[Date Here]

Dear Parent(s)/Guardian(s),

Today, a bed bug was found on your child or in your child’s belongings. While this does not necessarily mean that the bed bug was brought to school by your child, it is important to your child’s health and to the school community that you inspect your home for signs of bed bugs. Below you will find information about bed bugs and an identification guide to help you with your inspection.

**Background Information**  
1. Adult bed bugs are about 3/16-inch long and reddish-brown, with oval, flattened bodies. They can be mistaken for ticks or cockroaches. Immature bed bugs are smaller and lighter in color.

2. Bed bugs do not fly, but can move rapidly over floors, walls, ceilings, and other surfaces.

3. Unlike head lice, they do not live on people. However, they can hitchhike in backpacks, clothing, luggage, books, etc.

4. Bed bugs are active mainly at night. During the day, they hide close to where people sleep.

5. A common concern with bed bugs is whether they transmit disease. Although they can harbor pathogens, transmission to humans is considered unlikely.

**What should you do?**  
1. If bitten use good hand hygiene to prevent itching and secondary infection. Do not scratch the affected area. Instead, apply antiseptic cream or lotion and take antihistamine to alleviate symptoms.

2. Remove any clutter from your home. Highly cluttered homes and bedrooms provide bed bugs with numerous places to hide.

3. Use a vacuum to clean away any debris. It makes it easier to determine if the bed bugs are dead or alive. Make sure that the infested vacuum bag is thrown away outside of the building.

4. Put infested clothing in a hot dryer to kill bed bugs and their eggs. Heat can also be used to kill bed bugs in furniture and carpeting by using a steamer.

5. Cover your mattresses/box springs with encasements (ensure the zipper closes completely). Encasements are intended to seal your mattress/box spring so that no bed bugs can infest your mattress, and any bed bugs currently infesting your mattress can't bite or escape from the encasement.

6. To address a bed bug infestation in your apartment, call 311 about the City of Chicago Beg Bug Ordinance. It is the responsibility of building owners to eradicate bed bug infestation.

Remember—anyone can get bed bugs! If you have questions regarding this information, please contact the school nurse at: \_\_\_\_\_\_\_\_\_\_ or the Chicago Department of Public Health (CDPH) at (312) 746-6015.

Thank you for your attention to this matter.

Sincerely,

[Principal] [School Nurse]

Letter to students in classroom

[Date Here]

Dear Parent(s)/Legal Guardian(s),

Recently, we found a confirmed case of bed bug infestation in your child’s school. Bed bugs are small parasites that feed solely on the blood of people and animals, including pets, while they are sleeping. Bed bugs may hide in student belongings or clothing, leading to spread in group settings. Though bed bugs are a nuisance, they do not cause or spread disease.

Bed bug bites are red, itchy and commonly appear on the face, neck, arms, or hands. If you are concerned about bed bug infestation, please contact your healthcare provider for evaluation of symptoms.

**If you find a bedbug in your home what should you do?**

1. Remove any clutter from your home. Highly cluttered homes and bedrooms provide bed bugs with numerous places to hide.

2. Use a vacuum to clean away any debris. It makes it easier to determine if the bed bugs are dead or alive. Make sure that the infested vacuum bag is thrown away outside of the building.

3. Put infested clothing in a hot dryer to kill bed bugs and their eggs. Heat can also be used to kill bed bugs in furniture and carpeting by using a steamer.

4. Cover your mattresses/box springs with encasements. Encasements are intended to seal your mattress/box spring so that no bed bugs can infest your mattress, and any bed bugs currently infesting your mattress can never bite through or escape from the encasement. (It is important that the mattress encasements you purchase have a zipper that will close completely.

5. To address a bed bug infestation in your apartment, call 311 about the City of Chicago Beg Bug Ordinance. It is the responsibility of building owners to eradicate bed bug infestation.

If you find something, please do not feel bad or guilty—anyone can get bed bugs! If you have questions regarding this information, please contact the school nurse at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or the Chicago Department of Public Health (CDPH) at (312) 746-6015.

Thank you for your attention to this matter.

Sincerely,

[Principal] [School Nurse]