

## **Bed Bug Policy**

Bed bugs are a serious community issue and ALL students are expected to comply with all instructions given to them by Residence Life and/or Facilities within 24 hours once bed bugs have been confirmed within their living space. Please see below for more information about the procedure to confirm and remove bed bugs.

Residence Life and Facilities is committed to an effective and efficient response to students who suspect they may have bed bugs. For the safety and comfort of all students living in the residence halls, our staff will adhere to the following guidelines:

1. As soon as a student suspects that he/she may have bed bugs, they should contact their Assistant Director and at that time the Assistant Director will determine the course of action.
2. If the student sees a sighting or has a suspicion of bedbugs, the Assistant Director will contact Facilities and the exterminator will determine if there are bedbugs present (please skip to step 6.1.).
3. If the student believes they have bedbug bites, the Assistant Director will inform the student that they must go to the Health Services Office to get a diagnosis.
4. Health Services will contact the Director of Residence Life that in their professional opinion whether or not it is a confirmed case of bedbugs.
5. If it is NOT a confirmed case, no further action is taken.
6. If it is a confirmed case, the following process will begin:
  - 1) Residence Life will notify Facilities as soon as possible so the exterminator can be dispatched to the location to perform a thorough inspection of the room/suite in question. Please note that if a student should notify Residence Life after normal working hours, the Facilities staff will be contacted the next work day. It is recommended that students contact Residence Life as early on a regular business day as possible. The exterminator cannot be dispatched on weekends or holidays.
  - 2) Students who report suspected bed bugs on a work day when the exterminator can be dispatched within 24 hours will NOT be granted an immediate temporary room change, nor will they be issued a new mattress UNTIL the exterminator has completed the inspection and submitted the findings. This is CRUCIAL so that we can prevent the spread of bed bugs if they are found to be in the student's room and belongings.
  - 3) If the exterminator is unable to respond to the student's room to inspect within 24 hours, Residence Life may be able to provide a temporary location in which the student can sleep until the inspection can take place. This is based on the availability of space within the residence halls. Any student who is given a temporary relocation is required to wash and dry whatever clothing they need to take with them for the night. Upon doing that, the student should shower and put on clean clothes, and seal soiled clothing in a plastic bag until it can be properly washed. Clean laundry and linens is all the students can take to the temp room. We want to ensure that if there are bed bugs in the student's room, they do not travel to another room with the student.
  - 4) Students may not, at any time, deny the exterminator or Facilities staff access to their living space (including their bedroom, suite common space, kitchenette, bathroom, etc.)
7. Exterminator Findings

- 1) If the exterminator finds that there are no bedbugs present in the student's room or suite, then no further action will be taken. The student will be asked to continue monitoring his/her living space, and to notify Residence Life immediately if there are further problems.
  - 2) If the exterminator concludes that bed bugs are present in the room or suite, Residence Life will provide the affected student(s) with a detailed list of instructions for the removal and laundering of their personal items. Residence Life will assist with the cost of laundry in the residence hall laundry room; however, anything a student wishes to dry clean is the responsibility of the student.
  - 3) Only the exterminator can confirm or deny the presence of bed bugs in a room – NOT Residence Life or any outside person.
8. Bed bugs are a serious community issue, and ALL students are expected to comply with all instructions given to them within 24 hours once bed bugs have been confirmed within their living space.