Calvin College Bed Bug Policy

Residence Life and Building Services are 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 and apartments, all of the college community is expected to adhere to the following guidelines:

1) Contact Building Services immediately if Bed Bugs are suspected via a work order or through your resident director. **If you see a specimen, keep it to show to Building Services.**

2) Building Services will perform a thorough investigation of the area in question. They will leave an insect evaluation questionnaire for the resident to complete. This must be submitted within 24 hours to the resident director.

3) If no bed bugs are present, a pest detector will be placed in the room. After 3 business days Building Services will check the detector. If no bed bugs are present, the resident will be given the all clear and asked to report any further incidents.

4) If bed bugs are present, Building Services will call pest control and schedule treatment. Building Services will treat the area with an approved chemical, cover the mattresses, deliver totes and bags in preparation for treatment and remove large items such as luggage for treatment.

5) Building Services will inform residents of the treatment plan:
   - All floors must be cleared of any personal items and vacuumed in preparation for treatment
   - Based on the inspection, the mattress will either be treated and covered or removed in a sealed plastic bag
   - Inspection and potential treatment may include rooms immediately surrounding (including above, below, left, right, and across) the target room. This is a precautionary technique and residents in these rooms are not required to follow the laundry recommendations unless they too have signs of the target pest.
   - Treatment to infested areas may take more than one application. **Residents will not have access to the area for 4 hours after treatment.** Building Services will post a sign on the door with time of re-entry. Follow-up inspections may be necessary.

6) On the day of treatment all laundry and bedding should be bagged in plastic bags and taken immediately to be laundered. The bags should then be disposed of in the outside trash bin. New bags should be used to return your items to your room. Shoes and other items that cannot be washed need to be placed in the dryer for **at least 30 minutes on high heat.** Do not place anything in the dryer that could be damaged. **Do not bring any items back to the room until approved by Building Services.** A checklist will be provided of tasks to be completed.

7) Monitor your room for the next couple weeks and report any further incidents immediately.

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<thead>
<tr>
<th>Calvin College Bed Bug Policy</th>
<th>New</th>
<th>2/14/2017</th>
<th>CT</th>
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<tbody>
<tr>
<td>Title</td>
<td>Revision</td>
<td>Date</td>
<td>Approved</td>
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8) A second treatment will occur approximately 14 days after the first. Building Services will then place a pest detector in the treated area for 1 or 2 nights to determine success in extermination. Residents will then be given either an all clear or instructions for another treatment.

Bed bug reminders:

- Don’t panic! Although Bed Bugs can be annoying, they can be battled safely and successfully if you follow all guidelines given to you by Residence Life.
- Do not apply pesticides on your own. Calvin College hires a licensed pest control operator that has an integrated pest management plan.
- Do not move your mattress or any furniture out into the hallway. Placing infested furniture into common area or outside may simply help spread bed bugs to the rooms and suites of other students.
- Do not go to sleep in a friend’s room or in places off-campus. If you actually have bed bugs, you will only spread them to others.

Sample of resident checklist:

Room/Apartment ____________
You are responsible for completing the tasks listed below prior to treatment
Initial and date when they are complete and turn in to your RD/Area Coordinator

<table>
<thead>
<tr>
<th>Task</th>
<th>Initials of all residents in the suite/apartment</th>
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<tbody>
<tr>
<td>1</td>
<td>Launder all bedding and clothing in dryer on high heat for a full cycle (at least 30 minutes)</td>
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<tr>
<td></td>
<td>*Use bags provided to bring to laundry room, dispose of them outside and use new bags after drying is complete</td>
</tr>
<tr>
<td></td>
<td>Location of items until treatment is complete</td>
</tr>
<tr>
<td>2</td>
<td>*Items cannot go back into the room until treatment is finished or you will have to repeat step one</td>
</tr>
<tr>
<td></td>
<td>Clean up all items from the floor and vacuum</td>
</tr>
<tr>
<td>3</td>
<td>Put any items that cannot be dried in the totes provided</td>
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<tr>
<td>4</td>
<td>Place luggage and large items for treatment in the bags provided by Building Services</td>
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</tbody>
</table>

Failure to comply by the time of treatment will result in a fine of $100 per resident.
Building Services Bed Bug Procedure

Residents report possible bed bugs

If nothing is found on inspection

Building Services Inspects the room, brings a questionnaire and places a pest detector

Re-inspect in 3 days.

If negative, detectors are empty and no evidence with residents’ condition improving, no further action required.

If Bed Bugs are found

- Treat area with pre-approved chemical
- Cover mattresses
- Contact pest control
- Deliver totes and bags in preparation for treatment
- Remove large items for treatment in approved bags

Inform residents and Student Life of treatment schedule

Day of treatment

Students must vacate the room for 4 hours
Do not bring any belongings back to the room until approved by Building Services

2nd treatment (approx. 14 days later)

Vacate the room for 4 hours
Place pest detector in treated area for 1 or 2 nights (residents vacate the bedrooms)

If negative

All clear

If positive

Re-treat