



**Oakland Animal Shelter
Community Advisory Committee**

**Wednesday, Oakland 1, 2014
4:30 – 6:30 pm
Oakland City Hall, 2nd Floor, Hearing Room 4**

Committee Members:

***Chairperson: Amelia Funghi; Vice Chairperson: Kate O'Connor; Secretary: Willow Liroff
Allison Lindquist, Deirdre Strickland, Ann Dunn, Evan Eustis, Jen Dalmasso, DVM***

AGENDA

- 1. Welcome & Introductions** *Amelia Funghi, Chairperson*
- 2. Open Forum: 15 minutes** *Public Comment*
- 3. Review and Approve Minutes** *Committee Members*
- 4. Update on recruitments** *Karen Boyd, CAO*
- 5. Update on OAS Transition from OPD** *Karen Boyd/Chantal Cotton, CAO*
- 6. Subcommittee Reports:** *Committee Members*
 - a. Behavior Assessment and Euthanasia Protocol
 - b. Intake, Public Processing and Live Release
 - c. Medical Oversight and Quality of Life
 - d. Community Outreach
 - e. Volunteer program and Community Outreach
 - f. Animal Control
- 7. Next Steps** *Committee Members*

Attachments:

1. *Meeting minutes : September 10, 2014*
2. *Oakland Animal Services Community Advisory Committee Roster of Participants*
3. *Oakland Animal Services--Policy and Protocol Recommendations (list of focus areas)*
4. *Subcommittee Recommendations*
 - a. *FINAL: Euthanasia*
 - b. *FINAL: Behavior Assessments*
 - c. *FINAL: Public Processing & Intake*
 - d. *DRAFT: In-house Animal Management, Health, Behavior*
 - e. *DRAFT: Cleaning & Basic Care*
 - f. *DRAFT: Medical Oversight and Quality of Life*
 - g. *Feeding/Vaccine/Worming Chart--Final*
 - h. *Cleaning Protocols*



Oakland Animal Shelter Community Advisory Committee

Meeting Date and Time: *Wednesday, September 10, 2014, 4:30 pm*

Meeting Location: *Oakland Animal Services, 1101 29th Avenue, Oakland*

Meeting Attendance:

Present: *Amelia Funghi, Kate O'Connor, Ann Dunn, Willow Liroff, Jen Dalmasso, Evan Eustis*

Absent: *Allison Lindquist, Deirdre Strickland*

Staff: *Karen Boyd, City Administrator's Office; Elena Hocking, Oakland Animal Services*

Meeting Minutes

The fourth meeting of the Oakland Animal Shelter Community Advisory Committee (Committee) was held on Wednesday, September 10, 2014. The meeting was called to order by the Committee Chairperson Amelia Funghi.

1. Tour of Oakland Animal Shelter

Prior to the beginning of the formal public meeting, Animal Control Supervisor Elena Hocking led members of the Community Advisory Committee on a guided tour of the facility and answered questions about shelter operations. Members of the public attending the meeting also received a tour, guided by Dave Cronin, former OAS director.

2. Welcome & Introductions

Sgt. Evan Eustis of Contra Costa County Animal Services formally joined the Community Advisory Committee, filling the vacancy for a member with animal control expertise. During his introduction, Sgt. Eustis said he has been in at Contra Costa County Animal Services since 2005. He started his animal welfare career walking dogs at the East Bay SPCA and since then has worked at many animal shelters in the Bay Area, including the Peninsula Humane Society, the SPCA, Berkeley Animal Care Services, and Marin Humane.

3. Open Forum

There was a 20-minute open forum with eight public speakers.

4. Review and Approve Minutes

The minutes were modified to delete the Community Outreach subcommittee, which was mistakenly identified as a subcommittee formed by the Advisory Committee. Kate O'Connor moved to approve the minutes, seconded by Ann Dunn and unanimously approved with the above-mentioned modification.

