NIAGARA FALLS PUBLIC LIBRARY	DATE EFFECTED: October 16, 2024 DATE REVISED:	BED BUG POLICY
Associated Documents: Occupational Health and Safety Policy		

PURPOSE

Niagara Falls Public Library is committed to maintaining a clean and safe environment for our patrons and staff. This policy outlines our procedures for preventing and managing bed bug sightings within library facilities and materials. While bed bugs do not pose serious health risks, their presence is not acceptable. We will educate staff and implement effective protocols to address any issues that arise.

PREVENTION

- **Reporting:** All staff must report any suspected bed bug sightings immediately.
- **Cleanliness:** Maintain clean and clutter-free workspaces; avoid leaving bags or personal items on the floor.
- **Awareness:** Staff will receive training on identifying bed bugs and understanding reporting procedures.
- **Supplies:** Each location will have a supply of clear plastic bags for containment.

CONTAINMENT PROCEDURES

1. If a Staff Member Finds a Bed Bug:

- **Contain the Bug:** Use gloves to place the bug and any affected materials in a clear plastic bag and seal it.
- **Notify a Supervisor.**
- **Document the Incident:** Fill out the Bed Bugs Reporting Spreadsheet.

2. If a Customer Reports a Bed Bug:

- Thank the customer for reporting and assure them that the library is proactive in managing this issue.
- Provide instructions for the customer to seal the item and return it to staff.

INSPECTION AND TREATMENT

Only licensed pest control companies will be contracted if treatment is necessary i.e. infestation of bed bugs on library furniture, etc.. Follow-up inspections will ensure the effectiveness of treatments.

COMMUNICATION PROTOCOLS

Staff should communicate sensitively with customers about bed bugs, providing accurate information and directing any serious concerns to a supervisor.

RECORD KEEPING

Incident reports and treatment outcomes will be maintained by staff for future reference.

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