

## Animals on Premises Policy

Questions regarding this policy should be directed to the Policy Administrator.

|                       |                                       |                  |  |
|-----------------------|---------------------------------------|------------------|--|
| Effective Date:       | September 27, 2019                    | Cross Reference: | <ul style="list-style-type: none"> <li>• Animal research policy</li> <li>• Accessibility policy</li> </ul>   |
| Policy Owner:         | President and CEO                     | Appendices:      | <ul style="list-style-type: none"> <li>• Appendix A – Animals on Premise Procedure</li> <li>• Appendix B – Student Services or Comfort Animal Request Form for Accommodations</li> <li>• Appendix C – Employee Services or Comfort Animal Request Form for Accommodations</li> <li>• Pet Therapy Guidelines</li> </ul> |
| Policy Administrator: | Executive Director<br>Human Resources |                  |  |
| Approver:             | Executive Committee                   |                  |  |
| Review Schedule:      | Every 4 Years                         |                  |  |

### 1. Policy Statement

- 1.1 Keyano College recognizes the need to ensure the health and safety of all individuals on the College premises while in pursuit of approved College activities.
- 1.2 The College supports the right to accommodation, services and of access, for individuals with approved disabilities/medical needs who are accompanied by a qualified and approved service or comfort animal to places which the public is customarily admitted.

For additional information, please visit: <http://www.humanservices.alberta.ca/disability-services/service-dogs-faq.html>

### 2. Background

- 2.1 Animals have the potential to impact the health, safety, personal well-being, and comfort of Keyano's College community as well as sanitation and physical condition of the College premises.
- 2.2 The College has a duty to accommodate individuals with approved disabilities/medical needs who rely on a qualified and approved service or comfort animal to the point of undue hardship.

### 3. Policy Objective

- 3.1 The objective of this policy is to regulate the presence of animals on College premises and to ensure that the animals do not create a health hazard or become a threat, nuisance, or significant distraction to others or to approved activities occurring on the College premises.

## 4. Scope

- 4.1 This policy applies to all areas of the College premises and to individuals engaging in or conducting activities associated with Keyano on College premises.

## 5. Definitions

### 5.1 College Premises

Includes all Keyano College space either owned, leased or operated by the College.

### 5.2 Person with a disability

Means a person who has an approved disability/medical need and is dependent upon a qualified and approved service animal.

### 5.3 Pet

Is a domesticated animal kept for companionship or amusement. It does not include research and teaching animals, service animals or police and security animals.

### 5.3 Service animal

Means an animal trained to provide assistance to a person with an approved disability/medical need authorized by a qualified professional or agency, and meets the qualifications prescribed by the Service Animal Regulations.

Typical behaviours of trained service animals are that they are under control of their handler at all times. The animal is harnessed, leashed, or tethered, unless the devices interfere with the work or task the animal has been trained to perform.

### 5.4 Comfort Animal

Means an approved animal that provides emotional support, which alleviates one or more identified symptoms or effects of a person's documented disability. Some, but not all, animals that assist persons with disabilities are professionally trained. Some Comfort Animals are trained by the owners. In some cases no special training is required. Unlike a Service Animal, a comfort animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times.

## 6. Guiding Principles

- 6.1 The College will make every effort to accommodate qualified and approved service and comfort animals assisting individuals with approved disabilities/medical needs.
- 6.2 The College does not encourage the presence of animals on the grounds or premises, unless otherwise expressly noted. Pets are not to be brought into the workplace. Animals related to

programs where animals are being studied, part of the approved curriculum, or part of an approved contract to bring on site, are excluded.

- 6.3 Pets are not permitted in any of the student residences. To protect the health and safety of a student with an approved disability/medical need, qualified and approved service animals will be permitted in student residences when accompanied by the student with the approved disability/medical need.
- 6.4 Pets are not permitted in College fleet vehicles.
- 6.5 Service and comfort animals assisting individuals with approved disabilities/medical needs must remain under the control of the handler at all times.
- 6.6 Handlers are required to clean up after their animals.
- 6.7 Handlers must not leave their qualified and approved service or comfort animal unattended at any time.
- 6.8 Animals may not be confined in a vehicle for any period of time.
- 6.9 Handlers are responsible for any costs or liabilities in the event of injury or damage to persons or property.
- 6.10 With approval from the Executive Director Human Resources and/or the Director Student Services and Registrar, animals may be permitted inside College premises as part of a mental health initiative (eg. student orientation or Pet Therapy).

