

La Coopérative d'habitation Beauparlant

Bed Bug Policy

PURPOSE

To establish acceptable practices and safe guidelines for the prevention and treatment of bed bugs on CO-OP property.

POLICY

CO-OP staff will ensure that proper processes are undertaken to:

- detect and treat bed bugs early
- increase the likelihood of successful treatments
- reduce the risk of bed bugs spreading over the long term
- save costs
- implement preventative measures
- protect staff and members
- provide education to staff and members

CO-OP staff will apply standards according to occupational health and safety. Key areas within this policy include: responsibilities, education, documentation and bed bug protection strategies.

Definitions

Bed Bugs - are small, oval, reddish-brown flattened parasites about the size of an apple seed that feed on the blood of humans and leave bites. They have no wings and do not fly, they crawl. They hide in clothing, furniture and luggage.

Procedure

CO-OP staff must ensure that bed bug prevention and management include early detection and treatment.

- Any report of a possible bed bug infestation must be investigated and documented.
- Any member complaining of evidence of bed bug infestation should leave their unit for six hours while the unit is being treated.
- CO-OP staff must document when the infestation was treated and the unit number.
- If members develop a severe reaction to the bite, CO-OP staff must ask the member to seek medical assistance.
- CO-OP staff must have the infected unit treated as soon as possible by a specially trained pest management company.
- CO-OP staff must have the adjacent units inspected for infestations (on each side, across, above and below).
- In the event of a confirmed bed bug infestation, CO-OP staff must provide information to members on how to avoid spreading bed bugs to others.
- If there is a suspicion that others have stayed in the infested unit, or the member has regularly visited friends or family, then members must ensure that their guests or hosts are notified of the infestation.

Responsibilities

Responsibilities of CO-OP staff include the implementation of this policy by:

A. Making Arrangements with the Pest Management Company:

- acting promptly to member reports and newly identified infestations
- contracting pest management companies who have specific training in bed bug management
- documenting the infestations
- liaising with pest management company and members on requirements for unit preparation and treatment.

B. Liaising with Member:

- beg bug management plan which includes:
 - notifying the members of the treatment work to be undertaken
 - the estimated treatment start date and a time frame for the treatment process
 - estimated number of treatments required
 - times when the member(s) need to vacate the unit and re-enter
 - requirements for unit preparation and treatment
 - any other member duties prior to and after treatment
 - educating members (especially to de-stigmatize bed bugs, raise awareness of the signs of an infestation and to ensure that members do not attempt control)
 - ensuring that all infested bedding and furniture set aside for disposal are rendered unusable

CO-OP staff should:

- be able to identify bed bugs and signs of activity
- know where to look for bed bugs
- know how to conduct themselves in a bed bug infested room/unit
- have a basic understanding of the control process and proper disposal of infested items
- know preventative measures
- be able to identify member risk behaviors that could increase the chance of bed bug infestations

Members' Responsibility:

1. Members must report the infestation as soon as they either see a bed bug or notice bites.
2. Members should fully co-operate with both CO-OP staff and the pest control management company's staff.
3. Members must allow entry for the inspection and the treatment to take place. Staff will be allowed to enter the unit with the inspector in case the member failed to be home at the time of the scheduled appointments.
4. Members must prepare their unit for the treatment following the instructions given by staff or the Pest Management Company.
5. Members must dispose properly of any items that the pest control management advised of disposing and allow professional assistance when required and requested by staff.
6. Members must find a place for their household to stay away from the unit for six hours after the treatment.

If members fail to comply with any of the above mentioned responsibilities, the member will be charged back for all charges related to the infestation including inspection and treatment.

Education

CO-OP staff should have information sessions and provide educational materials to members such as:

- "Don't let the Bed Bugs Bite" brochures developed by the CO-OP attached as Appendix "A"
- "Preparation Checklist for Bed Bug Treatment" Appendix "B"

Member education should include:

- who to call when bed bugs are suspected
- how to recognize bed bugs and their signs
- where to look for bed bugs
- what to do in an infestation
- laundering and handling procedures (especially when infestation is present)
- how to prepare a unit for treatment
- how to avoid bed bugs

Documentation

CO-OP staff should keep proper documentation of actual and suspected infestation. This provides evidence that procedures have been completed and undertaken in an appropriate order and fashion. All bed bug infestations should be recorded as follows:

- details of any bed bug infestation
- details of any inspection reports/vacant unit inspections

Occupational Health and Safety (OH&S)

The following OH&S matters relating to bed bug management should be adhered to by all staff that deal with bed bug infestations.

CO-OP staff who are entering an infested room/unit should:

- avoid leaning or sitting on beds or furniture
- take the minimum of equipment or items into the room
- avoid placing items on the bed, etc.
- avoid manual handling of any items
- if and when possible, wear disposable gloves or boot covers
- use durable plastic garbage bags (for quarantining large items, e.g. clothing when necessary)
- carry and use insect repellent (used in heavy infestations and should be applied to clothing).

SUPPORTING FORMS

Appendix "A" - Don't let the Bed Bugs Bite Brochure

Appendix "B" - Preparation Checklist for Bed Bug Treatment

President

Secretary

Date

Date

Approved by the Membership
