

# Guidelines for Bed Bug Prevention in the **WORK PLACE**



## FRONT LINE STAFF IN THE COMMUNITY

If you have a position that involves going into homes for home visits within the community, there is a potential risk for picking up bed bugs. By taking certain precautions, these actions before “will” help to reduce the risks of potential bed bug infestation within your home and/or work.

### *Recommendations to take when working in the field*

- Know or ask ahead of time, if appropriate, whether the room or space has or had bed bugs.
- Do not bring bags or personal belongings inside the room, carry as little as possible with you. If you must bring belongings with you (purse, paperwork, jacket, etc.) it should be hung up in a safer area such as near or on the front door, or kept with your person.
- All efforts should be made to leave as much as you can back at the office or in your vehicle.
- For home visits be sure to stand in an open area or sit on a hard chair, not on plush furniture or beds (ex: kitchen table and chair would be a good place to conduct interviews/visits).
- Roll up pant legs and consider wearing protective knee-high shoe covers and discarding them immediately after the visit.
- Carefully shake out your clothes while standing outside before returning to your car or office.
- **When returning home** discard the clothes by changing immediately in a location such as the bathtub/garage and seal them in a plastic bag.
- Clothing should be immediately placed in a dryer on high heat for 30 minutes. Discard the plastic bag that was used immediately outside the house.

**Or**

- **When returning to the office**, bring a change of clothes and shoes for working in the field, change clothes at work and keep the field clothes and shoes in a sealed bag/container for laundering.
- Dissolvable plastic laundry bags are available that allow you to isolate infested clothing until it can be placed in the wash. For more information on where you can purchase these, please contact [bedbugs@gov.mb.ca](mailto:bedbugs@gov.mb.ca) or **1-855-362-2847**.

## PREVENTION OF BED BUGS IN THE WORKPLACE SETTING

Precautions should be taken in common areas where individuals are welcomed into our organizations (ex: meeting rooms, waiting rooms, etc.). A bed bug procedure should include the following.

- Clients/customer should be encouraged to place belongings in designated areas and avoid placing them on furniture (ex: large bins/containers/on tables).
- If a client/customer enters the workplace carrying a visible bed bug, staff should inform the client in an approachable manner. Referrals should be made to the appropriate individuals or agency (ex: pest control company, landlord /property manager if renting, etc.).

## Preventative Measures

- When purchasing furniture for the office, avoid cloth and seek seating that is vinyl or plastic to reduce the opportunity for nesting. Double-sided tape should be placed on the floor around the perimeter of common areas such as meeting and waiting rooms. A visual check of this tape is required once a month by an appointed staff member. Alternately, bed bug traps can be placed in strategic areas.

## IF A BED BUG IS FOUND IN THE WORKPLACE ON AN INDIVIDUAL

- 1) Meet with the person privately, away from others, so you can examine the person's items for bed bugs.
- 2) Put any bugs you find in a sealed container for inspection and identification.
- 3) Contact a licensed professional exterminator or public health inspector, to identify the bugs.

## IF YOU'VE CONFIRMED BED BUGS ARE IN YOUR WORKPLACE SETTING

- You must seek treatment for a possible bed bug infestation when you find more than one type of evidence that your workplace has bed bugs (ex: seeing the actual bugs, the cast-off bed bug skins, droppings or dried blood spot(s)).
- Discreetly examine the area where the bed bugs were found (search clothing, belongings, etc.).
- Thoroughly examine your work place for any additional evidence of bed bugs and report your findings to the public health inspector to determine if treatment is required. (Note: you can call the provincial Bed Bug Hotline at **1-855-3MB-BUGS (1-855-362-2847)** to be connected to a public health inspector.
- Contact a licensed professional exterminator for treatment. A licensed exterminator will know about the different products and techniques available to get the best results.
- Do not utilize self-treatment methods as they could be harmful to your health.
- Many exterminators now use heat treatment to kill bed bugs instead of, or combined with, chemical treatment.
- Follow the licensed exterminators advice and recommendations exactly and completely.
- Inform employees that bed bugs have been confirmed.

**Please Note:** You must maintain confidentiality. You cannot share the names of any staff who may or may not have brought bed bugs into the workplace.

### Developed in partnership with:

Resource Assistance for Youth | West Central Women's Resource Centre  
Daniel McIntyre St. Matthew's Community Association

For more information call **1-855-3MB-BUGS** (1-855-362-2847),  
Monday to Friday 8:00 a.m. to 4:00 p.m.  
email: [bedbugs@gov.mb.ca](mailto:bedbugs@gov.mb.ca) or visit: [Manitoba.ca/bedbugs](http://Manitoba.ca/bedbugs)

