

July 20, 2012

<b>DIRECTIVE:</b> JOB CORPS INFORMATION NOTICE NO. 12-05
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**TO:**                    ALL JOB CORPS NATIONAL OFFICE STAFF  
                         ALL JOB CORPS REGIONAL STAFF  
                         ALL JOB CORPS CENTER DIRECTORS  
                         ALL JOB CORPS CENTER OPERATORS  
                         ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                         ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:**                EDNA PRIMROSE  
                         National Director  
                         Office of Job Corps

**SUBJECT:**            Prevention and Mitigation of Bed Bugs in Center Buildings

1.     Purpose. To provide the Job Corps community with guidance on preventing and mitigating bed bug infestation.

2.     Background. Bed bugs are small, parasitic insects that feed on human blood. These tiny creatures are most active at night when the host is sleeping. Bed bugs are most prevalent in areas known for high human traffic such as apartments, hotels, theaters, airplanes, subways, buses, trains, prisons, and dormitories. They have been found in mattress seams, crevices in box springs, spaces under base boards, dresser drawers, upholstered furniture, and inside switch plates. Bed bugs do not fly. They travel from place to place in luggage, backpacks, computer cases, souvenirs, toys, furniture, mattresses, box springs and clothing.

The insects have made a strong resurgence in the United States during the past decade. They were rarely seen in U.S. during the latter part of the 20<sup>th</sup> Century. Increased travel to countries where bed bugs are a common problem is one of several theories behind their reappearance. Bed bugs do not transmit disease. However, individuals bitten by bed bugs can develop infection from scratching the bites. Treatment for bed bug bites often includes antihistamines to reduce allergic reactions, and antiseptic or antibiotic creams to prevent infection.

3.     Action. In accordance with Job Corps Policy and Requirements Handbook Chapter 5, Section 5.17, "Food Handling and Storage, Pest Control, Unsanitary Conditions, and Water Treatment," centers shall take adequate measures to control insects, including bed bugs, and ensure that pesticides are applied by licensed professional pest control contractors. Job Corps

centers are encouraged to follow pest control contractor recommendations for preventing and mitigating bed bug infestation. Changes to Section 5.17, R3, "Pest Control," are forthcoming.

Job Corps centers are encouraged to implement the following procedures to prevent infestation:

- Do not purchase or accept donations of second-hand or discarded furniture such as bed frames, mattresses, box springs and upholstered furniture.
- Establish regular cleaning schedules to ensure living spaces are thoroughly vacuumed, and kept clean and free of clutter to eliminate places for bed bugs to hide.
- Inspect students' luggage, backpacks, clothing and other items for signs bed bugs. Place luggage, along with moth balls, in a tightly sealed plastic bag. Store labeled, plastic bags in a designated storage area.
- Inspect dormitories monthly for signs of bed bug infestation. Discard mattresses, box springs and upholstered furniture that show sign of infestation such as live bugs, fecal stains, egg cases, and bed bug skins. Contact local pest control professionals to apply bed-bug specific insecticides in all affected and adjacent areas, including, but not limited to carpeting, furniture, baseboards, and bed frames.
- Cover mattresses, box springs, and pillows with protective covers designed to prevent bed bug infestation. Inspect bags regularly. Replace if damaged, there are signs of bed bugs, or replace according to manufacturer's instructions. **Do not** place protective covers on items infested with bed bugs.
- Instruct students to place luggage on a luggage stand or dresser. Unpack clothing directly into a plastic bag. Place clothing into clothes dryer for 20 minutes on the high heat cycle, at least 120°F. High heat kills bed bugs and larvae.
- Provide all students with re-sealable large/extra-large plastic bags or preventive covers before placing items in dresser drawers or hanging in closets. Encourage students to store backpacks, computer cases or tote bags on wall hooks or on closet shelves.
- Instruct students to store dirty clothes and soiled linen in free-standing laundry bins or laundry bags. Hang laundry bags on hooks, behind chairs, or on clothes hanger in closet. Wash clothing, bed linen, and cloth laundry bags in high temperatures appropriate for the fabric to kill bed bugs that may be present. The water temperature and drying temperature should be 120°F degrees or higher.
- Provide students with information about bed bugs. Routine dormitory housekeeping duties should include inspection of sleeping areas and personal belongings for bed bugs. Instruct students to report bed bugs or suspected bed bug infestation to the Dormitory Manager, Residential Advisor, or other appropriate center staff.
- Require students to seek medical attention if they are bitten by bed bugs or other insects that may be present in dorm rooms.

The following resources have been included to assist centers with preventing bed bug infestation:

- United States Environmental Protection Agency (EPA), “Bed Bug Information,” <http://www.epa.gov/pesticides/bedbugs/>
- University of California, Los Angeles, “Treatment of Bed Bugs in UCLA's On-Campus Housing Facilities & University-Owned Apartments,” <http://map.ais.ucla.edu/go/1004882>
- University of Kentucky College of Agriculture, “Bed Bugs,” <http://www.ca.uky.edu/entomology/entfacts/ef636.asp>
- University of Indiana, “Housekeeping Procedures for Bed Bugs,” <http://www.ehs.indiana.edu/BedBugs/housekeeping.shtml>

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.
5. Inquiries. Direct all inquiries to Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov), or Alejandro “Alex” Perez at (202) 693-2825 or [perez.alejandro@dol.gov](mailto:perez.alejandro@dol.gov).