

# Pest Control Policy

- 1) It is the Co-ops responsibility to maintain the unit, so that it is fit for habitation and complies with health standards.
- 2) It is the members responsibility to keep it this way.
- 3) Members are responsible for co-operating with the Co-op in their effort to control bed bugs/cockroaches and other pests.
- 4) If a member suspects they have bed bugs, cockroaches, mice or other pests it must be **immediately** reported to the Building Manager.
- 5) If reporting after hours, members should leave the Building Manager a note or voice message so they can follow up with the member. The Building Manager will contact the member on the first business day after a message has been left, and where necessary, contact the Pest Control company.
- 6) A member can be evicted if a member seriously and unreasonably interferes with the Co-op's efforts to deal with bed bugs/cockroaches, subject to the By-Laws of the Co-op.
- 7) The Co-op will pay for a unit's Bed Bug/cockroach treatment.
- 8) If a member is found to need multiple treatments due to them bringing bed bugs with them into the unit from the same source ( eg. from relatives or when traveling) the member may be held responsible for payment of the treatment.
- 9) Prior to treatment, a pre-inspection of the unit must be done to confirm that bed bugs are present in the unit.
- 10) If bed bugs are found in the unit, the member(s) will comply with the recommended treatment. If the member(s) do not comply with the unit preparation or treatment, the Co-op will proceed with treating the unit.
- 11) Members must not attempt to treat their unit on their own. The Co-op has a contract with a certified Pest Control Company and will exercise its' right to use this contractor in order to protect the safety of the Co-op's residents and other units
- 12) If a member does not disclose pests or has sought treatment without disclosure, they may be held responsible if infestation spreads and may be responsible for any associated costs.
- 13) If bed bugs are found in a unit, adjacent units will be notified and inspected to determine the extent of the infestation.
- 14) All units adjacent to the infested units may be treated as required. This is essential to prevent infestations from spreading to other households.

- 15) The member is accountable for the preparation of the unit and it must be prepared according to the instructions provided by the Co-op, prior to the Pest Control Company entering the unit.
- 16) The member is responsible for any costs associated with preparation of the unit for treatment.
- 17) If a member's unit is not properly prepared for the appointment made with the Pest Control Company, the cost of the treatment will be charged to the member
- 18) The entire unit must be treated. Partial treatments are ineffective and risk the chance of re-infestation. If the Pest Control Company has to return because the member refused to allow the entire unit to be treated, the cost will be charged to the member.
- 19) All occupants including pets, must leave the unit and not enter for at least 5 hours after the unit has been treated.
- 20) The member is responsible for any costs associated with the provision of care for their pets.
- 21) Members who are pregnant, have allergies or asthma are advised to take all necessary precautions
- 22) Any bed bug infested furniture that is being disposed of must be taken apart, defaced or damaged and sealed in plastic before moving through common spaces to garbage disposal area. Members should contact the Building Manager who will assist with supplies wherever possible.
- 23) Mattresses being disposed of must be slashed or otherwise damaged to ensure it is not usable, and sealed in plastic before moving through common spaces to garbage disposal area.
- 24) Members are not permitted to use the Laundry room once their unit has been identified as being infested.
- 25) To ensure prevention of further infestation, Member's key fob will be de-activated for the Laundry room until their unit has been treated, re-inspected and given the all clear by the Pest Control Company.
- 26) Members are not permitted to use the Playroom, Stella Room and/or Recreation rooms once their unit has been identified as being infested.
- 27) Members who have keys to the Playroom, Stella Room and/or Recreation room will need to return their key to the Office until their unit has been treated, re-inspected and given the all clear by the Pest Control Company.
- 28) Members will regain access to the Playroom, Stella room and/or Recreation room, once their unit has been treated, re-inspected and given the all clear by the Pest Control Company.
- 29) If there is a suspicion that a member may have been exposed to bed bugs while travelling, the member should contact the Building Manager for advice. Luggage should be inspected and kept isolated from the bedrooms (such as in a storage area that can be easily treated) The luggage should be stored in plastic bags. All clothing should be hot washed at an off site Laundry facility, and dried for a minimum of 30 minutes at high heat.
- 30) A minimum of one follow up service will be done 2-3 weeks after initial services. This will consist of an inspection, spot treatment and if necessary, a full treatment.

- 31) The member will have to prepare the unit again (see treatment preparation sheet) if a re-treatment is required.
- 32) The member is responsible for finding a place to stay, for the 5 hours following the re-treatment.
- 33) The member is responsible for relocating their pets for the 5 hours following the re-treatment and for any costs associated with this.

### **Health and Safety for Staff**

Personal Protective Equipment should be available to staff prior to inspection of unit suspected of bed bug infestation. This includes access to Disposable coveralls, disposable gloves and disposable boot covers, dust masks, Ziploc bags for holding disposable items after leaving unit and durable plastic garbage bags.

- 1) Staffs need to be aware of how to conduct one's self in an infested unit – staff should avoid leaning or sitting on the beds, take the minimum amount of equipment into the unit and avoid placing items on the beds etc.
- 2) Staff should inspect their personal items upon completion of a unit inspection.
- 3) The Co-op will compensate staff that develop bed bug infestations at home that may have come from their exposure to them from their work in the Co-op.

**On Motion Duly made, seconded and carried the General Members of Hazelburn Co-op adopted the policy regarding Pest control at the Annual General meeting**

Approved by Board of Directors: March 18, 2015

Approved by Membership: April 15, 2015

Board Signature: \_\_\_\_\_