## 7. Roles & Responsibilities

| STAKEHOLDER  | RESPONSIBILITIES  |
|--|---|
| <b>Executive Committee</b>                         | <ul style="list-style-type: none"> <li>• Approve and formally support this policy</li> </ul>  |
| <b>Executive Director<br/>Human Resources</b>      | <ul style="list-style-type: none"> <li>• Oversee the implementation of this policy</li> <li>• Review, approve or deny Employee requests for accommodation</li> </ul>    |
| <b>Director Student<br/>Services and Registrar</b> | <ul style="list-style-type: none"> <li>• Review, approve or deny Student requests for accommodation</li> </ul>  |
| <b>Pet Owners /<br/>Handlers</b>                   | <ul style="list-style-type: none"> <li>• Maintain control over their animals at all times</li> <li>• Review and comply with the Animals on Premise Procedure</li> </ul> |

## 8. Policy Management

|                          |                            |
|--------------------------|----------------------------|
| Policy Title:            | Animals on Premises Policy |
| Approval Date:           | September 27, 2019         |
| Effective Date:          |                            |
| Historical Review Dates: | N/A                        |

|                       |   |
|-----------------------|---|
| Next Review Date:     |   |
| Related Legislation:  | <ul style="list-style-type: none"> <li>• Post-Secondary Learning Act, Section 81</li> <li>• Service Dog Act &amp; Regulation</li> </ul> |
| Supersedes Policies:  | <ul style="list-style-type: none"> <li>• 400 Facility Use</li> </ul>  |
| Monitoring/Frequency: | <ul style="list-style-type: none"> <li>• Monitoring – Ensure policy is included in related contracts.</li> </ul>                        |
| Policy Owner:         | President and CEO   |
| Policy Administrator: | Executive Director Human Resources  |
| Policy Coordinator:   | Executive Assistant, President & CEO  |

## Appendix A

### Animals on Premise Procedures

1. A person requesting permission to bring a Service Animal or Comfort Animal onto College property must make a formal request for accommodations to the Executive Director Human Resources or in the case of a student the Director Student Services and Registrar.
2. In making the request the person must submit:
  - The appropriate “Request for Accommodations” form;
  - The specific accommodation(s) sought;
  - Current medical documentation that from a qualified healthcare professional that states how the Service or Comfort animal is reasonably necessary for, supports, or serves as an accommodation for a verified medical condition or disability;
  - A detailed description from a qualified healthcare provider of what functions the Service or Comfort Animal will specifically provide; and,
  - Any additional rational, statement, or opinions of a qualified healthcare provider that the College may reasonable need to understand the basis for the request.

Examples of the healthcare provider may be a therapist/counselor, psychologist, psychiatrist, or primary care doctor.

3. The College reserves the right to request additional information from the healthcare provider who provided the initial supporting documentation.
4. In addition to the above documentation, the person must provide the following documentation before the request for accommodation is considered:
  - The Service or Comfort animal’s record of license and registration, where appropriate;
  - The Service or Comfort animal’s record of up-to-date vaccinations, where appropriate;
  - The Service or Comfort animal’s current veterinarian clean bill of health, where appropriate;
  - Any other documentation that may be requested or required by the College.
5. The College will review the request for accommodation and supporting documentation. The person will be notified in writing of the result.
6. In the case of approval, The person shall provide the College with the contact information for an alternate caregiver to the Service or Comfort animal. This information will be used in the case of an emergency.
7. If the request for accommodation is not approved the student may file an appeal with the Vice President Academic. College employees may appeal by filing a request to the President and CEO.
8. Approval may not be provided if the may not be provided if the Service or Comfort animal imposes undue hardship on the College, poses a substantial and/or direct threat to personal safety or constitutes a fundamental alteration of the nature of the service or programs of the College.
9. The owner must notify Human Resources in writing if the Service or Comfort animal is no longer required. To replace an approved animal, the owner must file a new “Request for Accommodation” and provide the documentation outlined in section 2.