

Bed Bug Action Plan

February 2020

Mount St. Joseph University (the “University”) recognizes that bed bugs are prevalent across the country, and has developed this University-wide Bed Bug Action Plan (the “Policy”) to educate community members about bed bug prevention, to address bed bug exposure, and to provide information regarding the University’s approach to treatment. Additionally, this Policy outlines the expectations of students, employees, and visitors related to bed bug exposure at the University and the steps all members of the campus community can take to help minimize the risk of bed bug exposure.

While the University’s environment is generally not an ideal place for bed bugs, bed bugs can “hitchhike” to and from campus by hiding in personal belongings. Anyone can have and transport bed bugs. It is important to identify the presence of bed bugs early. The University is committed to promptly and effectively responding to students, employees, and visitors who report suspected exposure to bed bugs at the University as set forth in this Policy.

Identifying Bed Bugs

Bed bugs are small, wingless, reddish-brown insects that live on the blood of animals or humans. Bed bug eggs and newly hatched bed bugs are visible. Bed bugs do not fly, they do not jump, but they can move quickly. Although they are a nuisance, they are not thought to transmit diseases. Bed bugs are active mainly at night and usually bite people while they are sleeping in bed, but can also be present in furniture, carpeting, upholstery, clothing, backpacks, etc. Most bed bug bites are painless at first, but later turn into itchy welts. Bed bug bites can occur on any area of skin. People who do not realize that they have bed bugs may attribute itching, bites, and welts to other causes, such as mosquitos. If you experience bites, look for bed bugs in your bed, where you have sat or slept recently, and in your clothing.



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Protecting Yourself and the University from Bed Bugs

There is no treatment to prevent bed bugs and there is no policy that can list every technique for preventing or eliminating bed bugs. Students, employees, and visitors at the University are expected to take all reasonable precautions to protect the campus community from bed bugs. These precautions include, but are not limited to, the following:

- If you suspect that you have come into contact with bed bugs, dry your clothing for 30 minutes before washing.
- Periodically wash and dry your clothing and bedding at high temperatures for at least 30 minutes.
- Wash and dry at high temperatures for at least 30 minutes all second-hand clothing before wearing it.
- Do not take furniture or other items from the street as they may have bed bugs.
- Do not try to use your own pesticides to treat bed bugs because most of them are not effective for bed bugs.
- If you have reason to believe you may have been exposed to bed bugs while away from your home, immediately inspect your personal belongings, discard what you can, and dry your belongings at high temperatures for at least 30 minutes.
- Report possible bed bug exposure or presence at the University immediately as set forth in this Policy.

The University encourages all members of the campus community to educate themselves and talk to others about bed bugs. The stigma that surrounds bed bugs only operates to further the nationwide spread of bed bugs. Bed bugs are common in all types of locations and anyone can be exposed to bed bugs anywhere. Everyone should be aware of this issue.

If you suspect you may have been exposed to or have seen bed bugs, do not panic. Bed bugs are not life threatening and bed bug infestations are treatable. Please note that one sighting of a bed bug does not necessarily mean that there is a bed bug infestation.

The most important thing to do if you suspect you may have been exposed to or have seen the presence of bed bugs at the University is to report it immediately as set forth in this Policy. If you suspect you may have been exposed to or have seen the presence of bed bugs somewhere other than on campus, immediately contact the property manager, landlord, or an exterminator depending on the circumstances, and promptly and thoroughly follow all instructions given to you.

Reporting Bed Bugs at the University

As soon as a student, employee, or visitor suspects exposure to or has seen a bed bug(s) on the University's property, the individual must immediately report it to the University's Manager of Custodial and Administrative Services, Ms. Lynn Miller, either at 513-244-4727 or at lynn.miller@msj.edu.

University Bed Bug Treatment Protocol- Non-Residential Areas

For the safety and comfort of all students, employees, and visitors, the University has implemented bed bug treatment protocols that are promptly followed upon the receipt of a report of suspected exposure to or sighting of bed bugs on campus. The University regularly reviews and

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updates its bed bug treatment protocols, in consultation with its outside extermination vendor and consistent with best safety practices.

