



SUBJECT: Bed Bug Prevention and Containment Policy

Policy No: 2020-33

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PURPOSE

To ensure that Innisfil Public Library Staff Members are prepared in the event that **bed bugs** are noticed on library property.

POLICY

General

Although the *Simcoe Muskoka District Health Unit* reports that **bed bugs** are not considered to be a health hazard as they do not transmit disease, the presence of **bed bugs** is not acceptable in any library location. This policy will provide guidelines to address the appearance of these pests in library facilities or on library materials.

Application

All Staff of the Innisfil ideaLAB & Library.

Definitions

Bed Bugs – *The adult bed bug is 5 mm long, and 1.5 mm wide, oval, flat and a rusty brown colour, similar in size and appearance to an apple seed. Larvae and young bugs are translucent, becoming white and then gold. As a bed bug fills with blood, it becomes elongated and its colour changes to red.*



They are primarily active at night when they come out to feed. They tend to hide in cracks and crevices during the day. They will feed for approximately three to ten minutes in one spot, usually without being noticed by the host. However after feeding,

the host may notice that the site of the bed bug bite has become inflamed and itchy.

Guidelines

Prevention Practices

It is recognized that being aware of the potential for this problem and taking timely and appropriate action as required is most effective in controlling this issue.

- The Library has regular cleaning schedules for each one of its facilities – although cleanliness is not a factor whether or not **bed bugs** will be found in a home or building.
- Staff is requested to keep areas clean and de-cluttered as much as possible.
- Library practice is to purchase furniture with mainly hard surfaces which can be easily cleaned.
- All locations will keep a supply of disposable gloves and zip-lock bags.
- Staff will be provided with the information required to recognize and deal with this potential issue as effectively as possible.
- Pesticides will be avoided as much as possible and an appropriate pest control service will be contracted as required.

Problem Solving Practices

In all situations where the appearance of **bed bugs** is either suspected or discovered, Staff will:

1. Isolate and restrict the movement of any possibly infected material.
2. Contact the appropriate Manager and the Facility Maintenance Co-ordinator.
3. Prepare an Incident Report, and if applicable include the library card number for any customer(s) involved.
4. Provide Public Health contact information to concerned customers as requested.
5. Be sensitive to those around when discussing the discovery.

When a Customer reports a suspected **bed bug(s)** appearance on library material(s) by phone, Staff will:

- Obtain as much information as possible about the item - when it was borrowed, where it was borrowed from, etc. and will assure the customer that this is an unusual circumstance and that the report is greatly appreciated.
- If the item is a book, ask the customer not to return the material to the Library. The customer will be instructed to get rid of the item or items at home by placing it (them) in a sealed plastic bag and disposing of the bag in an outside garbage can.
- If the item is something other than a book, (DVD, CD, etc.), instruct the customer to place the item(s) in a sealed bag and return the material to the Library. Hard surface items returned this way can be cleaned at the Branch, outside of public areas.
- Waive any charges incurred due to the **bed bug(s)** issue.

When it is reported that a **bed bug(s)** has been found inside the building, Staff will:

- obtain all the pertinent information and contact the Facility Maintenance Co-ordinator to have the area investigated and/or cleaned and the appropriate Pest Control Service contacted as required.

If evidence of or actual **bed bugs** are found in a book, Staff will:

(Bed bugs may leave behind fecal and blood stains on book pages, spines, book covers and linings. Seams of suspected books should be checked.)

- Advise the appropriate Manager and the Facility Maintenance Co-ordinator as soon as possible.
- Don a pair of disposable gloves.
- Very gently remove the infected book, place it in a *zip-lock* bag and seal it.
- Check the area surrounding where the infected book was situated - other books which were in direct contact with the infected book may have to be removed.
- When finished dealing with the item, dispose of gloves in the trash, wash hands with soap and hot water and use hand sanitizing foam if available.
- Label the bag with the following information:
 1. Name of book;
 2. Location of book (shelf, area, drop box etc.);
 3. Date and time of the discovery of the infected book;
 4. Name of the Staff Member who discovered and/or dealt with the infected book.

The Facility Maintenance Co-ordinator will remove the book to a non-public area and will contact the appropriate Pest Control Service.

If evidence of **bed bugs** is discovered on a piece of furniture, Staff will:

- Advise the appropriate Manager and the Facility Maintenance Co-ordinator as soon as possible.
- If possible, squash the bug(s), catch the carcass(es) on adhesive tape and seal the tape in zip-lock bags for further examination.

The Facility Maintenance Co-ordinator will have the infected furniture sealed before it is moved to a non-public area and will contact the appropriate Pest Control Service.

Please note that hard surfaces are not hospitable environments for **bed bugs**.

If a suspected **bed bug** is found on a computer keyboard or mouse, Staff will:

- Contact the IT Manager, the appropriate Manager of the location and the Facility Maintenance Co-ordinator.
- Place items in a clear plastic bag and seal it.
- Place an out-of-order sign on the computer workstation.

The IT Manager will decide on whether to have the equipment cleaned or disposed of.

If Staff advises that they have a **bed bug** infestation at home they will be advised that:

- The Employee Assistance Plan [EAP] may be contacted for confidential assistance.
- Human Resources Staff may be contacted for Health and Safety or other advice.
- *The Simcoe Muskoka District Health Unit* may be contacted for advice.
- Time off work using vacation or a personal unpaid leave of absence can be arranged.
- The Library recognizes that **bed bug** infestations are unsettling and will endeavour to maintain the privacy of all employees seeking advice or assistance obtaining vacation time or unpaid leaves for the purpose of handling such an infestation.

Tips to Prevent the Transfer of *bed bugs* or eggs:

- Roll a lint roller over clothes paying special attention to pant cuffs and clothing folds and look to see if ***bed bugs*** are stuck to the tape.
- Clean crevices of shoes with grout brush.
- Place potentially contaminated items in a hot dryer for 30 minutes if possible as heat kills ***bed bugs*** and their eggs.

Related Documents

1. *Originally adapted from **Bed Bug** policies and procedures created by Ajax Public Library, Hamilton Public Library and Whitby Public Library.*
2. *Bed Bugs and Occupational Health – bedbugsinfo.ca – Government of Ontario;*
3. *Simcoe Muskoka District Health Unit – **Bed Bugs**.*

Related Policies

Health & Safety Policy

Approved by the Innisfil Public Library Board, December 14, 2020, Motion #2020.104

Supersedes Policy #2019-24, approved December 9, 2019, Motion #2019.87; & Policy #2014-03, approved January 20, 2014, Motion Number: 2014.08