

Template

Contra Costa Bed Bug IPM Procedures for Residential Facilities Serving the Homeless

Bed Bug Prevention Protocols

Resident Intake

- Instruction on Bed Bug Prevention at Intake
 - Upon intake, each resident will be instructed on the facility’s Bed Bug Prevention Plan and will be given [*insert provider name*] Bed Bug protocols.
- Property Allowed in the Facility
 - Each resident will only be allowed to bring essential possessions into the facility.
 - Residents are only allowed [*insert #*; no more than 2 is recommended] garbage bags of personal property when entering the facility.
 - Residents will be given 2 plastic totes with snap-on lids or 2 drawers, 1 labeled “Clean Clothes” and the other labeled “Dirty Laundry”.
 - Each resident should be assigned totes with numbers that correspond to their assigned bed/room.
 - Residents’ property must fit into their assigned “Clean Clothes” tote/drawer.
 - All clothing and belongings must be washed and/or heat-treated according to the instructions below (see: Laundering and Heat-Treatment Instructions) before being placed in a tote/drawer.
 - Items that cannot be laundered or heat-treated (electronics, jewelry, personal papers, etc.) must be kept sealed in a large Ziploc bag provided by the facility.
 - Any property that shows evidence of bed bugs and cannot be washed in the machine or heat-treated in the dryer is not allowed in the facility.

[Note: It is strongly recommended that totes should be made of clear, slick plastic and have snap-on lids to deter bed bugs from crawling out or in.]

Intake Process

1. Residents shower and put on clean clothes [donated clothes can be used for this purpose].
2. Residents unpack and wash or heat-treat all clothes and belongings (see Laundering and Heat-Treatment Instructions).
3. Residents are assigned a bed/room.
4. Residents are issued totes with a number corresponding to their bed/room.
5. Residents pack all clothing and belongings into the “Clean Clothes” tote.
6. Residents will be allowed to enter sleeping area after all procedures are completed.

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Laundering and Heat-Treatment Instructions

[It is recommended that the facility have several washing machines and several commercial dryers on site. It is also recommended that facilities provide laundry detergent for residents to use in the facility's laundry room. Property that cannot be treated in this way should not be allowed into the facility. If it is a valuable personal item, it should be kept in a sealed Ziploc bag inside a tote.]

- Everything that is washable should be washed in the washing machine with laundry detergent, and then dried in a hot dryer for at least 30 minutes.
- The temperature of the water does not matter as long as all items are dried in a drier on the high heat setting for at least 30 minutes.
- Do not over-fill the dryer. Items must tumble freely.
- Property that cannot be easily washed (woolen clothing, shoes, stuffed animals, etc.) should be heat-treated by placing dry articles into the dryer on the high heat setting for 30 minutes.
- Facility is not responsible for any items that might be damaged or destroyed.

Note: During intake hours, only newly-entering residents will be allowed to use the laundry facilities.
This is to allow new residents to do laundry promptly.

Cleaning any New Property Brought into the Facility

- Whenever new property is brought into the facility, it must be treated according to the laundering and heat-treatment instructions above.
- Any new property must fit comfortably into assigned totes/drawers.

Storage of Belongings

- All residents are responsible for keeping their belongings stored inside totes/drawers.
- Totes must not be over-filled. They must seal easily on all sides.
- Clean clothes should be kept in the tote marked "Clean Clothes". Soiled laundry should be kept in the tote marked "Dirty Laundry".
- No clothes or other property can be hung on or near the bed.
- Any items not stored properly will be discarded [It is recommended that staff log and inventory discarded items.]

Bed Bug Awareness

- All residents are responsible for being alert to any evidence of bed bugs including bites, live bugs, and dark spots and/or stains on linens.
- All residents and/or staff must perform a daily inspection for bed bug evidence.
- All evidence or suspected evidence must be reported to staff immediately.
- Staff must instruct residents on what to look for, using visual aids.

Weekly Cleaning and Bed Bug Inspection

- All residents and/or staff must participate in a weekly cleaning and bed bug inspection.
- Staff will monitor this procedure to make sure it is done properly and that everyone completes each task.
- Each week, beds should be stripped and all bed linens should be washed and dried, including sheets, blankets, pillowcase, and pillow, see Laundering and Heat-Treatment Instructions above.

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Procedure for Stripping a Bed

- Loosen the bed linens at all four corners of the bed.
- Pull each corner toward the middle of the bed (pull all layers at once).
- Roll into a ball and place in the tote marked “Dirty Laundry”.
- If it cannot fit securely, place in a plastic garbage bag and tie the top closed to prevent any bed bugs from escaping on the way to the laundry room.
- Plastic bags must not be over-filled. There should be enough room to properly tie up the bag.

