

Volume F2: Facilities Management	F2.2 Mitigation of Pest Introductions Effective Date: 09/26/2016	Responsible Office: Facilities Management
		Responsible Officer: Superintendent of Buildings

POLICY STATEMENT

Northeastern Illinois University (the "University") has an obligation to provide a safe and healthy work environment and protect University property. These procedures will assist in minimizing the risk to students, faculty and staff.

PURPOSE OF THE POLICY

To provide guidelines for addressing the health and safety of University personnel during a pest introduction on NEIU property.

WHO IS AFFECTED BY THIS POLICY

All University Departments

DEFINITIONS

Pest – An insect or animal that causes harm, damage, annoys individuals or spreads germs.

Infestations – A large population of pests, including adults and young that cause harm, damage, or annoy individuals that are using the space.

Introductions – Pests brought into an area, generally there are very few.

PROCEDURES

1. When Facilities Management (FM) determines there is a potential transmittable pest introduction FM will notify FM Building Service Workers (BSW) and University Police. FM BSWs will immediately quarantine the area. No personnel can be allowed to occupy the area and no items can be removed or relocated until it is determined safe to do so by FM staff.
2. The Assistant Vice President for FM or designee will notify the Vice President for Finance and Administration, the Vice President for Legal Affairs, and the University Risk Manager of the situation. An administrator will contact the unit Director / Manager / Coordinator overseeing the affected area and seek information on occupants of the area in order to identify potential sources of the introduction and minimize expanded exposure.
3. The Vice President for Finance and Administration in consultation with the Vice President for Legal Affairs, the Risk Manager and the Assistant Vice President for FM, will establish a quarantine protocol and determine the responsibilities and required actions of personnel affected by the incident. This may include restricting individual access to their work area or to the University until medical clearance is obtained. Or it may include relocating personnel to other NEIU offices while the quarantine is in effect. The Vice President for Finance and Administration will communicate the remediation and quarantine protocols to the Director / Manager / Coordinator overseeing the affected area to relay information that must be provided to all impacted faculty, staff, and students.
4. The Assistant Vice President for FM or designee will immediately request an investigation of the area by



a pest management contractor with expertise on the particular type of introduction, or the appropriate public health agency if there is a substantive threat to public health. If a preliminary inspection finds no evidence of pest introduction, then a secondary inspection will be conducted based on professional recommendations (generally 5-10 days later) to verify initial findings.

5. If a pest introduction is confirmed on University property, the authorized pest management contractor or public health agency will develop and communicate an abatement plan to exterminate, eradicate the pest introduction and eliminate the health and safety concern.
6. The Assistant Vice President for FM will communicate with the Vice President for Finance and Administration, the Vice President for Legal Affairs, and the Director / Manager / Coordinator of the affected area for support in implementation of the plan. Personnel, equipment and infrastructure shall be considered. FM will utilize pest management and treatment checklists to thoroughly inspect and abate the affected area(s).
7. FM will implement the approved abatement plan and authorize reoccupation of the space with FM approved industrial furniture/ equipment. Personal belongings and non-University property that contributed to or have the potential to contribute to future occurrences will be removed before the occupants are allowed to reoccupy the space. Employees will be responsible for demonstrating abatement of personal property prior to its return to the workplace.

HISTORY

Formerly Facilities Management Employee Reference Manual: Addressing Pest Infestations on NEIU properties, effective dated 11/01/2015.

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
<i>Superintendent of Buildings</i>	<i>(773) 442-5250</i>	<i>r-jacobson1@neiu.edu</i>

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.