5. Update on OAS Transition from OPD/Staff Recruitments and Hiring

Karen Boyd of the City Administrator's Office provided an update on the status of staff recruitments and hiring underway as well as information about the transition of OAS out of OPD>

- *OAS Director*: interviews are underway with a panel interview in two days and final interviews to be scheduled for the following week. The panel consists of City staff, experts in animal welfare and sheltering, and volunteers/community leaders. The anticipates that a successful candidate would begin in late October or early November.
- *Veterinarians*: OAS is budgeted for one (1) full-time position which is occupied by four (4) part-time vets. Three (3) of the vets are in place, and the fourth is undergoing a background check.
- *Vet Techs*: One (1) position is filled; one (1) in in the process of being filled.
- *Animal Care Attendants*: There are 10 full-time positions which are currently filled by 18 part-time employees. Two (2) positions may open up if they are hired as ACOs.
- *Animal Control Officers*: Currently there are two (2) vacant positions, and three (3) are undergoing background checks.
- *Shelter Manager*: The City recently created a new classification, which is scheduled to be considered for approval by the Civil Service Board on September 18. City staff have begun recruitment process, which takes 4-6 months. Staff anticipates posting this job in mid-October, with an anticipated start in Spring 2015.
- *Rescue Coordinator*: This would be a new position for the City, and would require creation of a new job classification; research is underway to begin this lengthy process. Ms. Boyd stated that if Committee or community members knew of appropriate, similar job descriptions, staff would be open to input and suggestions.

A question was asked regarding who at OAS conducts temperament tests and whether there is an animal behaviorist on staff. An OAS staffer responded that certain ACOs conduct the testing, that there had been a standard test in place, but staff was also concerned about the process.

6. Subcommittee Reports

Euthanasia & Behavior Assessments

The subcommittee distributed a draft of a euthanasia policy based on the one currently in use by the City of Berkeley, which was created by the Animal Care Commission and has worked well there. The Advisory Committee reviewed the draft and made minor comments. The subcommittee offered to take further comment and edits via email and agreed to bring back a final draft to the next meeting.

Action Item (for Karen Boyd and City staff)

The Advisory Committee asked Ms. Boyd to provide the following data to the next meeting:

- Cats: Intake numbers, number of cats euthanized, reasons for euthanasia
- Dogs: Intake numbers, number of dogs euthanized, reasons for euthanasia
- Time period: May 1 - September 10, 2014 vs. May 1 - September 10, 2012

The Advisory Committee discussed the need for behavior assessment standards to establish a culture at OAS as customer-friendly, transparent and committed to animal welfare. These standards provide philosophical underpinnings guiding decisions made by the organization.

Due to a shortage of time, reports from the other subcommittees were postponed to the next meeting.

The Advisory Committee created two additional subcommittees:

- Animal Control (members: Jen Dalmasso and Evan Eustis)
- Volunteer Program/Community Outreach (members: Willow Liroff, Kate O'Connor, Amelia Funghi); the subcommittee members were going to reach out to Deirdre Strickland to determine her interest in joining this subcommittee.

7. Framework/Resolution for Permanent Advisory Body Subcommittee Update

The Advisory Committee reviewed the final version of the proposed resolution to create a permanent advisory body. Willow Liroff moved to approve the resolution, Evan Eustis seconded the motion, and it was unanimously approved.

Ms. Boyd stated that the proposed resolution would be reviewed by the City Administrator's Office and forwarded to the City Attorney for review and approval before being brought to the City Council for consideration.

8. Next Steps

The next meeting of the Community Advisory Committee is on Wednesday, October 1 from 4:30 to 6:30 pm in Oakland City Hall, 2nd floor, Hearing Room 3.

The meeting was adjourned at 7:15 pm.

**Oakland Animal Services
Community Advisory Committee
Roster of Participants**

Category	Name	Organization	Email	Telephone		
1 Shelter management--municipal shelter	Kate O'Connor	Berkeley Animal Care Services	KOConnor@ci.berkeley.ca.us	(510) 981-6601		
2 Shelter management--municipal shelter	Amelia Funghi		Afunghi@ci.berkeley.ca.us	(510) 981-66xx		
3 Shelter management and operations--nonprofit shelter Humane advocacy	Allison Lindquist	East Bay SPCA	Alindquist@eastbayspca.org	(510) 563-4607		
4 Animal rescue--dogs	Deirdre Strickland	Power of Chi (founder)	galav8r@gmail.com	(510) 290-2988		
5 Animal rescue--cats	Ann Dunn	Cat Town	ann@cattownoakland.org	(510) 915-1454		
6 Volunteer operations	Willow Liroff	OAS volunteer	oaklandsanimals@yahoo.com	(510) 295-7674		
7 Veterinary medicine	Jen Dalmasso, DVM	veterinarian	jendalmasso@gmail.com	(510) 673-2580		
8 Animal control	Evan Eustis	Sergeant, Contra Costa Animal Control	lreckless@comcast.net	(510) 693-1233		

Oakland Animal Services – Policy and Protocol Recommendations

Cleaning and Basic Care

Intake and Public Processing

- Education/resources for sick, underaged animals, behavior issues
- Surrender counseling

