

Purpose/Background

The Division wants to provide a safe and healthy work environment for all employees, students, and visitors. The purpose of this procedure is to ensure that Service Dogs and Therapy Animals are able to assist disabled employees where necessary but do not create a health hazard or become a threat, safety concern, or significant distraction to others or to activities occurring in the Division.

Definitions

- Division:** The Rocky View School Division
- Service Dogs:** Dogs trained as a guide for a disabled person and having the qualifications prescribed by the *Alberta Service Dogs Qualifications Regulations*.
- Therapy Animal:** An animal, often a dog, that goes into care homes, hospitals, schools, and other places where there are groups of people, and that is trained to allow unfamiliar people to physically interact with them in order to give the people comfort.
- Pets:** Refers to domesticated animals kept for companionship or amusement
- Division Property:** Refers to all vehicles, buildings, common areas and grounds, including athletic and recreational fields, owned, leased or operated by the Division.

Specific Guidelines

If there is a health and safety concern for another person, such as a severe allergy to a Service Dog or Therapy Animal, the Division will make reasonable efforts to meet the needs of all individuals. The Principal/Supervisor in consultation with Wellness Coordinator will consider each case individually and impose conditions to provide for specific circumstances where necessary.

Procedures

Service Dogs

1. Service Dogs are expressly permitted to accompany employees on Division Property as per the employees accommodations, except where an animal is prohibited by law, and where food is stored, processed, prepared, or handled, such as a kitchen area. Service Dogs are permitted in areas where food is served, sold, or offered for sale to customers.
2. Employees who require a Service Dog must obtain the Division's written authorization prior to bringing the Service Dog to their workplace by:
 - 2.1. submitting a written request to the Associate Superintendent of Human Resources or designate;
and

- 2.2. providing a copy of the identification card issued by the Government of Alberta, pursuant to section 4 of the *Service Dogs Act*, SA 2007, c S-7.5, that identifies the Service Dog and the employee.
 - 2.3. proof of the Service Dog's current vaccination against transmissible disease from a veterinarian,
 - 2.4. proof of the Service Dog's health, such as current health certification, from a veterinarian,
 - 2.5. an executed agreement to indemnify the Division for any damage or injury that may result from the Therapy Animal's presence on Division Property, and
 - 2.6. proof of a minimum of \$2,000,000 general liability insurance naming The Board of Trustees of Rocky View School Division as a named insured
3. A person who brings a Service Dog onto Division Property will be held responsible for any costs, damages, injury and/or lawsuits brought against the Division in relation to their Service Dog.
 4. The Service Dog's handler is required to maintain control over the Service Dog at all times. Service Dogs should not growl, bark aggressively, snap, bite, or lunge at anyone at any time. Protection under the *Service Dogs Act* does not apply if the Service Dog's handler does not control the behaviors of the Service Dog. Only clean, trained, well behaved, non-aggressive Service Dogs are allowed, and they are to be leashed, within arms or in a kennel, and kept under control at all times.
 5. The Division reserves the right to ask the Service Dog's handler to leave Division Property if the Service Dog is not under control.
 6. It is the handler of the Service Dog's responsibility to ensure that the Service Dog does not urinate or defecate inside the Division's buildings.
 7. It is the handler of the Service Dog's responsibility to clean up after the Service Dog. Owners should not call upon others including caretaking staff for any clean up.
 8. Individuals are reminded not to touch, feed or pet a Service Dog without the express prior consent of the Service Dog's handler.

Therapy Animals

1. Employees with a medical accommodation requiring the use of a Therapy Animal must obtain the Division's prior written authorization by submitting a written request to the Associate Superintendent of Human Resources or designate that includes:
 - 1.1. proof of the Therapy Animal's certification from a verified certifying agency such as Community Therapy Dogs Society or St. John's Ambulance,
 - 1.2. proof of the Therapy Animal's current vaccination against transmissible disease from a veterinarian,
 - 1.3. Proof of the Therapy Animal's health, such as current health certification, from a veterinarian,
 - 1.4. an executed agreement to indemnify the Division for any damage or injury that may result from the Therapy Animal's presence on Division Property, and

- 1.5. proof of a minimum of \$2,000,000 general liability insurance naming The Board of Trustees of Rocky View School Division as a named insured.
2. Owners of Therapy Animals will be held responsible for any costs, damages, injury and/or lawsuits brought against the Division in relation to their Therapy Animal(s).
3. Owners of Therapy Animals are required to maintain control over their Therapy Animal(s) at all times. In all cases, only clean, trained, well behaved, non-aggressive Therapy Animal(s) are allowed. They are to be leashed, within arms or contained (eg., in a cage/kennel), and kept under control at all times.
4. The Division reserves the right to ask the owner of the Therapy Animal(s) to leave the property with their animal if their Therapy Animal(s) are not under control.
5. It is the owner of the Therapy Animal's responsibility to ensure that the Therapy Animal does not urinate or defecate inside Division Buildings or damage of facilities in any way.
6. It is the owner of the Therapy Animal's responsibility to clean up after the Therapy Animal. Owners of Therapy Animals should not call upon others including caretaking staff for any clean up.

Pets

1. Pets are not permitted in the workplace.
2. Employees and visitors are reminded that bringing a Pet to work and leaving them in a car is neither appropriate, nor safe.

Reference:

- Alberta Human Rights Act, RSA 2000, c A-25.5
- Blind Person's Right Act, RSA 2000, c B-3,
- Service Dog Act, SA 2007, c S-7.5
- Service Dogs Qualifications Regulations, Alta Reg 59/2017
- Section 3,11,31,32,33,52,53,196,197,204,222,225 Education Act