## Template Bed Bug Plan

Last Updated: **INSERT DATE**

Our PHA is committed to managing pests using integrated pest management (IPM). IPM includes early detection of new infestations through regular inspection and monitoring, preventing pests by exclusion, design, and good sanitation, and taking appropriate control actions when necessary. Control actions may include cleaning and removing pests with a vacuum or trap. IPM principles are implemented by the most economical means and with the least possible hazard to people, property, and the environment.

To successfully eradicate bed bugs, we need to work together. We understand the following about property-wide bed bug control:

* Although bed bugs are not known to transmit blood-borne diseases, they stress people and can cause skin infections and allergic reactions. The Centers for Disease Control and Prevention (CDC) and the Environmental Protection Agency (EPA) classify bed bugs as a pest of public health significance.
* There should be no shame associated with having bed bugs in an apartment. Although clutter makes it more difficult to eradicate bed bugs, cleanliness cannot prevent the problem from occurring. Once an infestation has been identified, we will take steps to eliminate it and prevent it from spreading.
* Early detection and intervention is the goal of the IPM program. To reach this goal, wewill inspect entire buildings with known infestations and monitor for pests in all rooms every six months. In buildings without infestations we will inspect and monitor once a year. This process will involve asking residents and staff questions, visually inspecting, placing monitors, and possibly using bed bug-detecting canines.
* Effective treatment requires the cooperation of residents, PHA staff, and the pest management professional (PMP). If tenants cannot prepare for treatment, we may need to reach out to family or local support groups.
* Many people don’t understand what must be done to eradicate bed bugs. If you feel that a resident, contractor, or property manager isn’t handling the situation properly, suggest that they read through this document and view the suggested resources.
* The PHA will make the following available for residents to purchase from the office:
* ClimbUp Insect Interceptors (or other monitoring devices with research proving that they work)
* Rip resistant mattress and box spring encasements
* Plastic bags for furniture removal

For bed bugs, we will follow the IPM plan detailed below.

### PREVENTION

* **Internal outreach efforts:** Weeducate our PHA community about bed bugs. To ensure material is science-based and correct, PHA consults with bed bug expert **INSERT ENTOMOLOGIST NAME**. Information includes pictures of bed bugs, where they like to hide, how to avoid bringing bed bugs home, and what residents should do if they find a bed bug. The following are used to deliver the information:
* Articles in the PHA newsletter
* A video and information on IPM shared during move-in and at annual re-sign
* Flyers delivered to residents
* Posters in common areas including laundry rooms
* Training sessions conducted by **INSERT TRAINER OR COMPANY NAME** for staff and residents.
* **External outreach efforts:** An infestation of bed bugs can begin from any number of sources. In multifamily housing, common sources may include:
* used furniture,
* friends and family who are visiting or hosting residents; and
* visiting professionals, such as cleaning contractors and home health aides.

To reach these various sources of bed bugs, weeducate people in our community associated with these sources on how to avoid spreading bed bugs. The following are used to deliver the information:

* Flyers delivered to agencies, residents, and visitors
* Posters in common areas where visitors travel
* Training sessions conducted by **INSERT TRAINER OR COMPANY NAME** for staff and residents to which professionals outside the PHA are invited
* Local mass media
* **Unit turnover and move-in procedures:** Staff and contractors working in vacant units inspect for bed bugs on items left by the former resident, around the unit, and behind fixtures, such as baseboards. Admission staff asks new residents about any previous exposure to bed bugs and provides information on how to limit the chance of bringing bed bugs to the property. Housing is not to be denied because of previous bed bug exposure, but the PHA works with the resident and a PMP to ensure belongings are moved into the new home without bed bugs. Bed bug monitors are offered to the resident at move-in.
* **Disposing of large items:** Only items specified by the PMP servicing the unit should be discarded. Residents should wrap infested items in plastic before moving them out of the unit and should destroy the items once they are outside, to prevent others from retrieving infested items and bringing them home. Plastic wrapping material is available from the PHA office. Any large item left outside for trash pick up is considered infested and will be promptly removed from the property. PHA staff will destroy; items on the curb using a utility knife or other means.
* **Reducing the likelihood of bed bugs in common areas:** It is difficult (but not impossible) for bed bugs to climb smooth surfaces like plastic and metal. Furniture in common areas, including seats used by residents in the main office, are made of plastic or metal to reduce the likelihood that the furniture will hide bed bugs. Monitors are installed where possible and checked during routine pest inspections. Numerous plastic storage containers are present in common areas. Each resident is to place his or her personal belongings, such as a coat and bag, into an individual storage container during meetings. Remember that everyone is at risk for getting bed bugs.
* **Preventing spread by PHA staff:** When possible, staff meets with residents in common areas where plastic or metal furniture is available. If office staff must meet with a resident in a unit, staff brings only essential items into the unit and will not sit on, or set items on, upholstered furniture. If maintenance staff must move infested items in a unit, they may wear booties and a disposable suit. They should remove and dispose of the protective clothing immediately upon completing work in the unit.