Behavior Assessment (initial and on-going)

Interventions: Health, Behavior

- In-house foster program (experienced volunteers, staff)
- Early routine handling of animals after arrival, especially young animals

Euthanasia

Live release

- Adoption program
- Rescue program, including air transportation
- Off-site adoption events
- Lost animal procedures

Medical Oversight and Quality of Life

- Ward and kennel organization, population limits
- Surgery Center
- Exam room and rounds

Volunteer Program (highest and best use of volunteers)

- Volunteer training (animal behavior/obedience)
- Recruitment and shelter policies/protocols training

Community outreach

- School programs, community group partnering
- On-site dog classes

Animal Control

- Protective Custody animals
- One officer working on site during open hours
- Licensing, billing, reporting
- Abuse/neglect investigation, prosecution; Probation searches

Program Development

- Grant proposals and research
- Best practices research

Publicity, promotion, community networking

Data collection and use

Software — tracking

Reports

Key programs to include:

- Spay/neuter initiatives and access
- Education to help keep animals in their homes
- Community Cat program

Oakland Animal Services Subcommittee Recommendations: Euthanasia

The Oakland Animal Services Subcommittee on Euthanasia recommends the following policy and protocols be implemented at the Oakland Animal Shelter.

EUTHANASIA POLICY

Oakland Animal Services is committed to providing quality care to animals. In its efforts towards making the shelter a minimum kill facility it shall work vigorously at adopting animals and reducing the number of animals euthanized. However, circumstances may arise that preclude an animal from being adopted, and subsequently that animal may need to be euthanized. To that extent, the following terminology shall be utilized when discussing the adoptability of animals.

It is the intent of the Oakland Animal Shelter **not to euthanize any adoptable or treatable animal**, and if it is not able to place the animal through its own adoption programs, it will offer the animal to any reputable rescue group. If an animal is healthy, temperamentally sound or can be rehabilitated, and there is room in the shelter, the animal cannot be destroyed.

The Oakland Animal Shelter shall work towards ending the euthanasia of treatable animals, and shall offer these animals to rescue groups during the treatment stage as a means of freeing Shelter space for adoptable animals. Euthanasia decisions will be made based on the current availability of space, and not in anticipation of future intake to the shelter.

All animals will be held a minimum of four days on which the shelter is open to the public, including at least one weekend day, prior to euthanasia. The only exception is in the case of irremediable, severe injury or disease in which a veterinarian deems the only humane option is immediate euthanasia.

For purposes of this policy, shelter animals will be defined as Adoptable, Treatable, and Non-Rehabilitatable. If an animal is deemed feral, the shelter will work with the feral humane organization to place the animal in a feral colony if an appropriate caretaker is identified, as specified by the humane organization.

If an animal is deemed not feral, then it is assumed to fall into one of the three shelter animal categories below:

1) Adoptable

All neonate and juvenile animals should be kept with their mothers or placed in a foster home whenever possible. Juvenile shall mean 6-8 weeks old.

Adoptable shall include only those animals mature enough to be altered. At, or subsequent to, the time of impound or when possession is taken these animals have not manifested:

- Signs of behavioral or temperamental defects, which could pose a health or safety risk, or deem the animal unsuitable for placement as a pet.
- Disease, injury, congenital hereditary conditions that adversely affects the health of the animal, or will adversely affect the animal's health in the future

2) Treatable

Shall include animals who are not currently adoptable, but who could become so with reasonable efforts. The conditions contributing to this classification may be medical, behavioral, or temperamental. Treatable medical conditions include, but are not limited to:

- Pregnancy
- Kennel cough
- Flea anemia
- Diarrhea
- Vomiting
- Ringworm
- Skin condition mange
- Upper respiratory problems
- Conjunctivitis
- Gingivitis and dental disease
- Heart murmurs
- Urinary tract infections
- Lameness
- Arthritis
- Eye injuries and cataracts
- Deafness
- Parasites (worms)
- Ear mites
- Fleas
- Cuts and wounds such as those caused by “Happy Tail”
- Any non-contagious conditions deemed treatable by a veterinarian and affordable to the shelter.

A veterinarian may recommend euthanasia for humane reasons should any of these conditions be severe or if the animal is not responding to treatment.

