[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 are not known to 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 bed bug 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 Bed 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! Bed bugs are not a sign of good or poor hygiene.

If you have questions regarding this information, please reach out to your school nurse.

Thank you for your attention to this matter.

Sincerely,

[Principal] [School Nurse]