



CAS BEDBUG POLICY

Policy Statement:

The Agency is committed to reducing the likelihood of employees importing bedbugs to their vehicles, homes or workplaces as a result of exposure in the course of their work. This is to be completed through the following:

- Resource information provided to all employees regarding bedbugs, including prevention tips.
- The employee is to report all suspected exposure to bedbugs through work activities to their Manager, and a response plan developed (see Appendix A “Bedbug Reporting & Response Plan”).

An employee may make a request for financial reimbursement for costs associated with treating an infestation of bedbugs in their home, if they believe the bedbug infestation resulted through the performance of work duties. These requests will be considered on a case by case basis.

Resource and Identification Information:

The **Thunder Bay District Health Unit’s** website contains information with respect to addressing bed bug-related issues. Here is a link to access this resource: <http://www.tbdhu.com/health-topics/insects-rodents-other-pests/bed-bugs>

The Thunder Bay District Health Unit, through their Environmental Health program, also provides insect identification and risk assessment:

- Place the insect (living or dead) in a clean glass or plastic container with a lid.
- Write your contact information on the container.
- Bring it into our main office at 999 Balmoral Street (in Thunder Bay) on Monday through Friday from 8:30 a.m. to 4:30 p.m.

If you live in a community outside Thunder Bay, please call toll-free 1-888-294-6630, ext. 5930 to speak with a public health inspector.

The Government of Canada website also has information regarding bed bugs: <http://www.healthycanadians.gc.ca/product-safety-secureite-produits/pest-control-products-produits-antiparasitaires/pesticides/tips-conseils/bedbugs-punaises-prevent-prevenir-eng.php>

Frequently Asked Questions *(excerpted and amended from The City of Toronto Website)*

How would I recognize bed bugs in my home or workplace?

Although bed bugs may be difficult to find because they hide well, bed bugs are big enough to be seen with the naked eye. They look similar to an apple seed in size and appearance.



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Figure 1. Adult Bed Bug Before and After a Human Blood Meal Feeding



An adult bed bug before (A) and after (B) a human blood meal feeding. The bed bug is shown on a scale of 1 mm per interval.

The figure that follows, showing a bed bug next to a coin, can assist in identifying a bed bug based on size.

Figure 2. Bed bug next to coin



There are different levels of bed bug infestation, from mild to severe. Signs of a bed bug infestation include live or dead bed bugs; shed skins, clusters of eggs, and/or feces on mattresses or other soft furnishings and/or blood smears on bedding or clothing. Bed bugs are most likely to be found in seams, cracks and crevices around beds, sofas or chairs. If an infestation is advanced, bed bugs may also be found in other areas.



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Figure 3. Bed bugs on a mattress



Figure 4. Bed bugs on a chair





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Figure 5. Bed bug eggs, feces and shed skins – severe infestation



What do I, as an employee, do if I believe there are bed bugs in my workplace (workplace includes any locale where you perform work duties)?

Advise your manager immediately and complete the Bedbug Exposure Reporting form (Appendix A) to report the incident. You and your manager will develop a mitigation protection plan together.

What do I, as a manager, do if an employee reports there are bed bugs in a work locale?

Thoroughly investigate the employee's concerns. Provide the employee with the information in this document. Jointly complete **Appendix A Bedbug Reporting & Response Plan Form** (attached). Ensure that other employees who may attend at the infested work area are also provided access to bed bug-related information and protection procedures.

If necessary, refer employee(s) to TBDHU for advice and assistance.

If bedbugs are suspected at an agency owned or leased facility, contact the Director of Corporate and Human Resources or designate to arrange an inspection of the workplace to determine if bed bugs are present. [Note: A vehicle may be a workplace]. If bugs are found, but you are unsure as to whether or not they are bedbugs, TBDHU can be contacted to assist with the identification process.

If it is determined that there is a bedbug infestation in the workplace, TBDHU can also provide advice regarding actions needed. These actions, depending on the nature and extent of the infestation, may include:

- De-cluttering and cleaning of the workplace,



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- Vacuuming of all floors, carpets, rugs, curtains, blinds, chairs, drawers, etc and sealed disposal of vacuum bags
- Movement and/or disposal of furniture
- Steam treatment of some furnishings
- Pest control treatment(s)

What do I do if I go into community settings where there may be bedbugs (known or unknown)?

There are a number of simple and practical steps you can take to avoid having bed bugs climb into or on bags, clothing or other belongings:

- First, learn how to identify bedbugs. Remember that they look similar to an apple seed in size and appearance.
- Take in only what you need.
- Learn to diplomatically inquire, when entering a residence, if there are any hazards or concerns you should be aware of (e.g. pets, construction, bedbugs).
- Avoid sitting on or leaning against soft upholstered furniture or beds – plastic or metal chairs are better.
- To the extent possible, based on work performed, bring articles and equipment into the environment in sealed bags or other sealed containers.
- All articles/equipment should be placed on hardened surfaces (tiled or hardwood floor etc).
- Inspect feet and clothing when leaving a given location. If you find any bedbugs, kill them immediately.
- Bring an extra set of clothes with you and change clothing, if needed. Bag clothing that is removed and seal the bag.
- Launder clothing in the dryer at the end of each work day (30 minutes in the dryer on high heat will kill all stages of bed bugs).
- In extreme circumstances, wear disposable protective clothing such as shoe and or leg covers (available at CAS in all work locales and at Head Office Reception).
- In the event that you become aware of, or suspect, a bedbug infestation in a community setting (service user home or other facility), ensure that your Manager is advised and the necessary reporting form is completed.