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|---------------------------|--------------------------|-------------------------------|---------------------------------|
| <b>Policy Name:</b>       | Personal Pets            |                               |                                 |
| <b>Policy No:</b>         | 8.4                      | <b>Approval Authority:</b>    | Senior Management Team          |
| <b>Volume</b>             | 8, Facilities Management | <b>Responsible Executive:</b> | VP of Finance & Administration  |
| <b>Chapter</b>            | 4, Personal Pets Policy  | <b>Responsible Office:</b>    | Office of Facilities Management |
| <b>Originally issued:</b> | September 1, 1994        | <b>Revisions:</b>             | October 2016                    |

### Policy Statement

The University regulates the presence of personal pets and domesticated animals in all University Buildings in order to maintain a safe and healthy environment for students, faculty, staff and visitors to the university. All personal pets and domesticated animals are banned from inside all buildings at all three campuses.

The University has a legal obligation to provide access to accommodate students and employees with disabilities. Exception to this policy are specially trained and licensed Service animals that assist individuals with disabilities. Prior coordination and planning with Student Services and/or Human Resources is required.

### Reason for Policy

This policy is place at all NSCAD University campuses in order to improve and safeguard the health and safety of all individuals who work and study at NSCAD University.

The banning of personal pets is intended to:

- reduce the risk of adverse health concerns to individuals
- reduce indoor air quality concerns
- maintain the cleanliness of the buildings
- reduce individuals' anxieties regarding domesticated animals

### Policy Applies to

This policy applies to all those who work at the University including employed students. It also applies to all visitors of the university. It also applies to all NSCAD campuses and buildings at all times 24/7.

### Who Should Read this Policy

- All members of the University community
- All regular staff members
- Deans, directors, and division heads
- SUNSCAD Executive

All members of the university whether they are faculty, staff, students or students employed at the university should read and familiarize themselves with this policy.

### Contacts

Any questions regarding this Policy can be forwarded to the Director of Facilities Management.

## Definitions

**Service Animals** – Service animals are specifically trained and licensed to assist a person with disabilities in their activities of independent living. Service animals are not considered to be personal pets, but rather an auxiliary aid.

**Therapy Animal Program** – This is a program provided by St. John’s Ambulance in which a trained, licensed, insured therapy dog/ animal is occasionally brought onto campus by an external service provider (St. John’s Ambulance) for the comfort, joy and companionship of NSCAD students and employees.

**Personal Pets** – Any domesticated animal owned by faculty, staff, students or students employed by and/or attending the University (including personally owned therapy animals) that are not registered and licensed as a Service Animal as defined above. This includes any personal pets owned by guest and visitors of the University.

**University** – Nova Scotia College of Art and Design operating as NSCAD University.

## The Policy

- 1 All personal pets are banned from inside all buildings of the NSCAD campuses at all times. This ban applies to all faculty, staff, students employed by and/or attending the University as well as guests and visitors to the University.
  - 1.2 On occasion, NSCAD participates in the St. John’s Ambulance Therapy Animal Program where a trained, licensed and insured animal is brought on campus for the comfort, joy and companionship of NSCAD employees and students. Therapy animals are allowed on campus using the external service provider, St. John’s Ambulance. In addition, prior approval and planning is required with the Director of Facility Management to determine appropriateness, time, place and length of visit. While on campus, the therapy animal must be supervised at all times by the handler from the external service provider, St. John’s Ambulance. The handler from St. John’s Ambulance must retain full control and be responsible for the care of the animal at all times, the animal shall not be allowed in any public food service areas. Finally, the external service provider must ensure that the therapy animal must be clean, healthy, well-groomed and have up to date vaccinations.
  - 1.3 Domesticated animals owned by faculty, staff, students or students employed by and/or attending the University are considered personal pets (including personally owned therapy animals) and therefore banned from the campuses per the policy.
  - 1.4 The only exception to this policy are specially trained and licensed Service Animals that assist individuals with disabilities. Prior coordination and planning with Student Services and/or Human Resources is required.