

HRDE Bedbug Policy

Preventive:

Two bed bug monitors will be placed in every apartment; one under the head of the bed and another beneath the resident's favorite chair or sofa. **Residents are NOT permitted to tamper with the monitors.**

Management will inspect the monitors for bed bug activity every month during the exterminator service visit. If at any time a bed bug is found in a monitor, Management is required to proceed to follow the treatment procedure immediately.

A new move-in's (MI) personal items will be inspected and treated. All new or used furniture brought in by current residents will be treated. The site exterminator will be responsible for choosing the treatment product that best works with their professional products used at the site. Management is required to refuse entry of items that have bed bugs into the apartment.

Treatment Procedure – Step 1 - Assess the Situation:

Once a resident has informed management of a possible bedbug infestation, management is required to inspect the resident's apartment that day.

If the manager has a confirmed case of bedbugs, management will give a 24-hour notice to all adjacent apartments (up/down/left/right and across the hall of the infested apartment) to also check all of the nearby apartments. Management will call the exterminator to schedule a pretreatment for any affected apartments to minimize the possibility of spreading the infestation.

Treatment Procedure – Step 2 - Pretreat and Prep:

Accommodations must be made for the resident and any pet to vacate the apartment for 2 hours after the exterminator pretreats.

Management must meet with the resident to see if aides and/or family can help with prepping the apartment. If within 24 hours the resident is unable to provide any assistance, management must then schedule staff to begin prepping.

Staff will be asked to wear booties and gloves while prepping the bedbug-affected apartment. Staff will be asked to bring clean clothes and shoes to change into so their potentially affected items can be heat treated. The heat treatment requires placing the clothing in a dryer on high heat for a full, 30-minute dryer cycle.

Managers will require a signed acknowledgement from any resident who will need furniture and personal belongings disposed of; furniture must be treated and shrink wrapped before removing from the affected apartment.

The laundry room will be closed for residents to process all clothing, blankets, towels, rugs and curtains. The manager will remove machine coin boxes and give residents enough quarters to run all machines to process their personal possessions. The laundry will remain closed until it is treated and then sanitized.

All material items that will fit in the dryer will be heat treated for one full, 30-minute heat cycle. This includes bedding, pillows, towels, and stuffed animals. These items must be bagged and placed in a large, enclosed hopper and transported to the onsite laundry room to be processed. This will ensure that staff can help with the expenses and make sure that items are being treated. After all items have been heat treated, they are to be placed in a clean, plastic bag that is sealed shut with strapping tape and stored out of the resident's apartment (if possible). The resident's heat-treated items that are going back in the apartment must stay in the unopened bags for 6 or more weeks. (Items stored in apts. cannot be stored in the bathtub, and cannot block egress)

Remaining items that can't be heat treated may be placed inside a plastic storage container. The container should be loosely filled; leaving 1 ½" clearance to the top of the lid. This allows the space needed for the Nuvan strip, installed by an authorized professional, to permit maximum effectiveness of the Nuvan vapors. All plastic storage containers containing Nuvan must be removed from resident's apartment. Steam or spray all containers before removing them from the resident's apartment.

All sites are required to have a small shop vacuum and steamer for the staff who are prepping an apartment for treatment. Shop vacuums must have a removable, disposable bag. Dispose of the shop vacuum bag by placing it in a plastic bag and then removing it from the effected apartment.

The apartment must have all clutter, cardboard boxes, paper products and magazines removed. All dressers and closets must have all items removed for treatment.

Management will inspect each apartment to ensure the apartment is ready to be treated before giving the exterminator proper notice.

Once the resident has vacated the apartment, all receptacle and light switch covers are removed, all furniture is moved away from the wall and framed pictures will be laid with picture side down for extermination. All furniture, beds, and carpets must be vacuumed.

Treatment Procedure – Step 3 – Full Treatment, Monitor and Clear:

Accommodations must be made for the resident and any pet to vacate the apartment for 4 hours after the exterminator's full treatment.

Management and the exterminator will go through with the full treatment after the apartment is prepped.

After the exterminator's full treatment, bedbug covers will be installed on all beds in the apartment at no charge to the resident. Receptacle covers and light switch covers must be replaced.

Management will monitor the treated apartment by checking once a week for live bedbug activity for 6 weeks. Any week that a live bed bug is found resets the 6-week monitoring clock.

Any apartment with no bed bug activity for 6 weeks will be considered cleared and the resident's personal items can be reintroduced to the apartment. All Nuvan Strips must be removed from the plastic storage containers prior to moving the totes into the resident's apartment.

A weekly bedbug report must be submitted by management to their supervisor and the Main Office Administrative Assistant every Friday as long as there is one active bed bug apartment at the site.

Any resident that hinders treatment or interferes with the process must be charged for additional extermination services in treating the infestation of bed bugs.

Resident Signature

Date

Resident Signature

Date