



## AP A2 Animal Visitors in the Workplace

---

Legislative References: *BC Guide Dog and Service Dog Act*

Policy Reference: *None*

Collective Agreement References: *None*

Date: June 4, 2024

1. Animals in schools that are not included in this Administrative Practice:
  - 1.1. Students and staff who qualify for an emotional support animal.
  - 1.2. Animals supporting instruction, as outlined in Administrative Practice A3 Animals as Part of the Instructional Program.
  - 1.3. Guide dogs and service dogs, covered under the Guide Dog and Service Dog Act, outlined in A4 Assistance Dogs
2. With regard to animals in schools or offices, it is important to recognize that School District No. 64 is first and foremost a workplace. With that in mind, key principles regarding animal visitors at the worksite include:
  - 2.1. Bringing an animal visitor to the workplace is a privilege, not a right.
  - 2.2. Only occasional animal visitors will be accommodated, animals should not be brought to the workplace for the purpose of daily care.
  - 2.3. Everyone in the area will be consulted with and have an opportunity to share their views freely and in a respectful manner prior to the animal entering the workplace.
  - 2.4. Prior to bringing an animal visitor to a School District workplace, an individual must request approval, which includes: the completion of an application form (schools may use the form appended below), a meeting with their supervisor, and a determination that coworkers will not be impacted by the animal visitor.
3. All animal visitors must:
  - 3.1. have proof of current vaccinations and ID tags
  - 3.2. be confined to their owner's office or workspace
  - 3.3. not enter shared spaces including: kitchens/lunch rooms, hallways (except to and from designated office or workspace), washrooms, meeting rooms, and other multipurpose areas.
4. Owners of the animal visitor must clean up after their pet both inside the building and outside on school district property and dispose of waste appropriately.
  - 4.1. Owners are financially responsible for damage caused by their animal visitor including but not limited to: damage from accidents, shedding, defecation, urination, chewing, scratching, and/or rambunctious behaviours, and/or odour removal.



5. If the presence of an animal visitor causes a significant disturbance or poses a health and safety risk to staff/students/ visitors, the owner must take all reasonable action to immediately address the concern.

5.1. In the event of any issues, the Joint Health and Safety Committee (JHSC) will recommend whether the animal can remain or be brought back into the workplace.

### Animal Visitor in the Workplace - Request Form

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

School/Site: \_\_\_\_\_ Class/Rm #: \_\_\_\_\_

Type of Animal: \_\_\_\_\_ # of animals: \_\_\_\_\_

Date(s) of visit to the school: \_\_\_\_\_

Are animal vaccinations up to date? Yes  No  N/A

***(Proof of vaccinations is required. If no, animal will not be allowed into the building.)***

What is the purpose of having the animal(s) visit the school? \_\_\_\_\_

I agree:

- to abide by the terms set out in Administrative Practice AP A2 Animal Visitors in the Workplace
- to take responsibility for the animal's actions and its care
- to ensure the animal is not left unattended at any time
- to confine the animal(s) to the assigned area
- to dispose of animal waste properly (securely bagged and removed to outside dumpster immediately)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For Office Use*

Met/determined impact: Yes  No  Request Approved  or Request Denied

Principal/Site Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

*(signature)*