In general, upon receiving a report or confirming the presence of bed bugs on the University's property, the University's bed bug treatment **protocol for non-residential areas** is as follows:

- The University will cordon off and/or isolate the area(s) where the bed bug(s) was found and use conspicuous signage to put employees, students, and visitors on notice that a bed bug(s) has been found or is suspected in the area. In the event that a workspace of any employee is cordoned off or isolated, a temporary alternate workspace will be assigned by the University to the employee.
- The University will contact its outside extermination vendor, a licensed pest management company, to treat the affected area(s) as soon as possible. Immediate reporting is imperative because the University's outside extermination vendor may not be available for immediate dispatch.
- Individuals in affected areas will be provided notice of bed bug exposure by the University.
- Students, employees, and visitors may not deny the University's representatives or outside extermination vendor access to any campus location that may need inspection or treatment for bed bugs; however, the University will strive to provide a reasonable amount of advance notice of the need to access any location due to bed bug exposure.
- University representatives and/or the University's outside extermination vendor will provide students, employees, and visitors having personal belongings in any affected area(s) with instructions on preparing the affected area(s) for treatment. These instructions may include, but are not limited to, the requirement to (i) remove all personal belongings from the affected area(s); (ii) remove all personal belongings from University facilities; and, (iii) treat all personal belongings prior to returning them to any University facility.
- Neither University personnel nor the University's outside exterminator will handle another person's personal property located in any affected area(s).
- Students, employees, and visitors are solely responsible for following the instructions provided by University representatives and/or the University's outside exterminator regarding the removal, care, or treatment of personal belongings in any area(s) exposed to bed bugs.
- If, within 48 hours of receipt, a student or employee fails to fully comply with instructions for the removal, care, or treatment of personal belongings in an affected area(s) provided by either University representatives and/or the University's outside exterminator, the student or employee may: (i) be charged for all costs incurred by the University to hire a third-party to remove, care, or treat the student's or employee's personal belongings; and/or (ii) be subject to discipline, up to and including suspension from enrollment at the University and/or suspension from employment.
- The University is not responsible for treating the personal property of students, employees or visitors that has been exposed to bed bugs on the University's campus. The University

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is not responsible for any personal property that may be damaged due to bed bug exposure or from any treatment for bed bugs at the University.

- The University's treatment of area(s) affected by bed bugs is comprehensive. In certain instances, treatment for bed bugs may require multiple inspections/applications to an area(s) over many weeks, even though exposure in the area(s) is only reported once. Consequently, individuals may be instructed to remove, care for, or treat their personal belongings in area(s) more than one time as the result of a single report of bed bug exposure. For safety purposes, an affected area(s) may be closed during any treatment.

University Bed Bug Treatment Protocol- Residential Areas

The University's Office of Residence Life follows the Mount St. Joseph University Residence Life Bed Bug Protocol (the "Residential Protocol") to address the complex situation that the presence of bed bugs in residential areas creates for all residential students and the campus community. The Residential Protocol is regularly reviewed and updated by the Office of Residence Life, in consultation with the University's outside extermination vendor and consistent with best safety practices. The Residential Protocol can be accessed at: https://mymount.msjeu/ICS/Mount_Community/Residence_Life/Residence_Life.jnz?portlet=Handouts. Typical protocol may also include treating laundry rooms, trash rooms, and floor lounges in residential areas, in addition to treating students' residential rooms. Residential students are subject to both the requirements in this Policy, which focuses on non-residential areas at the University, as well as the requirements in the Residential Protocol, which focuses on residential areas at the University.

Questions Regarding the University's Bed Bug Prevention Plan

Residential students with questions regarding this Policy or the Residential Protocol should contact Jeff Hurley, Coordinator of Student Life, at either at 513-244-4465 or at jeff.hurley@msjeu.

Non-residential students with questions regarding this Policy or the Residential Protocol should contact Janet Cox, Dean of Students, at either 513-244-4466 or at janet.cox@msjeu.

Employees with questions regarding this Policy or the Residential Protocol should contact Lisa Kobman, Director of the Office of Human Resources, at either 513-244-4979 or at lisa.kobman@msjeu.

Additional Information about Bed Bugs

Additional information regarding bed bugs can be accessed through the Central Ohio Bed Bug Task Force website at: <http://centralohiobedbugs.org/guidance-for-professionals/retail-and-business/bed-bugs-in-the-workplace/>.