



## CWP Policy/Procedure Transmittal

**Policy and Procedures Transmittal Number:** 18-01

**Effective Date:** March 14, 2018

**To:** CWP Staff and Subrecipient Staff

**From:** Julie Watson Compliance & Accountability Administrator

**Issue Date:** March 14, 2018

**Subject:** Procedures for Addressing Possible Pest Infestation in the Office

With this transmittal, we are issuing procedures for CWP and CWP Subrecipient staffs to address possible pest infestation in the office. The purpose of this issuance is to provide standardized procedures for CWP-funded staff and CWP partner staff who are located in a CWP operated facility when there is an instance of pest (e.g., bedbugs, lice, ants and cockroaches) infestation or the possibility of pest infestation or transmission in a location operated by CWP or where CWP-funded staff provide services.

These procedures are effective today, March 14, 2018.

Please retain these procedures for your reference.