

DEALING WITH BED BUGS IN AN OFFICE OR COMMERCIAL BUILDING

Since bed bugs may appear periodically in offices or commercial spaces, so it's a good idea for businesses to take precautions and be prepared. Employees can learn about bed bugs from fact sheets, by visiting New York City's bed bug portal (<http://nyc.gov/health/bedbugs>), and through employer-sponsored trainings.

REPORTING A POSSIBLE BED BUG PRESENCE AT THE OFFICE

- Encourage staff to contact their supervisor immediately if they think they have seen a bed bug. Consult the guide, [Preventing and Getting Rid of Bed Bugs Safely](#) to help with identification.
- Supervisors should immediately contact the person or department responsible for facility maintenance and operations to confirm and take action to prevent an infestation

CONFIRMING THE PRESENCE OF BED BUGS

- It's important to make sure the insect that has been seen really is a bed bug.
- Capture one of the suspected bugs to show to a pest management professional to confirm that it is a bed bug.

DEALING WITH REPORTS OF POSSIBLE BED BUGS

- People are concerned about the presence of bed bugs and any reports by employees should be taken seriously and dealt with immediately.
- If any employee is suspected as being a source of for bed bugs entering the facility, have the Human Relations department deal with it confidentially.
- Try to discourage gossip about the possible source of bed bugs.
- Do assure all employees that the problem is being taken very seriously and that a pest management professional will be hired to deal with it. Give a time frame for this, if possible

CHOOSE AND WORK WITH A PEST MANAGEMENT PROFESSIONAL

- Not all exterminators or pest management professionals are equally skilled in bed bug detection and management. See the fact sheet, [Choosing and Working with a Pest Management Professional](#) for guidance.
- Some professionals use bed bug sniffing dogs to aide with detection. While well-trained and handled dogs may offer some advantages, they are not always necessary.
- Share with employees the features of the pest control plan developed with the pest management professional. The more they know, the more reassured they will be that the problem is being appropriately addressed.

IF BED BUGS ARE CONFIRMED

- Explain to staff exactly what is being done to stop an infestation, giving specific dates of any inspections or treatments by pest management professionals.
- If a pesticide(s) is used, distribute copies of the label of the product and its MSDS (Material Safety Data Sheet) to staff at their request.
- If a pesticide application is required, ensure that the pest management professional chooses the least toxic but effective pesticides, and applies them in a targeted way when employees aren't present. Ask if anyone has a known sensitivity to any of the products being used and, if they do, refer them to Employee Health and Safety or Human Resources.

IF BED BUGS ARE NOT CONFIRMED

- Encourage staff to continue to be vigilant in the future and report any other suspected infestations.
- Follow up with routine inspections of the office, preferably by a pest management professional