that will be thrown away be treated/cleaned (see City of Toronto's comments and recommendations in Note 3).

### **Property Manager**

- Arranges for bed bug treatment by pest control professionals
- Communicates to department manager preparations required for bed bug treatment. Most pest control companies will have guidelines prepared. Some general guidance is provided by the City of Toronto (see Note 4).
- Arrange for steam cleaning after bed bug treatment (where applicable)

### Department Manager

- Communicate and prepare occupants for bed bug treatment

Bed bug treatment by pest control professionals (e.g. vacuuming, steam treatment cleaning, powder, K9 inspection, where applicable)

Occupants and workers resume regular activities. It is recommended that treated or steamed clean items for disposal also be wrapped in plastic or placed in sealed plastic bags (carried out by Facilities staff, e.g., Campus Moving).

**↓** End

#### ENVIRONMENTAL HEALTH & SAFETY



#### Notes:

- City of Toronto Factsheets on bed bugs:\_ http://www.toronto.ca/health/bedbugs/factsheets.htm
- 2. It is recommended that worker who are most likely to encounter bed bugs in their jobs maintain another set of clothing at the workplace.
- 3. The City of Toronto indicates that simple disposal of infested items is NOT a sound approach to bed bug control as re-infestation can occur easily and bed bugs may be spread in the processing of removing the furniture, etc. If the decision to throw out bed bug infested furniture/items is made, these are the City's recommendations:
  - Take apart, deface or damage the items so it cannot be re-used (i.e. make it unappealing for 3<sup>rd</sup> parties). Mattresses should be slashed or otherwise damaged to make it unusable and wrapped.
  - Wrap furniture in plastic so bed bugs cannot escape. This should be done in the unit before the mattress is removed.
  - Put in trash shortly before pick-up so it does not sit unattended for a long time.

If workers are to handle bed bug infested items, the following recommendations are made (by EHS):

- 1. Wear disposable PPE: disposable hooded tyvek coveralls (head to toe), disposable shoes covers and disposable gloves are recommended. Double bag these items when done for disposal.
- 2. Wash clothes in <u>hot</u> water and then dry on <u>high heat</u> for at least 30 minutes. If it is not possible to wash the clothes immediately after, store clothing in sealed sturdy plastic bags (double bag) until they can be washed. If clothing is to be discarded, seal in plastic bag and follow instructions above for furniture.
- 3. Shoes should be carefully inspected.
- 4. Practice good hygiene (washing hands with soap and water before eating, drinking, smoking).
- 4. City of Toronto Bed Bug Treatment Preparations (includes checklists for Tenants and Property Managers): <a href="http://www.toronto.ca/health/bedbugs/treatprepfactsheet.htm">http://www.toronto.ca/health/bedbugs/treatprepfactsheet.htm</a>