



BED BUGS AND TICKS			
<i>Document #</i>	<i>HSPProcedure-037</i>	<i>Prepared by:</i>	<i>Health and Safety Manager</i>
<i>Issued:</i>	<i>September 2017</i>	<i>Reviewed by:</i>	<i>JHSCs</i>
<i>Revision #:</i>	<i>0</i>	<i>Board Approval:</i>	<i>Director’s Council</i>

1.0 Purpose

The Hamilton-Wentworth Catholic District School Board (HCWDSB) will ensure that all reasonable efforts are made to protect the health and well-being of their employees and those they serve by creating awareness of bed bugs and ticks and preventing and/or minimizing the spread of bed bugs and ticks in the workplace through a standard practice for all board buildings.

2.0 Scope

This procedure applies to all work sites, buildings and schools, owned or leased by the HCWDSB. It is applicable to all employees, students, volunteers, contractors and visitors.

3.0 Definitions

Bed Bugs (*Cimex Lectularius*) – small oval shaped insects without wings that bite. They do not fly but crawl slowly and can be found in beds, carpeting, and cracks and may hitch a ride on clothing, books, lunch bags etc. Signs of bed bugs are bites or rashes on humans especially around the face, neck, upper torso, arms and legs. Blood spots on furniture, bedding, carpeting or walls are another indicator of potential bed bugs. Bed bugs are not considered a health hazard as they do not transmit disease.

Ticks-are small, brown and black external parasites that live on the blood of mammals, birds, and sometimes reptiles and amphibians. There are 40 different species but only a few carry Lyme Disease. Although commonly found in wooded areas and long grasses, ticks can be found anywhere because they are carried by the birds and other animals they feed on.

Lyme Disease- a bite from a tick that is infected with borrelia bacteria. Early signs of infection are flu-like symptoms and a 5-7 inch “bull’s eye” rash.

4.0 Applicable Legislation and Resources

Occupational Health and Safety Act
Education Act
Health Protection and Promotion Act
Hamilton Public Health Fact Sheets

5.0 Procedures for Bed Bugs

5.1 All staff are required to take the following precautions to prevent the spread of bed bugs:

- 5.1.1 Limit belongings and clutter;
- 5.1.2 Avoid clothing with cuffs and wear light coloured clothing which will aid in the detection of bed bugs;
- 5.1.3 Bag any clothing with bed bugs on them and launder immediately as the heat will kill the bugs; and
- 5.1.4 Store personal belongings in sealed, clear plastic containers.

5.2 Any employee that suspects a bed bug or signs of bed bugs in a board workplace or on a student and/or on their belongings, are to notify the Principal/Supervisor immediately.

5.3 The Principal/Supervisor will contact the boards' pest control contractor to confirm if the insect is indeed a live bed bug. While waiting for the contractor to arrive, the Principal/Supervisor will try to capture the bed bug and place it in a sealed container.

5.4 If the contractor confirms the insect is a live bed bug, the Principal/Supervisor will contact:

- 5.4.1 The Plant department;
- 5.4.2 Students' parent/guardian;
- 5.4.3 Health and Safety Manager; and
- 5.4.4 Superintendent of Education.

- 5.5 If the bug is not alive or there is no confirmed evidence of bed bugs, the pest control contractor will not provide prophylactic spraying.
- 5.6 Plant will arrange to have the area sprayed after hours as per the pest control contractor's directions and provide additional staff to bag items in the area and provide additional cleaning.
- 5.7 In consultation with their Superintendent, the Principal/Supervisor will send a letter to staff and /or parents about the strategies being implemented, as well as education materials from Hamilton Public Health.
- 5.8 If the bed bug is found on a specific student, the student is not to be excluded and the dignity of the student must be maintained.

6.0 Procedures for Ticks

- 6.1 It is recommended all staff take the following precautions to prevent the spread of ticks:
 - 6.1.1 Avoid areas with known ticks such as wooded or long grassy areas and or old trees;
 - 6.1.2 Wear light coloured clothing, long sleeved pants and tuck your pants into your socks if going to be in a wooded or long grassy area;
 - 6.1.3 Long loose hair should be covered, braided or tied up. Spray your clothing with insect repellent;
 - 6.1.4 When coming in from outside where you may have encountered a tick, always do a full body tick check and place the clothes in the dryer on high heat if any ticks are found on the clothes; and
 - 6.1.5 Tick checks should happen when the temperatures are warm. Areas on the body to check are dark moist areas such as the hair, cracks behind the ears, knees, elbows, underarms and crotch.



6.2 If staff or students have a tick that has burrowed its head into the skin, the following removal must be completed by a trained first aider:

- 6.2.1 Using fine pointed tweezers, grasp the tick’s head being careful to not squeeze the tick's body;
- 6.2.2 Firmly pull the head out (expect to feel some resistance). Save the tick in a plastic container so that it may be sent for testing;
- 6.2.3 Wash the area with soap and water;
- 6.2.4 Never burn it, cover it with petroleum jelly or any other substance;
- 6.2.5 Report the bite to the student’s parent or Principal/Supervisor; and
- 6.2.6 Seek medical attention if any symptoms of Lyme disease develop in the first week.

8.0 Supervisory Responsibilities

- 8.1 Educate the staff, students, and parents about this procedure and the measures that should be taken to reduce exposure;
- 8.2 Request that any suspected bed bug or tick be reported to the responsible principal, manager, or supervisor; and
- 8.3 Contact the Hamilton Public Health Services if required. Hamilton Public Health Services will track this information and notify school boards and day care facilities.

9.0 Appendices

10.0 Related Procedures

Revision History

Date	Revision #	Reason for Revision
-------------	-------------------	----------------------------