



## Bed Bug Prevention and Response Policy

### DRAFT 1

Effective Date:

Authorized By:

#### 1. Purpose

- 1.1. Protect the health, safety, and educational access of students and staff by preventing and managing bed bug introductions and infestations in USDB schools, programs, vehicles, and residential facilities.
- 1.2. Establish clear procedures for identification, reporting, and response to suspected or confirmed bed bug activity.
- 1.3. Align USDB practices with:
  - 1.3.1. [Utah Administrative Code R392-200](#) – Sanitation and Safety of Schools, including [R392-200-18 Pest Management](#) and related sections, which require schools to implement Integrated Pest Management (IPM) to minimize pests that bite, sting, or pose health risks.
  - 1.3.2. [Utah Department of Agriculture and Food Rule R68-7](#), Utah Pesticide Control Rule, for licensed pesticide use in schools.
  - 1.3.3. U.S. Environmental Protection Agency (EPA). Recommendations for bed bug management in schools using Integrated Pest Management (IPM). ([US EPA](#))
  - 1.3.4. This policy applies to all USDB-operated buildings, classrooms, residential facilities, vehicles, and any district-sponsored program or activity where students or staff are present.

#### 2. Definitions

- 2.1. **Bed Bug (Cimex lectularius):** A small, wingless, blood-feeding insect that often hides in cracks, crevices, furniture, and clothing, and is most active at night.
- 2.2. **Introduction:** A small number of bed bugs or a single bed bug brought into a school or vehicle, typically on clothing, backpacks, or personal items, without evidence that the pest has established a breeding population in the facility.
- 2.3. **Infestation:** Evidence of a breeding population of bed bugs in a facility (e.g., multiple live bugs, cast skins, eggs, fecal spots) indicating that the pests are living and reproducing on site.

- 2.4. **Integrated Pest Management (IPM):** A decision-making process that coordinates prevention, monitoring, sanitation, building maintenance, and, when necessary, targeted pesticide applications to manage pests at acceptable levels with minimal risk to people and the environment.
- 2.5. **IPM Coordinator:** The individual designated by USDB to oversee the IPM plan and pest management activities, as required by [R392-200-18](#).

### 3. **Guiding Principles**

- 3.1. **Integrated Pest Management (IPM):** USDB will manage bed bugs using IPM practices that prioritize prevention, monitoring, physical controls, and targeted use of pesticides only when necessary, as required by Utah's School Rule.
- 3.2. **Least Risk:** Control measures must minimize exposure of students, staff, and visitors to pesticides while effectively managing pests.
- 3.3. **Educational Access:** In alignment with EPA and Utah LEA practices, students will not be excluded from school solely due to the presence or suspicion of bed bugs, except when directed by public health authorities.
- 3.4. **Respectful, Confidential Response:** All responses will be handled discreetly and respectfully, minimizing stigma to students and families.
- 3.5. **Collaboration:** The USDB will collaborate with local health departments, licensed pest management professionals, and families to effectively manage bed bugs.

### 4. **Roles and Responsibilities**

- 4.1. **USDB Administration**
  - 4.1.1. Ensure the USDB has a written IPM plan that satisfies Utah Administrative Code [R392-200-18](#) and related sections. ([Administrative Rules of Utah](#))
  - 4.1.2. Allocate resources for prevention, monitoring, staff training, and professional bed bug management where necessary.
- 4.2. **IPM Coordinator**
  - 4.2.1. Maintain the written IPM plan and incorporate bed bug-specific procedures consistent with this policy.
  - 4.2.2. Coordinate inspections, contracts, and communication with pest management professionals and local health departments.
  - 4.2.3. Maintain pest sighting logs, treatment records, and Safety Data Sheets (SDS) for any pesticides used.
- 4.3. **Educational Directors**
  - 4.3.1. Ensure all staff know how to recognize and report suspected bed bugs.

- 4.3.2. Implement the response procedures outlined in this policy.
- 4.3.3. Coordinate communication with families and staff when bed bugs are suspected or confirmed to be present.

#### **4.4. School Nurses**

- 4.4.1. Discreetly assess students if bed bug presence is reported on their clothing or belongings.
- 4.4.2. Provide health information and support to students and families, using CDC/Utah Department of Health/EPA educational materials as appropriate.