Treatable behavioral and temperamental conditions shall include but are not limited to:

- Inappropriate elimination
- Excessive barking or meowing
- Non-severe possession aggression
- Non-severe fearful tendencies
- Non-severe dog or cat aggressiveness
- Food guarding in puppies

3) Non-Rehabilitatable

Shall include:

- Animals for which euthanasia is the most humane alternative due to disease or injury.
- Biting animals, the placement of whom would constitute a danger to the public.
- Animals who pose a serious public health hazard

Circumstances Under Which an Animal may be Euthanized

1) Temperament/Behavior:

An animal who has exhibited aggressive tendencies and whose behavior present a potential liability if adopted out to the public. It is natural for an animal to be nervous or fractious when impounded. However, even after multiple temperament and behavior assessments by the Animal Services Director and/or a designated tester(s), if the animal still exhibits a tendency to bite **it may be euthanized**.

In no case shall a temperament test be given if the test would jeopardize employee or volunteer safety.

2) Medical:

An animal may be euthanized for serious medical conditions such as:

- An animal that is irretrievably suffering
- An animal who has a contagious disease which poses a health hazard to other animals and/or humane
- An animal whose medical treatment is not affordable by the shelter and the non-profit supporting the shelter

3) Space/Room:

A proactive approach to space shall be adopted, whereby animals are assessed ongoing for doubling up in kennels, if necessary. In addition, cats and dogs who come in together should not be separated when feasible based on temperament, physical comfort, and safety, in one kennel. Animals should be reassessed, based on observations and owner history on an on-going basis. If there is no space left, animals may be doubled up or small dogs may be placed in holding cages, for **24 hours**.

Space/room **shall not** be the sole criteria for euthanizing an animal. However, if it appears that there is no available space in the kennels, animals have been doubled up, and the above two (2) criteria (medical and temperament) have not been met, then space may be considered. The decision shall be based upon what animal appears to be the "least adoptable". In addition, length of time at the shelter may be considered. **One dog kennel and one cat kennel will be kept open for incoming animals at all times.**

4) Owner Request:

If an owner has requested euthanasia of their animal due to severe suffering, they shall be referred to a veterinarian.

Before Euthanasia

If an animal is deemed adoptable or treatable, the following steps **must** be taken to increase the likelihood of adoption:

- Promotion via web sites, print advertisements, or television
- Reduce the adoption fee
- Festoon the kennel or cage for high visibility (for example, "Featured Pet")
- Contact with rescue and humane organizations
- Fostering through rescue and humane organizations

Call Before Euthanasia (CBE)

Rescue groups or other interested individuals may be contacted in instances of impending euthanasia.

The decision whether or not to euthanize an animal shall be the decision of the Director, and/or designated staff member(s), based upon the above criteria and any other information that may prove pertinent.

Once the decision is reached, a review of all the previous steps must be made in a final attempt to resolve any outstanding issues.

Euthanasia/Put to Death Protocol

If, after all the above steps are taken, an adoptable or treatable animal cannot be placed and there is no space at the shelter, or for non-rehabilitatable animals euthanasia is the only alternative, the animal's information will be written in the animal's notes in PetPoint.

The euthanasia list will include dates and descriptions of:

- Behavior history
- Behavior observed
- Temperament test, if given
- Injury/Illness report including veterinary diagnosis, treatment, and prognosis
- Rescue group contacted and outcome

At any time during this process, an adoptable or treatable animal may be adopted. 24 hours notice will be given prior to scheduled euthanasia date for all adoptable and treatable animals. **Notice will be given to any animal rescue group that wishes to be notified (email, fax, phone call).** No animal will be euthanized on a holiday, **or days** when the shelter is closed to the public, unless it is deemed by a veterinarian to be irretrievably suffering.

Euthanasia

The animal's impound file should be reviewed in the euthanasia room just prior to euthanasia and the following items must be checked:

- Is there a Call Before Euthanasia or other hold on the animal?
- Is there a signature of Director or designated tester(s)?
- Does the description of the animal match the adoptability checklist and the impound card?

Oakland Animal Services Subcommittee Recommendations: Behavior Assessments

DOG BEHAVIOR ASSESSMENTS

Key best practices for dog behavior assessments

- Assessments are to be performed outside of the cage **unless the assessor thinks the dog cannot be safely removed from the kennel. In this case a second opinion must be sought.**
- Assessments should be given in teams with at least one staff-person experienced in dog behavior.
- **Assessments should not be done on a dog in pain, or earlier than 48 hours following spay/neuter (or other) surgery.**
- Any person biased against, or fearful of, certain breeds (or a specific dog) should not be involved in the assessment of those dogs.
- Breed should have no bearing on behavior ratings.
- Assessments should be used to guide plans for each animal, rather than used as a “pass/fail” test.
- An animal’s behavior can change with time, so reassessment is often necessary.
- Care staff and volunteer observations should be taken into consideration by management when making final determinations about an animal.

