|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PET POLICY | | | | NO. | |
| POLICY:  It will be the Policy of Winning Wheels, Inc. Care Center to allow a pet in the facility provided that the animal is checked by a licensed veterinarian before admittance and yearly thereafter, that the animal be immunized for prevention of disease and that State and municipal laws regarding the general care, confinement, type, and number of pets be met.  PROCEDURE:  Pets shall have immunizations for prevention of disease.  Pets shall be checked by a licensed veterinarian prior to admission and annually thereafter. In addition, the name and telephone number of the veterinarian shall be kept by the facility.  Pets will not be allowed in areas where food is stored, prepared, or served, where medicine is stored or prepared, or where linen is stored or washed.  The resident council shall be involved in pet maintenance.  Proper hygienic practice is stressed for both staff and residents to reduce the chance of disease. Thorough hand washing with antibacterial soap following cleaning of animal housing area, etc. Gloves must be worn during the performance of these duties. Proper hand washing will be encouraged following staff/residents contact with handling animals.  The Winning Wheels, Inc. Therapeutic Recreation Specialist is designated as responsible for the animal's control, feeding, and maintenance. If such responsibilities are assigned to residents for therapeutic reasons, a staff member will supervise the pets' care.  It shall be understood that if in the Department of Public Health's opinion, the pet or pets are creating a situation detrimental to the health and safety of the residents and/or staff, removal of the pet or pets will be required.  Animals which might cause severe injury will not be considered by the facility.  Animals are checked by a licensed veterinarian before admittance to the facility and annually thereafter. Pets will have immunizations for prevention of disease. Animals will receive a scheduled program of flea treatments pursuant to veterinary recommendations. Canines must initially pass a temperament profile prior to being accepted for residence.  Responsibility for the cost of obtaining and maintaining the animals is the responsibility of the facility, unless it is a Resident Council project (ie. fish tank).  Detailed policies are formulated (refer to attached) and must be approved by the facilities Infection Control Committee. | | | | | |
| Approved: | Effective  Date: | Revision  Date:  3/17 | Change No.: | | Page:  1 of 3 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PET POLICY | | | | NO. | |
| CANINE SCHEDULE PROCEDURES:   1. Documentation    1. Documentation related to the canines health record, dates of routine physical exams, and vaccines will be kept in the front office. Canine will be seen by the Veterinarian at least one time each year for a routine physical exam. 2. Feeding routine    1. Canine will be fed two times daily as determined by the veterinarian and Therapeutic Recreation Staff. TR staff will be the primary responsible party (or designee) for feeding the canine.    2. TR staff will keep the dog treats on hand for distributing to the residents, staff and facility guests. TR staff will monitor the intake of treats to ensure obesity is avoided.    3. Canine is to receive dog food and dog treats only. See also attached ‘ANIMAL TREAT POLICY.’ 3. Exercise schedule    1. Canine will be exercised/walked daily. 4. Outdoor 'Free/Duty-Time" Scheduled    1. The fenced in areas located off the dining room will be used for canine free/duty-time. The staff member responsible for letting the canine in during inclement weather is also responsible for getting a towel and drying the canine off when it comes into the building. 5. Grooming Schedule    1. Oral Hygiene    2. Bathing will be done on a regular basis    3. Nail trimming will be done as needed    4. Brushing will be done at least one time weekly by TR staff and other times by residents of volunteers who wish to assist with this. A grooming brush is available from TR staff. 6. Resident Visitation    1. Canine will be placed on a leash on an as needed basis, otherwise will be allowed to roam and visit individuals on an independent basis during non-mealtimes. Canine will not be allowed in food service or preparation areas of the building, storage room, where medications are supplied or the dining room during meals. 7. Equipment Washing    1. Bowls will be washed thoroughly with soap and water once weekly by TR staff. Outdoor areas where the dog primarily lives will be cleaned regularly by the Maintenance Department. Universal precautions will be utilized during cleaning procedures. 8. Supplies:    1. A supply of dog food and dog treats will be replenished as necessary by TR staff. The food and treats will be kept in the TR office. | | | | | |
| Approved: | Effective  Date: | Revision  Date:  3/17 | Change No.: | | Page:  2 of 3 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PET POLICY | | | | NO. | |
| Staff are responsible for letting the dog outside and inside, in designated areas per canine needs, as well as to ensure canine has fresh water available.  ANIMAL TREAT POLICY:  It is important for the animals' health to maintain a strict diet in order to ensure proper control and monitoring of their food intake. If staff, residents or families wish to purchase treats for the animals, these treats must be given to the Therapeutic Recreation Department. They will then be distributed to those parties interested in giving treats to the animals. The animals are NOT TO RECEIVE "PEOPLE FOOD", except as directed by the veterinarian. Therapeutic Recreation Staff will be responsible for giving and monitoring the animals intake of specified "people food." | | | | | |
| Approved: | Effective  Date: | Revision  Date:  3/17 | Change No.: | | Page:  3 of 3 |