#### **4.5. Facilities Staff**

- 4.5.1. Reduce clutter and maintain sanitation according to IPM and school sanitation requirements.
- 4.5.2. Implement non-chemical control measures (vacuuming, laundering, mattress encasements, sealing cracks and crevices) when directed by the IPM Coordinator or pest management professional. ([US EPA](#))

#### **4.6. Teachers and Staff**

- 4.6.1. Report suspected bed bugs promptly to the administration or the IPM Coordinator.
- 4.6.2. Support prevention efforts (limiting clutter, organizing storage areas, and monitoring student belongings when concerns arise).

#### **4.7. Parents/Guardians and Students**

- 4.7.1. Notify the school if bed bugs are found in the home and follow recommended treatment and laundering practices to reduce the risk of introducing bed bugs into the school environment. ([US EPA](#))

### **5. Prevention and Education**

#### **5.1. USDB will:**

- 5.1.1. Maintain clutter-free classrooms, storage areas, and residential spaces to minimize hiding places and facilitate inspection and cleaning.
- 5.1.2. Provide annual training for relevant staff (administrators, nurses, custodial staff, residential staff, and others) on:
  - 5.1.2.1. Bed bug identification and signs.
  - 5.1.2.2. Distinction between introduction and infestation.
  - 5.1.2.3. Proper reporting and response procedures.
  - 5.1.2.4. Safe handling of student belongings and use of non-chemical controls. ([US EPA](#))
- 5.1.3. Provide educational materials for families, referencing EPA and Utah Department of Health resources on bed bug identification, prevention, and home treatment.

### **6. Reporting and Initial Response**

- 6.1. **Suspected Bed Bug on a Student's or Personal Belongings**
  - 6.1.1. When bed bugs or suspicious insects are seen on a student's clothing or belongings:
  - 6.1.2. The student will be discreetly escorted to the school nurse or designated staff member for assessment.
  - 6.1.3. Staff will attempt to collect a specimen (if possible, without alarming the student) in a sealed container or with clear tape for identification by the IPM Coordinator or pest management professional.
  - 6.1.4. The student's personal items (backpack, coat, etc.) may be:
    - 6.1.4.1. Inspected,
    - 6.1.4.2. Placed in a tightly sealed plastic bag or Rubbermaid container during the school day, and
    - 6.1.4.3. Sent home with written instructions for laundering and inspection (e.g., drying on high heat for at least 30 minutes). ([US EPA](#))
  - 6.1.5. The student will not be excluded from school solely on the basis of a suspected or confirmed bed bug on belongings, unless directed otherwise by public health authorities.
  - 6.1.6. The school will notify the parent/guardian and provide guidance on home inspection and treatment, including reputable public health and EPA resources.

## **7. Suspected Bed Bug in a Classroom, Vehicle, or Common Area**

- 7.1. When staff see or suspect bed bugs in a classroom, vehicle, or common area:
- 7.2. The staff member will immediately report the sighting to the administrator and IPM Coordinator.
- 7.3. Samples will be collected if possible for identification.
- 7.4. The IPM Coordinator or designee will:
  - 7.4.1. Inspect the area and nearby spaces,
  - 7.4.2. Document the sighting in the pest log, and
  - 7.4.3. Determine whether the situation is likely an introduction or a possible infestation based on evidence (number of bugs, signs, and locations).
  - 7.4.4. If a bed bug is found in a vehicle, it will be immediately removed from service, thoroughly cleaned, including vacuuming of seats and seams, and then thoroughly inspected before being returned to service.

## **8. Response to Confirmed Bed Bugs**

- 8.1. Introduction (Single or Few Bed Bugs, No Evidence of Breeding)
  - 8.1.1. If evidence indicates a limited introduction, no school closure is warranted. The EPA does not generally recommend closing schools due to individual bed bug sightings. ([US EPA](#))

- 8.2. The affected area will be:
  - 8.2.1. Thoroughly vacuumed, with vacuum contents immediately sealed and disposed of.
  - 8.2.2. Inspected for cracks, crevices, or clutter that could harbor bed bugs.
  - 8.2.3. Decluttered and reorganized as needed. (US EPA)
- 8.3. The IPM Coordinator may consult a licensed pest management professional to verify that an infestation is not present.
- 8.4. Parents/guardians of directly affected students may receive targeted notification and education at the administrator's discretion.