Dog behavior assessment recommendations:

Initial behavior assessments (to be given to dogs if there is any question of adoptability)

- Should occur near the end of the holding period (3-5 days), not within the first 2 days of arrival.
- Dog is taken outside of the cage for assessment, in another room. If the assessor feels the dog is too unsafe to remove from his/her cage, notify Director or Director's designate for further evaluation.
- Assessment is given in teams of two or more with one staff-person experienced in dog behavior (Shelter Manager or Director’s designate) and experienced member(s) of a rescue organization or Dog Crew
 - Evaluator performs the test components, with the observer marking each resulting behavior on a standardized checklist (eg. ASPCA’s SAFER protocol)

Dogs with non-aggressive assessments should be available to care staff and Dog Crew volunteers for behavior modification and enrichment activities.

- Enrichment activities - like dog playgroups or 1:1 time with volunteers - help improve a dog’s ability to adjust to the shelter environment and provides for a more accurate assessment of a dog’s behavior outside of the shelter. *(Six staff-members and 20 volunteers were trained in December 2012 by Aimee Sadler: “Playing for Life: A Training and Behavior Program for Sheltered Dogs Featuring Play Groups.”)*
- **Consider socialization of shy, under-socialized dogs with friendlier dogs.**

Behavior reassessments (for dogs with non-dangerous or borderline initial assessments)

- To occur at least 4 days after the initial assessment (to allow time for enrichment or behavior modification activities)
- Can be prompted by space issues, need for rescue profile, or input from care staff/volunteers
- Conducted by teams of (ideally) three (experienced staff-person in dog behavior, experienced rescue representative and/or Dog Crew volunteer).
- Must be done before a euthanasia determination is made for non-dangerous dogs.

CAT BEHAVIOR ASSESSMENTS

Summary: Current cat assessment and enrichment and behavior modification activities at Oakland Animal Services have helped improve the live-release of cats (underage kittens excluded). Strong relationships with higher-volume transfer organizations and collaboration between staff and trained volunteers (Cat Crew) have minimized euthanasia of cats based on behavior, health, and space.

Current practices for cat behavior assessments at Oakland Animal Services:

- Cats are given days/weeks to settle into the shelter environment, and are moved up to the adoption gallery if they are able to be carried and not too fearful or aggressive.
- Staff is assisted by Cat Crew volunteers who report health and behavior observations throughout a cat's stay.
- Handling notes are dated and marked on cat cages describing enrichment, behavior modification activities, and a cat's progress over time. These profiles help identify appropriate transfer groups in cases of health/behavior issues not resolving.
- Cat Crew volunteers identify 3-4 "Cat Crew cats" who are given at least one month's time by staff for Crew to work to resolve adoptability issues, or to help profile cats for appropriate rescues, before they are considered for euthanasia.

With these behavior assessment practices supporting improved live-release of cats at Oakland Animal Services, we are not making additional recommendations.

Oakland Animal Services Subcommittee Recommendations: Public Processing & Intake

PUBLIC PROCESSING

Accessibility

- Open hours should be at least 30 hours per week, 6 days per week.
- Phones should be answered/dispatched during open hours and beyond, totaling at least 40 hours per week, 6 days per week.
- Consider onsite dispatch for calls with transfer menu items for animal control/field service going to OPD, and questions about other animal issues answered internally. While on hold, recorded information and resources should be provided to callers.

Customer Service

- Front desk staff should be approachable and helpful, providing resources/guidance based on each visitor's needs. (If additional time/help is required, or specialized information is needed, utilize volunteers or suggest community resources to help.)
- During busiest hours, a volunteer "shelter host" should help route arriving visitors whenever possible, with people adopting given extra priority, possibly a dedicated line for processing.

INTAKE

Animal Handling (General)

- Minimize stress to incoming animals by using minimal force, keeping animals from loud/busy walkways, and closing cage and ward doors quietly.
- Separate cats and dogs in the lobby/intake areas, and keep cats off the floor and away from dogs walking by.
- Place stressed cats in intake cages furthest from ward doors, with cage cover, whenever possible.

