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## Animals in the Workplace Request

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### PURPOSE

Animals provide service and comfort to many individuals, and their presence is sometimes desired or required to enhance quality of life outside the home. In order to minimize risk of injury or illness to animals, staff, students, and the general public, animal presence in New Brunswick Community College (NBCC) buildings shall be pre-approved as outlined in this document. This standard defines the types of allowable requests and outlines the process to obtain approval for requesting animals in NBCC workplaces.

### SCOPE AND LIMITATIONS

The scope is inclusive of all College employees, students, and visitors. **NOTE: This process does not apply to service dogs.**

#### 1.0 DEFINITIONS

##### Service Animal

Any animal trained by a recognized service as a guide dog for the blind or visually impaired, a guide dog for the deaf or hearing impaired, or a special skills dog

##### Pet Therapy

Interaction with pets with the goal of reducing stress and providing comfort.

##### Domestic Animal

An animal that has been trained or adapted to living in a human environment. Such animals include but are not limited to dogs, cats, birds, rabbits, and other types of household pets.

##### Feral Animal

A once-domesticated animal that has reverted to an untamed state.

##### Wild Animal

A non-domesticated animal living in its natural habitat.

#### 2.0 IMPLEMENTATION

##### 2.1 Allowable Requests

Requests for animals in the workplace will be considered only under the following circumstances:

- a) Therapy animals required by staff or students for health or wellness purposes when accompanied by their owner.
- b) Animals required for teaching purposes and research.

Wild or feral animals are not allowed.

## 2.2 Approval Process

### 2.2.1 Therapy Animals

Students or staff requesting to bring therapy animals onto NBCC premises must submit a request through the Regional Operations Manager (ROM). The Animals in the Workplace Request Form (2600.5125) can be completed electronically and emailed to the applicable ROM for consideration.

All therapy dogs must be affiliated with St. John Ambulance or other recognized and approved animal training and certification organization to be considered for approval

### 2.2.2 Animals for Teaching Purposes

Requests for animals to be used for teaching or demonstration purposes must include an Animal Utilization Protocol (AUP) (3000.4763). The applicant must justify the use of the animal(s) for teaching, including why other methods of demonstration are not adequate. Applicants must submit their request to the campus ROM at **least 30 days prior to the date of intended use**. The ROM will then forward the AUP to the applicable Dean. Submission of the application does not guarantee approval. The applicant may need to provide additional information and should be prepared for the possibility that their application may not be approved. **NOTE:** AUPs are subject to renewal every three years

### 2.2.3 Access Requirements

- a) Animals for any of the above purposes must be leashed or otherwise restrained in an agreed-upon area of the building.
- b) Therapy dog owners/trainers must ensure that their animal is wearing the appropriate collar, leash, and vest/cape at all times.
- c) ROMs may request removal of animals at any time should they deem a situation to be unsafe for the animal, students, staff or public.
- d) Individuals with service dogs are prohibited from transferring such control to another person or leaving the presence of their animal for any period of time while on NBCC property.
- e) Animals must have current vaccinations.
- f) Owners are responsible for disposing of their animal's excrement into appropriate solid waste receptacles.
- g) Unrestrained or unattended animals will be removed. Any costs incurred in the removal or retrieval of an animal shall be the owner's responsibility.

## 3.0 OTHER RELATED DOCUMENTS

Animals in the Workplace Request Form (2600.5125)