### EARLY DETECTION

* **Reporting bed bug evidence:** Residents, staff, and contractors must immediately report any bed bugs or evidence of bed bugs anywhere on the property to **INSERT WORK ORDER NUMBER OR OTHER PHA-SPECIFIC CONTACT.**
* **Bed bug inspections:** Common areas such as laundry facilities, lobbies and community rooms are visually inspected by **INSERT PEST CONTROL COMPANY NAME** as part of the regular service**.** The PMPvisually inspects bedrooms as part of the **INSERT FREQUENCY OF SERVICE** routine service. **INSERT FREQUENCY OF CANINE USE,** bed bug-detecting canines are used to inspect each unit. A minimum of one property-wide canine inspection per year is recommended.
* **Bed bug monitoring:** ClimbUp Insect Interceptors can detect bed bugs on individual pieces of furniture by capturing bed bugs trying to get to or from the item. They work best if the legs of the piece of furniture are the only way for a crawling insect to get on and off the item. Residents may purchase ClimbUp Insect Interceptors from the office.
* **Making inspection easier by using mattress/box spring encasements:** A properly fitting fabric mattress encasement on both the mattress and box spring protects the mattress and keeps bed bugs out of the interior of box springs (which is very hard to inspect and treat). Residents may purchase encasements at the main office. If the resident has a bed frame, he or she should pad sharp edges that might tear the encasement. Once installed on the mattress, residents should use duct tape to tape over the zipper pull to ensure that it remains fully closed. Beds must be “made into islands” to the extent that the room and furniture permit: keep the area under the bed free of clutter and pull the bed or mattress at least 10 inches away from all walls and bedside furniture. No bed skirts are permitted. Although not required, light-colored bedding will make inspection easier.
* **Encouraging compliance with reporting pests:** A bed bug infestation can be stopped quickly and with minimal financial consequences if all members of the IPM team (housing, residents and the PMPs) are involved early in the infestation. To promote resident compliance with inspecting units and reporting infestations, we will not charge a resident for pest control or ask him/her to discard belongings unless it is absolutely necessary for effective treatment. If a resident does not comply with the PMP’s preparation instructions resulting in the PMP not being able to treat the unit, a service charge of $ **INSERT CHARGE** is billed to the head of household.

### DOCUMENTATION

* **Identifying trends:** To better track the spread of bed bugs throughout our community, plan bed bug treatments, and gauge the success of our bed bug management program, bed-bug-specific records will include inspection findings, education efforts, and treatment details. The records are kept in the work order system and analyzed by the property manager at least two times a year to identify building-specific patterns of infestation. The work order system should include information from the PMP’s service report, which includes the following for each unit:

1. Unit access
2. Pest type(s)
3. Degree of infestation(s)
4. Housekeeping
5. Compliance with preparation instructions
6. Control measures taken
7. Time in and time out

### TREATMENT

* **Confirming infestation:** Before any treatment is scheduled, live bed bugs must be found and identified by trained staff or a PMP.
* **Involving a qualified PMP:** Once an infestation is confirmed, the PMP is called to inspect and possibly treat the infested unit and all adjacent units within one week.PHA staff works with both the PMP, resident and the resident’s family or support service provider to ensure that everyone involved understands the preparation instructions, any of the resident’s medical issues that may impact the treatment plan and how to prevent future infestations. All expenses for the PMP’s work is paid for by the PHA unless a charge is incurred because the PMP was unable to service the unit due to resident refusal of service or failure to follow preparation instructions.
* **Planning the treatment:** After inspecting the infested unit and (when an active infestation is found) all adjacent units, the PMP proposes a treatment plan, including pesticide product choice (if needed) to the property manager for approval. Treatment plans are approved after considering the burden on the resident, cost of service, and risk to people, property, and the environment.  
  **Bed bug treatments:** A bed bug treatment always requires at least two visits: the first is to inspect, plan treatment, and possibly do some treatment; the second is to follow up, kill emerged nymphs, or confirm bed bug control. More often, treatment requires three or more visits and may take months. The less team members cooperate, the longer the treatment will take. Control is defined as seeing no live bed bugs and the resident not reporting any new bites or sightings. Elimination is considered to be a 45-day period of control.   
  **Discouraging use of store-bought pesticides:** Over-the-counter sprays and foggers are not effective for bed bug control. A licensed PMP applies all pesticides targeting bed bugs.