

Agency Wide Policy and Procedure

SECTION: Risk Management
SUBJECT: Infestation Control
POLICY NUMBER: 6.18

ATTACHMENTS:
APPROVAL DATE: 4/2024
REVISION DATE:

Policy: To properly prevent, treat, and maintain First Resources Corp. properties and programs from infestations and to ensure staff and clients are living, working, and receiving services in clean, safe environments.

Procedures:

- Prevention:
 - First Resources Corp. staff will assist clients with routine cleanliness checklists to ensure they maintain a clean home and program environment.
 - The First Resources Corp. maintenance team conducts site/program inspections at least monthly to monitor cleanliness and safety.
 - All clients and staff will be discouraged from sharing head accessories such as combs, hats, etc.
 - When providing community-based support, First Resources Corp. staff will inquire about the possibility of infestation prior to the start of services.
 - Clients will be discouraged from bringing used furniture or clothing into a First Resources Corp. owned/operated program without taking proper steps to minimize infestation.
 - At First Resources Corp. owned/operated daily sites, the following precautions will be followed to help prevent infestation of bed bugs, head lice, etc. prior to admission:
 - Box springs and mattresses will be fully covered in bed bug proof plastic covering provided by the client.
 - All clothing and bedding will be run through the clothes dryer on high for 60 minutes prior to putting items away.
 - All hard surface items (i.e. bed stand, bookshelves, dressers, etc.) will be wiped down with bleach water.
- Eradication:
 - If an infestation of head lice, bed bugs, cockroaches, scabies, or the like is suspected in a property owned/operated by First Resources Corp. (including vehicles), staff will immediately notify their supervisor or on-call staff for direction.

- The Supervisor or on-call staff will notify a member of the maintenance team who will conduct an inspection.
 - If needed, a member of the maintenance team will schedule a time for professional treatment and provide details of the plan to the Supervisor or on-call staff.
 - If an infestation is suspected at a location that is not owned/operated by First Resources Corp. (i.e. client's independent home, work location, other provider site, etc.), staff will notify their immediate supervisor or on-call staff for directions.
 - If a modification to service location or suspension from services is deemed necessary, services will not resume until documentation has been provided to prove the issue has been resolved.
- Staff Exposure
 - Staff will be notified if there is potential for exposure at their work site.
 - Staff will be provided with precautionary ideas to minimize transfer or exposure.
 - Staff are encouraged to report to their shift with minimal personal belongings.
 - First Resources Corp. will provide rubbing alcohol, OTC lice treatments, or bed bug spray if deemed necessary for staff protection.
 - First Resources Corp. will not be responsible for professional treatment of staff's home, car, etc.