

Pet Therapy Guidelines

The Executive Director of Human Resources is responsible to review, approve or deny Employee requests for accommodation.

Pet Therapy Events may be held by:

- a) Employees with Department head approval that is a College event and where the attendees are employees or students only; or
- b) Students with approval from the KCSA for one of their events and the attendees are students only.

These guidelines are only for events held on Keyano College campuses and Event Organizers are required to ensure that they have complied with the following protocol:

Third Party company/Animal Providers:

1. **Certification:** Animals must be certified to be a “service animal” or “pet therapy animal”.
2. **Vaccination Certificates:** The animals must be fully vaccinated.
3. **Minimum Age of Animal:** The animals must be a minimum of one year old.
4. **Liability Insurance & WCB:** (covering damage to the animal, volunteers or other people): The Company bringing in the animals must hold general liability insurance for their employees and volunteers and produce a Certificate of Insurance to Keyano College showing \$2 million coverage and having Keyano College as an “Additional Insured”. Their employees and/or volunteers must also be covered by Workers Compensation.
5. **Contracts/Agreements:** Any contracts or agreements with third parties to provide the animals must go to Procurement.

Department:

6. **First Aid:** In case of a first aid issue during the program, first aid qualified staff should be available.
7. **Allergies:** Promotional material must indicate what types of animals are included so individuals with allergies are made aware of the possible exposure.
8. **Clean Up of Accidents:** The Department and/or Company are responsible to clean up any “accidents” and must arrange for a thorough cleaning of the area afterwards to remove any animal hair or dander.
9. **Space:** Where possible for programs that will take place inside buildings, the department should try to use a room that has access directly to the outside to minimize the potential for people being exposed to allergens. The space must also allow for an alternate route to avoid the event area.
10. **Pictures:** College policy must be followed if pictures are taken of individuals attending the event.