

Effective Date	January 17, 2020
Policy Number	SAF-PL-101.02
Sponsor	Vice President Michael Metzger
Responsible Office	Environmental Health & Safety & Sustainability
Next Review Date	January 17, 2024

## I. REASON FOR POLICY

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This document provides a general approach to addressing complaints of infestations including bed bugs, lice and scabies and managing them if confirmed present.

Bed bugs are insects that live by feeding exclusively on the blood of warm-blooded animals. Although not recognized as disease carriers, bed bugs are unpleasant pests that can cause physical discomfort and emotional distress to human hosts. While their presence is unrelated to personal hygiene habits or cleanliness, they have been widely publicized in the press and carry significant stigma. In addition, if not properly and quickly addressed, infestations of bed bugs can multiply and migrate into adjacent areas.

Lice are tiny parasites that live on the body or in clothing and bite through the skin to obtain blood. Bites cause itching, redness, and soreness though it may take 2 to 3 weeks or longer after being infected before itching symptoms start.

Scabies is a skin infection caused by mites that burrow under the skin. Scabies is very contagious and may take as long as two to six weeks before the characteristic rash appears.

## II. POLICY STATEMENT

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At the discretion of the Director of the Student Health Center or the Director of Residence Life, when deemed prudent based on the number and severity of cases, the following protocol will be implemented to ensure effective campus communication regarding infestations.

Infection Control Management Team:

The Director of the Student Health Center coordinates the Infection Control Management Team. The mission of the Infection Control Management Team is to ensure that appropriate communications and action among University departments when incidents of a critical nature involving students occur. When an incident occurs, the Infection Control Management Team may be convened to develop a response plan based on the available information. The Infection Control Management Team also facilitates post-crisis debriefings to review the incident, discuss follow-up actions, identify post-crisis support mechanisms, and evaluates the resolution.

The core membership of the Infection Control Management Team will consist of the following staff positions:

- Vice President for Enrollment and Student Services or appointee
- Vice President for Finance and Administration or appointee
- Associate Provost for Academic Affairs
- Director, Residence Life
- Director, Facilities Services or appointee
- Director, Student Health Center
- Director, Environmental Health & Safety & Sustainability
- Director, Faculty Student Association

Additionally, the Infection Control Management Team may decide it is necessary to call upon the following additional staff to assist in certain situations:

- University Police
- Campus Life
- Counseling Center
- Marketing and Communications
- Human Resources
- Chautauqua County Health Department

When a licensed health professional becomes aware of a potential or a confirmed case of infestation, he/she will:

- Ask the student to complete and sign an Authorization for release of protected medical information form found on the Student Health Center website using the following link:  
[http://students.fredonia.edu/sites/students/files/section/healthcenter/files/Authorization\\_for\\_release\\_of\\_medical\\_information\\_Final.pdf](http://students.fredonia.edu/sites/students/files/section/healthcenter/files/Authorization_for_release_of_medical_information_Final.pdf)

Directions for completing this form shall note that

**AUTHORIZATION FOR INFORMATION TO BE RELEASED BY FREDONIA STUDENT HEALTH CENTER TO THE BELOW STATED ORGANIZATION:**

- Please have the student add “Infection Control Management Team” to the list of designated individuals to whom the information may be released. Students’ health information will be held strictly confidential. As required by law, the Student Health Center may disclose students’ medical information to public health, school and legal authorities charged with preventing or controlling of communicable diseases.
- Contact the Director of Residence Life
- The Director of Residence Life will contact the student in question for more information, assess the situation, and make the appropriate course of action based on Fredonia personnel’s and student’s description of the infestation. Students must be assured that their health information they share with the Student Health Center will remain strictly confidential.

- If the reporting party is a medical professional and the student has a confirmed case of an infestation, the Director of the Student Health Center will notify the Office of Residence Life (for students who live on campus) and the Action Plan for a Confirmed Case of Infestation will be implemented.
- If the reporting party is non-medical personnel (a student, faculty or staff) and the student does not have tangible proof of his/her diagnosis, the student in question will be directed to the Student Health Center, Monday – Friday from 8:30am-5pm or to the office of Residence Life who will request a confirmation from the Pest Control Vendor through a Facilities Services work request. If a situation arises after hours, Residence Life staff will contact the after-hours line at Facilities Services who will then contact the on-call staff at the Pest Control Vendor. If there is no answer at Facilities Services during evenings, weekends, or holidays, staff should contact University Police.

A detailed timeline of actions taken should be kept by both Facilities Services and Residence Life.

### **Action Plan for a Confirmed Case of Infestation (Residential Student)**

#### **Director of Residence Life or designee will take the following steps:**

- Health Center diagnoses and recommends treatment for individual with evidence of infestation
- Residence Life will identify appropriate space at the beginning of each semester for emergency use.
- Residence Life contacts Facilities Services to request the Pest Control Vendor treat identified room(s).
- The student is provided with information contained in this document. Residence Life advises staff on specific precautions the student must take, dining preparations, and custodial training, etc.
- Residence Life works with certified pest contractor and the individual to treat personal items in the room. Residence Life will provide linen when necessary.
- At the discretion of the Residence Life Director, student may be moved to a new room.