## **9. Infestation (Evidence of Breeding Population)**

- 9.1. If an infestation is suspected or confirmed:
- 9.2. The IPM Coordinator will immediately engage a licensed pest management professional experienced with bed bugs in schools and residential facilities. (US EPA)
- 9.3. An IPM-based treatment plan will be implemented, focusing on:
  - 9.3.1. Physical measures (vacuuming, steam or heat treatments, mattress/box spring encasements, sealing cracks and crevices, removal of heavily infested items) and
  - 9.3.2. Targeted pesticide applications only when necessary and in compliance with R392-200-18 and R68-7. (US EPA)
- 9.4. Pesticides, if required:
  - 9.4.1. Must be applied only by appropriately licensed applicators.
  - 9.4.2. Must be labeled for bed bug control and used strictly in accordance with the label directions.
- 9.5. Prohibited Methods:
  - 9.5.1. Pesticides may not be applied when children are present. Reentry times on labels will be observed. Students will not return until the IPM Coordinator authorizes reentry. (US EPA)
  - 9.5.2. "Bug bombs" or total release foggers are strictly prohibited.
  - 9.5.3. Routine or calendar-based pesticide applications are prohibited. All use must be targeted and based on IPM principles.
- 9.6. Communication and Notification
  - 9.6.1. Parents/guardians of students in the affected classroom or area will be notified and provided with educational materials on prevention and management strategies for use at home.
  - 9.6.2. Staff working in the affected area will be informed of inspection results and next steps.
- 9.7. Monitoring
  - 9.7.1. Follow-up inspections will be conducted to confirm the infestation has been resolved.

9.7.2. Monitoring devices (such as interceptors) may be used in classrooms, dorms, or offices, as recommended by the pest management professional. ([US EPA](#))

## **10. Residential Facilities**

10.1. For any USDB-operated residential facilities, USDB will:

- 10.1.1. Follow [R392-200-21 – Boarding and Lodging](#), which sets health and sanitation expectations for student boarding rooms.
- 10.1.2. Perform routine inspections of sleeping areas and common areas for signs of bed bugs.
- 10.1.3. Use mattress and box spring encasements where appropriate and maintain clutter-free rooms and storage spaces.
- 10.1.4. Provide clear procedures for residents and staff to report suspected bed bugs and for the immediate isolation and treatment of affected rooms.  
Provide temporary alternative sleeping arrangements for students whose rooms require intensive treatment, ensuring continuity of educational access and support services.

## **11. Communication with Families and Staff**

- 11.1. **Annual Notification:** USDB's IPM policy, including information on bed bug prevention and response, shall be made available to families and staff on the USDB website.
- 11.2. **Incident-Specific Notification:** When an infestation has been confirmed in a classroom, program area, or residential facility, parents/guardians and affected staff will receive:
  - 11.2.1. A description of the situation (without identifying individual students).
  - 11.2.2. Steps taken to inspect and treat the area.
  - 11.2.3. Evidence-based information about bed bugs and home prevention, referencing EPA and Utah Department of Health resources. ([US EPA](#))

## **12. Recordkeeping**

- 12.1.1. The IPM Coordinator will maintain:
  - 12.1.1.1. Bed bug sighting and complaint logs.
  - 12.1.1.2. Inspection and monitoring records.
  - 12.1.1.3. Treatment records, including methods used, dates, applicator name, and license (if applicable), and product labels.
  - 12.1.1.4. Copies of parent/staff notifications related to bed bug incidents.
- 12.2. Records will be provided to the local health department or other regulatory agencies upon request, pursuant to [R392-200-18\(2\)](#).

**13. Compliance and Review**

- 13.1. This policy is part of USDB's broader Integrated Pest Management Plan, as required under Utah Administrative Code [R392-200-18](#).
- 13.2. The IPM Coordinator will review this policy at least every three years, or earlier as:
  - 13.2.1. State rules or Utah Code are amended;
  - 13.2.2. EPA or Utah Department of Health guidance on bed bugs in schools is updated; or
  - 13.2.3. USDB experience indicates that changes are necessary to better protect students and staff.
- 13.3. The local health officer may recommend modifications to USDB's IPM plan if bed bug or other pest management practices fail to adequately address health or safety risks, as authorized by [R392-200-18\(4\)](#).