

RESIDENCE LIFE STAFF PROTOCOL FOR BED BUGS

When students inform a Residence Life staff member that they may have bed bugs in their room, the staff should follow this specific protocol:

1. CONTACT

- Neil Snyder — 406-925-1579
- Wendy Mehring — 406-925-3131
- Mike Piazzola — 406-490-4541

2. INSPECT

Facilities Staff will inspect the room and verify the presence of bed bugs and search all of the areas and items that could have bed bugs in them.

3. IF BED BUGS ARE FOUND:

- a. **NOTHING** can leave the room without being in bags or going directly to the treatment location.
- b. All personal belongings must be bagged and tied off.
- c. Mattresses must be put in large plastic bags to protect the spread of bed bugs.
- d. Residents must take personal under garments, bed linens, and bathroom linens and they must be washed and dried in a dryer on the highest heat setting for 1 full cycle.
- e. Facilities Staff will take all furniture, mattresses, bed frames, larger items, hanging clothes, shoes, pillows, containers etc. will be taken to the heat tent to be heated to 120 degrees or a minimum of 4 hours.
- f. The RAs and/or HD of the building will work with all adjacent rooms next to and above to obtain signed work orders and prepare the room to be sprayed by the pest company.
 - **The room above**—base board around the entire room must be cleared of personal items up to 1' away from the wall.
 - **The room below**—the ceiling area around the entire room must be clear of all personal items up to 3' away from the ceiling.
 - **The room to the left**—all belongings and personal items must be clear of the entire wall that is adjacent to the room affected by bed bugs.
 - **The room to the right**—all belongings and personal items must be clear of the entire wall that is adjacent to the room affected by bed bugs.
 - **Please note** that all residents in adjacent rooms will need to stay out of their room for 2 hours after the room is sprayed.
- g. Neil will contact the pest company and schedule the room and all adjacent rooms to be sprayed.
- h. The residents of the affected room will be relocated to a new room for up to 1 week while the room is sprayed and the bed bugs are addressed.
 - Facilities Staff will make contact with all of the rooms that are going to be sprayed 1 hour prior to the pest company arriving.

- i. After the pest company sprays the room for the second time, custodians will wipe and clean the affected room and then the residents can move back into their room.
- j. Facilities Staff will also vacuum the room and bed frames with the specific Bed Bug Vacuum.
 - The bag from the vacuum will be thrown away outside of the building.
 - The vacuum will be put in the heat tent and will go through a 4 hour cycle to ensure that no remaining bed bug parts are still in the vacuum.
- k. New bedframes and mattresses will be placed in the room after the room is cleaned and ready to reoccupy.

4. IF BED BUGS ARE NOT FOUND:

- a. Mike or Wendy will have a conversation with the residents.
- b. Any and all personal items that the resident(s) want to have heated and treated in the heat tent will be handled by the Facilities Staff in large plastic bags.
- c. The resident will be encouraged to throw any personal items, clothes, smaller items, or things that can go into the dryers to heat on the highest heat setting for 1 full cycle.
- d. Additional inspections by custodians will take place at the request of the resident periodically after the room is initially inspected.
- e. At the request of the residents, additional detection devices may be placed and left in the room and checked later to cross check the possible presence of bed bugs.

Walls and areas that need to be prepared for pest company to spray:

Any wall that is outlined in red needs to have all personal items cleared away from the wall or corners up to 1 foot away.

