BED BUG RESPONSE PROCEDURES

INITIAL INSPECTION

All initial concerns regarding bed bugs should be reported to Plant Operations immediately (including nights and weekends).

Plant Operations will then contact Ehrlich Pest Control and the Assistant Director of Residence Life for Housing (or the on-call dean if afterhours/weekend) to immediately inspect the room. Plant Operations will escort Ehrlich during the initial inspection. The inspection occurs on the same day or night (including weekends and holidays) that the complaint is received.

Plant Operations will contact Residence Life with the results of Ehrlich’s inspection.

If Ehrlich confirms that bed bugs are present, the following actions are taken immediately:
1. Ehrlich performs a preliminary treatment on furniture.
2. Plant Operations drops off bags and tags for laundry.
3. If situation warrants, Residence Life will temporarily relocate students to another room.

After the initial inspection and preliminary treatment, the affected areas will undergo three separate treatments, administered by a licensed exterminator, over a six week period. Residence Life will email the treatment schedule and preparation instructions to affected students. See Appendix A for this email to students and the full set of instructions.

TREATMENT CYCLE

48 hours prior to treatment
- Residence Life sends a reminder email to affected students and the Supervisor of Custodians that includes a schedule and treatment preparation instructions.

24 hours prior to treatment
- Plant Operations drops off bags and tags in the student’s room for laundry.

Day of treatment
- Plant Operations picks up laundry bags from student room (only if student chooses to have laundry done by the College).
- Plant Operations delivers conference linens and towels for each student.
- Plant Operations contacts Residence Life to confirm laundry pick up and describe state of student preparations.

Day after treatment
- Plant Operations returns laundry & picks up conference linens.
- Plant Operations removes and replaces mattress and bed board (after 1st treatment only).
- Plant Operations contacts Residence Life to confirm laundry was returned.
Appendix A

Bed Bug Treatment Schedule and Instructions
And
Form Letter Emailed to Students by Residence Life
Bed Bug Treatment Schedule and Instructions

During an inspection by Ehrlich Pest Control, bed bug evidence was discovered in your room. Your room will undergo a series of three treatments on the dates listed below. It is expected that you cooperate fully with the following course of action. If you don’t, and additional treatments are required, you may be held responsible for the cost of those treatments.

PLEASE READ THE INFORMATION BELOW AND FOLLOW THE PREPARATION STEPS.

Due to the habits/biology of the bed bug, good preparation is critical to treatment success. To eliminate this pest in your room, these are the steps that are required to be performed by you prior to each of the three treatments.

1. Plant Operations will deliver bags to your room 24 hours prior to treatment.

2. Pack all your clothes securely in the bags and label each bag as “clean items – dryer only”, “dirty items – washing and drying”, and “dry clean only”. Leave the bags in the center of your room.

3. Remove all of your personal items from the wardrobe, desk, and other furniture in the room that is used for storage. Place these items into clean plastic bags, seal the bags and place them in the center of the room.

4. Leave the drawers and doors to furniture open, all College provided furniture will be treated. Throw away any cardboard boxes.

5. Plant Operations will pick up the laundry bags and drop off conference linens and towels for your use.

6. Once treatment begins, you may not re-enter your room for four hours. This time frame starts from when the treatment is complete.

7. The treatment used by Ehrlich Pest Control includes a precise, spray into the cracks and crevices of furniture where bed bugs like to hide. Though this spray is a chemical, it is not a “bug bomb” type of deployment and once dry (four hours after the treatment ends) there is no transfer to fabric or skin.

8. Plant Operations will remove and replace your mattress and bed board after the 1st treatment.

Treatment 1: (Date/Time) _______________________

Treatment 2: (Date/Time) _______________________

Treatment 3: (Date/Time) _______________________
Dear ____________________________,

We want to follow up with you about an inspection that was done in your room. Plant Operations and our outside pest control company, Ehrlich, have confirmed the presence of bed bugs in your room after an inspection. The purpose of this memo is to give you some information about bed bugs, and discuss the shared responsibility we have in the matter.

Attached to this email is a treatment schedule and instructions. If you have any questions please don’t hesitate to contact the Residence Life Office.

Background information
- Bed bugs do not carry disease; however, their bites may cause allergic reactions and secondary bacterial infections from scratching.
- Bed bugs are not a sign of poor personal hygiene or cleanliness.
- Bed bugs can multiply quickly, so it is important to deal with them quickly and effectively.

Lafayette’s responsibilities
- Working with Ehrlich Pest Control to treat the space of concern.
- Communicate with all students disrupted by this process.
- Offer assistance with laundry (bags and tags are provided by the College).
- Replace the mattress and bed board of affected bed and replace other furniture if necessary.

Your responsibilities
- Follow the provided treatment sheet and schedule.
- Ask any questions you might have concerning the treatment of your room.
- Follow up with a health professional at Bailey Health Center for any bites of concern.
- Follow up immediately if you feel treatment has not contained the situation.

Bed bugs are an unpleasant nuisance, but with your help we will be able to eliminate them.

Much thanks for your cooperation,

Offices of Residence Life and Plant Operations