

POLICIES AND PROCEDURES

Department: Administration	Policy # Admin 17	Date Issued 11/27/18	Date Reviewed 5/7/19 5/13/19	Date Revised 5/13/19 6/18/19
Subject: Pet Policy	Dept. Head:			Date:
	Approved: <i>Annette J. M. [Signature]</i>			Date: 6-18-19

POLICY: This policy is to permit pets on the Sherwood Oaks Campus by either living with a resident in a patio home or apartment or by visiting a resident in Independent Living, Skilled Nursing, Personal Care or the Oak Grove Center.

PURPOSE: The purpose of this policy is to provide a safe environment for residents, visitors and employees regarding pets on campus including infection control guidelines.

PROCEDURE:

1. Pets are not permitted in any dining area, Café, medical office, the Oak Lodge, Oak Lodge Guest rooms, patio home suites, inside the Summer House or behind the reception desk. Pets are also not permitted on furniture in any public area.
2. The maximum number of cat and/or dogs permitted to reside in an independent living residence is three. Permitted pets are cats, dogs, birds and fish. Cats must remain indoors, they are not permitted to be outside cats.
3. An individual, designated as the pet owner/handler, accepts responsibility for the animal, and must accompany the animal at all times.
4. Butler County requires all dogs to be licensed. Dog licenses are available online at <http://doglicense.us/PA/Butler>. A list of licensing agents is available on the county website at www.butler.pa.us.
5. Dogs and cats over three months of age must have evidence of current rabies immunization. (PA Code, Title 7, Chapter 16, Subchapter C). * Proof of immunizations must be given to Security and will be kept on file in the Security office. You are encouraged to keep a copy of your pet's current vaccination records on your refrigerator.
6. Sherwood Oaks requires that you complete a "Pet Registration" form. Registration forms may be obtained from the reception desk. This form must be completed when you move to Sherwood Oaks with a pet or if you get a new pet while you are living here. The Pet Registration form, along with current immunization records will be kept on file with Security. Please indicate on your refrigerator a contact person to care for your pet(s) in case of an emergency.
7. Pets must be healthy, clean, well-groomed and free of ticks and fleas. Each animal should be immunized against diseases common to that type of animal.
8. Pets must always be on a leash and under control at all times. Leashes cannot exceed 6 feet in length.

9. Pets must be placed into a crate or another room when medical staff are present and providing a service.
10. The owner/handler is responsible for taking the animal outside the facility to be toileted. Pet waste should be picked up in a plastic bag and disposed of into a pet waste station. Pet waste stations are located outside each trash room and at the Summerhouse. Pet waste should not be discarded into a trash can inside the facility. If an animal accidentally urinates or defecates on the floor inside the facility, the owner is responsible for contacting housekeeping. Housekeeping will immediately clean up and disinfect the area.
11. All persons handling pets must wash hands with soap and water before and after handling the animal or its carrier. Minimize contact with animal saliva, dander, urine and feces.
12. Sherwood Oaks reserve the right to deny access to or require the removal of a pet due to an infraction of this policy.
13. In the event that a pet bites or otherwise injures any resident, visitor or employee, the incident must be reported to the Security department immediately.
14. Please notify the Security department if you no longer have your pet.
15. Pet owners/handlers are required to sign the attached Pet Owner/Handler Acknowledgement form prior to bringing their pets onto the campus. The acknowledgement form will be kept on file in the Security office. Pet owners/handlers are responsible for the pet's behavior. The information is included in the Pet Owner/Handler Acknowledgement document.

***From PA Code Title 7 Agriculture Chapter 16.41:** A person living in PA Commonwealth owning or keeping a dog or cat over 3 months of age shall have the dog or cat vaccinated against rabies under the act and this chapter. Chapter 16.43. (1) A dog or cat vaccinated when under 1 year of age shall be revaccinated no later than 1 year. (2) A dog or cat vaccinated when over 1 year of age with a vaccine producing immunity lasting 3 years shall be revaccinated no later than 3 years later and at least every 3 years thereafter. (3) A dog or cat vaccinated with a vaccine producing immunity lasting less than 3 years shall be revaccinated no later than 1 year later.

SHERWOOD OAKS

PET REGISTRATION FORM

Resident Name: _____		Patio Home #: _____			
Number of Pets: _____	Type of Pet(s):	<input type="checkbox"/> Dog	<input type="checkbox"/> Cat	<input type="checkbox"/> Bird	<input type="checkbox"/> Other _____
Description of your pet: _____					
Name: _____					
Age: _____			Is your license current: _____		
Breed: _____			Other: _____		
Temperament: _____					
Description of your pet: _____					
Name: _____					
Age: _____			Is your license current: _____		
Breed: _____			Other: _____		
Temperament: _____					
Description of your pet: _____					
Name: _____					
Age: _____			Is your license current: _____		
Breed: _____			Other: _____		
Temperament: _____					
In the event of an emergency my pet will be cared for by:					
Name: _____			Phone #: _____		
Address: _____					
City: _____		State: _____		Zip: _____	
Vet's Name: _____			Phone #: _____		
Emergency intructions for Special Services:					
Feeding Instructions: _____					
Location of food: _____					
Any medication to be given: _____					
Dog walking instructions: _____					
Location of litterbox and litter: _____					
Signature: _____			Date: _____		

Return Forms to the Security Department.

Pet Owner/Handler Acknowledgement

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1. Pets are not permitted in any dining area, café, the medical office, the oak lodge, the oak lodge guest rooms, patio home suites, inside the Summer House or behind the reception desk. They are also not permitted on furniture in any public area.
2. A pet owner/ handler must accompany the pet at all times during the visit. The owner/ handler is responsible for the control and behavior of the animal. The owner/handler must pick up and dispose of pet waste in plastic bags and discard of them in the pet waste stations located outside each trash room and at the Summer House.
3. Dogs and cats over the age of three months must have evidence of current rabies immunizations. Vaccines producing immunity for less than three years must be repeated annually. Vaccines producing immunity for three years must be repeated every three years. A copy of the current immunization records must be given to the Security Department.
4. The pet must be healthy, clean, well-groomed and free of ticks and fleas.
5. Pets must be on a leash on a leash at all times. Leashes may not exceed six feet in length. Cats must remain indoors, they are not permitted to be outside cats.
6. If a pet visits a resident's room, all room occupants must agree to the visit.
7. All persons handling the pet must wash their hands with soap and water.
8. Sherwood Oaks reserve the right to deny access to or require the removal of a pet in the following situations:
 - a. Animal is unruly or disruptive (jumping, biting, overly frisky or other harmful or unsafe behavior).
 - b. Animal does not have proof of current rabies vaccinations.
 - c. Animal appears to be sick, dirty or infested with fleas or ticks.
 - d. Care and supervision cannot be provided independently by the owner/handler.
 - e. Visitation is not compatible with resident's clinical condition.

I have read and understand the above information.

Owner/ Handler Signature

Date

Staff Signature

Date