- All clothes and belongings must be washed and dried or heat-treated each week according to the laundering instructions above.
 - Residents must transport clothes and belongings to the laundry room inside totes.
 - While items are being washed and dried, totes must be
 - inspected for evidence of bed bugs
 - sprayed inside and out with a general cleaning solution; wiped and dried
 - Any evidence of bed bugs should immediately be reported to the staff.
 - All clean belongings and bed linens must be placed in the clean totes to be transported back to the sleeping area.
- Residents and/or staff must inspect mattresses and bed frames each week for evidence of bed bugs, and report any evidence to staff immediately.
- Residents and/or staff must wipe down mattresses and bed frames each week with a general cleaning solution.

[**Note:** It is strongly recommended that facilities use welded metal beds (not tubular) and mattress encasements such as Sleep Fresh® (<http://www.pharmacy-solutions.com/fresh.htm>) to reduce hiding places and make inspection and cleaning easier.]

If an Infestation is Found

Staff must immediately implement the following procedures [recommend within 2 hours] when an infestation is found.

Resident Responsibilities if Bed Bugs are Discovered

- Resident(s) in the infested bed(s) must strip their bed(s) and wash and dry all bed linens, including sheets, blankets, pillowcase, and pillow.
- Resident(s) in the infested bed(s) must wash or heat-treat all clothing and belongings.
- Resident(s) must use totes to transport laundry to the laundry facility.

Note: See Procedure for Stripping a Bed and Laundering and Heat-Treatment Instructions, above.

[**Note:** If the incident occurs after hours, the resident can be accommodated in another bed or room (even a space such as the dining room) for the night. Staff should immediately treat both bed areas in the morning at the beginning of the workday.]

Staff Responsibilities if Bed Bugs are Discovered

- Staff should have all residents in the facility leave the premises during treatment. Only the affected person(s) will need to wash their linens and belongings.
- Staff will inspect the mattresses and bed frames of the infested beds.
- Staff will treat the mattress, bed frame and any other infested items.

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- Staff should take note of any issues around bed bugs that need to be addressed, repairs that are needed and supplies that are needed. These should be documented/logged and communicated to program staff.
- Staff should report infestations to the County by contacting Tanya Drlik, County IPM Coordinator, at tdrlik@hsd.cccounty.us.

[**Note:** It is strongly recommended that residents that refuse to comply with bed bug protocols should be subject to discharge from the facility.]

Bed Bug Treatment Procedures for Staff

**NOTE: Staff should *never* try to use pesticides to treat a bed bug infestation!
This could make the problem worse and injure staff and residents. Pesticides
should only be used by professional, licensed pest control personnel.**

1. Gather materials needed for treatment:
 - A good vacuum cleaner with a disposable bag, or a Shop Vacuum with water and a small amount of detergent in the machine to catch and drown any bed bugs.
 - Commercial steam machine [Recommended: Steamax®-STM-BASIC]
 - Coveralls and latex gloves
 - Rags
 - General purpose cleaning solution
 - Packing tape (use the sticky side of the tape to capture runaway bed bugs or to remove bugs from surfaces)
2. Carefully inspect the mattress in place. Inspect the bed frame. Vacuum up any bed bugs running over the surfaces, or pick them up with the tape.
3. Take the mattress off the bed, vacuuming up any visible bugs.
4. Inspect any removable board(s) under the mattress, and vacuum up any bugs.
5. Remove boards under mattress and vacuum up any visible bugs.
6. Inspect the frame again and vacuum up any bugs.
7. Note that the vacuuming is to remove bed bugs running over the bed in plain sight. The steamer will be more effective for bed bugs hiding in crevices.
8. If using a vacuum with a bag, remove the bag and place in a sealed plastic bag and then in the trash.
9. Steam the bed and any removable boards, paying close attention to all the cracks and crevices, joints, screws, the edges of particle boards, and other hiding places. Do not forget to steam the undersides of all parts of the bed.
10. Thoroughly wipe down the bed frame and mattress with the cleaning solution, again paying close attention to hiding places.
11. Allow the bed to dry *thoroughly* to prevent mold from growing.
12. Staff should carefully inspect themselves and each other for any stray bed bugs.

Procedures for Staff when a Resident Leaves the Shelter

- Strip bed, as described in the box above, and wash and dry all bed linens, including sheets, blankets, pillowcases, and pillows.
- Inspect (and treat, if necessary) the vacated bed frame and mattress.
- Inspect empty totes, wipe inside and out with a cleaning solution, and allow to dry.

[**Note:** If at any time the facility feels it cannot handle the problem alone, call a pest control company *experienced in bed bug work*. You will save money in the long run. Contact Tanya Drlik, County IPM Coordinator, at tdrlik@hsd.cccounty.us for recommendations for reliable and experienced companies.]