#### **Director of Facilities Services or designee will take the following steps:**

- Coordinate certified pest contractor to treat room(s)
- Notify Custodial Services of areas to be treated and cleaned

#### **Faculty Student Association or designee will take the following steps:**

- In the case of individuals living in the residence halls and utilizing linens provided by FSA, Residence Life staff will provide the protocol to the occupant. Individuals should be instructed on how to properly launder bedding utilizing building machines.
- In the event of an infestation in a student's suite or room with a service animal or emotional support animal, the student will be responsible for the removal of the animal from campus during extermination and the animal can only be returned to campus once the infestation is cleared by an exterminator and will also need appropriate veterinary documentation of good health following removal for infestation treatment ( this documentation should include that the animal is free of any insects or mites that have the potential to impact the health and safety of a residence hall)

**Communication Chart**

**First Line of Communication:**

<p>Student is diagnosed with an infestation by the Student Health Center</p>	<p>Director or Student Health Center is contacted</p>	<ul style="list-style-type: none"> <li>· Vice President of Enrollment and Student Services</li> <li>· Director, Residence Life</li> <li>· Director, Environmental Health &amp; Safety &amp; Sustainability</li> <li>· Director, Faculty Student Association</li> <li>· Director, Facilities Services or appointee</li> </ul>
<p>Student self discloses to Residence Life Staff</p>	<p>Director of Residence Life is contacted</p>	<ul style="list-style-type: none"> <li>· Vice President of Enrollment and Student Services</li> <li>· Director, Environmental Health &amp; Safety &amp; Sustainability</li> <li>· Director, Faculty Student Association</li> <li>· Director, Facilities Services or appointee</li> </ul>

**Second Line of Communication:**

<p>Director, Residence Life</p>	<ul style="list-style-type: none"> <li>· Resident Directors</li> <li>· Resident Assistants</li> <li>· Residents</li> </ul>	
<p>Director, Student Health Center</p>	<ul style="list-style-type: none"> <li>· Health Center Staff</li> <li>· County Health Department</li> </ul>	
<p>Director, Environmental Health &amp; Safety &amp; Sustainability</p>		
<p>Director, Faculty Student Association</p>	<ul style="list-style-type: none"> <li>· Laundering Services</li> </ul>	
<p>Director, Facilities Services</p>	<ul style="list-style-type: none"> <li>· Custodial Services</li> </ul>	

No items may be removed from the room without inspection and approval from the pest control vendor.

Gather all clothing, footwear, bedding, and other fabric items into clear plastic bags, and seal them. (Note: plastic bags are to be used, and never cardboard boxes as bed bugs can hide in the folds of the box.) Students will need to wash any clothing they are going to take with them and dry on high heat for 60 minutes minimum. Students should take a hot shower immediately prior to putting on clean clothing.

All appropriate security measures should be put into place to prevent theft or loss of students personal items.

The pest control vendor will then be scheduled to treat the room as necessary with high heat and/or chemical pesticide treatment. At the time of or before cleaning, plastic should be provided to the pest control vendor for the purpose of wrapping the mattress and box springs. Custodial services should be on hand to remove these items once wrapped. Mattresses should be labeled and disposed of in the C&D dumpster. Mattresses with confirmed bed bugs must never be stored near new/uninfested mattresses or sent for recycling. The pest control vendor will need to be notified as to the location of mattress disposal for their records.

After the pest control vendor has treated the room, residents will want to clean their personal belongings as dead bed bugs, sheds, and fecal matter will be left behind.

Pesticides will have been used in cracks and seams of the room just as they would be in the case of ants or spiders. Custodians and residents should not come into contact with these pesticides, but should be made aware of their presence. Prudent steps should be taken by students and custodial staff cleaning the room directly after treatment to prevent any pesticide residue from coming into contact with skin. (i.e. Long sleeves and gloves) Hands should be washed with soap and water before eating, drinking, or smoking. Safety Data Sheets on pesticides used are to be provided to both EH&S and the custodial staff by the pest control vendor.

Rooms used for temporary sleeping accommodations should be inspected by the pest control vendor before the residence move out. Students and custodians should not enter any treated room until given approval by the pest control vendor.

### III. RELATED DOCUMENTS, FORMS AND TOOLS

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[Flea Control Handout](#)

[Infestation Control Handout](#)

#### IV. DEFINITIONS

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TERM	DEFINITION
Infestation	The presence of an unusually large number of insects or animals in a place, typically so as to cause damage or disease.

#### V. CONTACT & ENFORCEMENT

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ROLE	CONTACT	PHONE	EMAIL - Website
Responsible Office	EH&S&S	(716) 673-3796	<a href="mailto:Sarah.laurie@fredonia.edu">Sarah.laurie@fredonia.edu</a>
Enforcement	Human Resources	(716) 673-3434	<a href="mailto:human.resources@fredonia.edu">human.resources@fredonia.edu</a>
Policy	University Policy Office	(716) 673-4828	<a href="mailto:policy@fredonia.edu">policy@fredonia.edu</a> <a href="http://policy.fredonia.edu">policy.fredonia.edu</a>