



APPENDIX A BEDBUG REPORTING & RESPONSE PLAN

Form Instructions: This form is to be jointly completed by the employee and manager, whenever an employee has reason to believe they have been exposed to bedbugs in the course of her/his work.

The completed form is to be filed and distributed in the following manner:

- Employee and manager to file in their supervision notes.
- Copy of the report is to be forwarded to the Manager of Human Resources.
- Information from this report is to be forwarded to other individuals who might attend at the site of the bedbug infestation, or transport individuals and/or personal items of those who are living with bedbugs, and their managers.

If the infestation site is a service user home, an "Alert" note is to be entered on Frontline.

Report Date:		Report Completed By:	
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Employee Information			
Name:		Manager:	
Position:		Unit:	

Information Regarding Exposure			
Date:		Time:	
Type of Location:	<input type="checkbox"/> Service User Home <input type="checkbox"/> Community Setting <input type="checkbox"/> Other:		
Bedbug Presence:	<input type="checkbox"/> Suspected <input type="checkbox"/> Confirmed		

Circumstances of Exposure (Work Performed)

Response Plan

Plan to Reduce Risk of Employee(s) Transferring Bedbugs to Home/ Other Work Locales After Exposure:

Note: Director of Corporate and Human Resources is to be involved in a response plan where bedbug presence is suspected in agency owned or leased property.

Consider the following in your plan, if the employee has been exposed to a bedbug infestation in a **community site:**

- Ensure employees review agency resource information re: bedbugs
- Determine the frequency of visits an employee may be required to have at the site
- Determine the number of employees required to visit the site
- Develop a communication plan to inform all employees who may attend at the site and/or transport the individuals and/or personal effects of the individuals living with a bedbug infestation
- Protective measures when employees at site
 - o Shoe and/or Leg covers
 - o Limit and/or protect personal possessions carried onto site
 - o Behaviours at site
- Procedures required if child or youth moving from infested site to agency resource
 - o Bag all clothing and secure opening with duct tape while moving
 - o Have clothing laundered/dry cleaned prior to using/storing
 - o Inspect personal belongings for evidence of bedbugs; clean as suggested by resources (e.g., THDHU) or pest control company prior to moving into resource placement

Consider the following if the site is a **vehicle or agency property:**

- Procedures required if residents of an infected locale are attending at a CAS locale
 - o Limit personal possessions/bags brought into CAS office
 - o Room closed after visit until cleaned
 - o Custodial staff alerted to inspect and vacuum room after visit
- With input from TBDHU and/or a pest control company, devise a cleaning plan:
 - o De-cluttering and cleaning of the workplace,
 - o Vacuuming of all floors, carpets, rugs, curtains, blinds, chairs, drawers, etc and sealed disposal of vacuum bags
 - o Movement and/or disposal of furniture
 - o Steam treatment of some furnishings
- Pest control treatment(s) if necessary