



GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY:

Health & Safety

TOPIC:

Protecting Employees from Bed Bugs

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POLICY

It is the policy of Community Living Thunder Bay that employees be protected from the bites of bed bugs.

PURPOSE

To ensure the health and safety of employees.

RESPONSIBILITY

It is the responsibility of the Supervisor to ensure procedures are being followed and/or personal protective equipment used.

It is the responsibility of the Supervisor to ensure staff are notified of the possibility of bed bugs when they are being offered shifts at the concerned location(s).

It is the responsibility of the employee to follow the provided procedures and/or wear/use the personal protective equipment.

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PROCEDURE

The following is the procedure to follow if bed bugs are suspected in a residential location.

1. If bed bugs are suspected in an individual's home call your Supervisor (8:30 am – 4:30 pm), after 4:30 pm, call the On Call Supervisor.
 - a. Monday to Friday, 8:30 am – 4:30 pm your supervisor may make a trip to the home to check with staff for the presence of bed bugs. If not, they will ask staff to refer to the attached checklist. After hours, staff will, in conversation with the On Call Supervisor, refer to the attached checklist for determining if there are bed bugs present.
2. Referring to the attached checklist, available online via the web portal, and in the Health & Safety forms binder, determine if there is cause for a Pest Control Company to be contacted.
 - a. If the Supervisor and Staff decide to contact a pest control company, **Norwest Pest Control (807) 577-2499**, on Balmoral St is the company to be contacted.
3. Once bed bugs have been confirmed by the Pest Control Company, all staff should follow the following precautions to protect themselves from the bites of bed bugs and from the possible transference to other locations i.e. their home, car and/or other worksite locations.
 - a. Before entering an Individual's home
 - i. Limit personal items you bring into the home.
 - ii. Bring a change of clothes and either leave them in your personal vehicle or bring them in a SEALED plastic bag/container into the home.
 - iii. Avoid wearing pants with cuffs. You can roll up pant legs or tuck them into socks.
 - b. While in an Individual's home
 - i. Hang the bag from a door knob or place on hard surfaces (table, counter)
 - ii. Avoid sitting on upholstered furniture i.e. sofa, easy chairs, beds. If available, sit on hard surfaces, i.e. un-upholstered kitchen/dining room chairs
 - iii. Avoid hanging jackets/coats or bags in closets adjacent to other fabrics
 - c. Before leaving an individual's home
 - i. Retrieve your change of clothes stored in your personal vehicle or in a SEALED plastic bag/container and change right before you would normally leave the house, in the washroom.

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- ii. Place work clothes in an additional, clean, sealed plastic bag for transportation home.
- iii. Upon exiting the washroom, do not sit on or lean against any upholstered items.
- iv. Inspect shoes for any bugs that may have become lodged in crevices. Kill any bugs found immediately.
- v. Upon returning home, immediately place work clothes in the dryer on high heat for a minimum of 30 minutes.