



Bed Bug Prevention and Containment Policy

Authority: Library Board

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Purpose

East Gwillimbury Public Library works to prevent, contain, and eliminate any known cases of bed bugs and bed bug eggs in the Library and its materials. This policy outlines the Library's Prevention Protocol and Procedures for situations when Library staff or patrons find or suspect bed bugs in the Library environment.

Procedures

1. Inspection

All branches will be tested for bed bugs at least twice annually. The frequency of inspections may increase if an infestation is discovered.

2. Prevention

Staff will receive training to identify bed bugs and to practice the following preventative procedures:

- visually inspect containers from outside libraries before unloading
- visually inspect containers once empty
- visually inspect containers before packing

Library Staff and Facilities Staff are responsible for reporting any bed bug sightings to their Branch Manager.

3. Containment and Elimination

If a bed bug is found in Library material, Library staff and patrons are asked to do the following:

- place the material with the bug in a re-sealable bag. Re-sealable bags are available at the circulation desk of both branches.
- return the bag directly to Library staff or the Branch Manager. Do not place the bag in the drop box.

4. If bed bugs are found on library premises:

- professional exterminators will be called in to treat for bed bugs

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- all carpet and upholstery will be steam cleaned
- branch may be closed until it is re-checked and found to be free of bed bugs

The Library will review and revise its bed bug statement and procedures as needed in response to bed bug sightings or positive bed bug tests.

The library is committed to meeting the needs of patrons with disabilities and will provide, upon request, alternate formats and communication supports, in compliance with the *Integrated Accessibility Standards Regulation, Ontario Regulation 191/11* and the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*

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