Surrenders

- Surrender questions/information form: completion is required, and form should be available in English and Spanish.
- Prioritize intake based on urgency of owner surrender reason (ex. owner is being evicted next day, take in animal). If owner is able to surrender at a future time, schedule appointment if OAS cage space is limited – provide this information online and to callers while on hold to encourage appointment setting online or by phone (vs. unscheduled drop-in).
- Provide owners surrendering due to circumstances which could be resolved (ie. litterbox issues, barking) with advice/support to encourage keeping of the animal. Consider making trained volunteers available to consult those surrendering due to such circumstances.

Strays

- Required: Note found location on cage card record.

- Finder should have option to note in system if he/she wishes to be contacted in case of euthanasia with at least 24 hours notice given. Finder should be given a phone number where staff can be reached, or an email/voicemail that will be checked prior to euthanasia.

Feral/Trapped Cats

- Required: Note trapped/found location on cage card record.
- Inform trapper/finder that cat may be TNRed (trap-neuter-released) near its original location. If trapper objects, note “DNR” (do not return) on cage record.
- Examine cats on intake for a tipped, clipped, or notched ear, and within 48 hours, contact Fix Our Ferals with the trapped location in case a feeding colony is known.
- After potentially feral cats are given multiple days to decompress, assess degree of socialization. If found to be feral, contact feral groups for possible TNR.
- Sterilize feral cats brought in by community members for TNR. If surgery appointments are not available, provide names of community resources for possible assistance.
- Ideal: Acquire AvidID wand scanner to check for microchips on feral cats or cats who otherwise can't be safely handled.

Underage/Sick/Injured Animals

- Medical triage on intake. Contact rescue organizations immediately for unweaned/underage animals.
- Advise on the possibility of euthanasia, and other options to consider if visitor has the resources to do so (ie. keeping baby animals with mom until weaned, bringing animal to veterinarian rather than surrendering).

DRAFT

In-House Animal Management Health, Behavior

- A. Receipt of under-aged/pre-weaned animals
 - a. Staff to contact partner organizations or rescues

- B. Intake and Animal Assessment
 - a. With a behaviorist (staff or contracted) animals in care to be behaviorally assessed with 48 hrs after intake. Results of the intake, and ideally a daily protocol, to be documented and communicated
 - i. Healthy animals;
 - 1. Following assessment, walking protocol, enrichment, etc to be documented and implemented by staff and trained volunteers
 - 2. For younger animals, especially if they are unable to be socialized in appropriate peer groups (pre-vaccines, etc), a program of care shall be determined by staff to be implemented by staff or trained volunteers to ensure that animals are not left isolated and unsocialized.
 - ii. Injured/sick animals;
 - 1. Animals that are in quarantine (medical, etc) should be considered and an appropriate program implemented that is safe for staff and trained volunteers to utilize. Recovery from injuries and illness can be long and animals will deteriorate quickly in a shelter environment if not provided appropriate socialization and stimulation
 - iii. Aggressive animals;
 - 1. While walking these animals may not be safe, some sort of enrichment for these animals should be considered. This may include but not be limited to food in kongs and other safe to administer enrichment devices

CLEANING PROTOCOLS

General Principles:

1. Start with the young animals first (kittens/puppies)
2. Always clean the sick animals last
3. Animals consider the kennel/cage their den and like to keep their smells in it so:
 - a. If the cage or kennel is occupied, spot clean if possible
 - b. Reuse the same bedding if not soiled or wet
4. If a cage is empty and dirty and does not have an ACR, it must be cleaned.

FOAMERS:

Yellow – for everyday use

Concentration: 1:64

Red – for contagious diseases like parvo, panleuk and ringworm

Concentration: 1:16

Green - Major digester

Degreaser and for drains

Cleaning Cat Cages

Cleaning Supplies:

Accel solution in spray bottles for cleaning
Gloves
Empty garbage bags
White disposable towels
ACR holders

Cat Supplies:

Pine pellets
Hard cat food
Cans of cat food / spoon
Clean bowls and litter boxes
Watering can
Towels / hammocks
Scratch paper and pen for health observations

Cage with Cat (Not Heavily Soiled- Spot Clean!)

- Dump litter box and wipe out with paper towels
- Cover bottom of box with pellet litter (two small cat bowl amounts)
- Sweep out any litter or other debris from cage with paper towel
- Shake out towel / hammock if covered in hair into garbage
- Give ¼ cup of dry food, empty water bowl and refill with fresh water
- Change gloves before cleaning the next cat

Dirty Cage with Cat:

- Wipe down divider with Accel and divide cage. Clean one side at a time.
- Remove litter box and bowls. If really dirty, use new bowls and litter box.
- Apply Accel to a rag and clean.
- Follow steps above for “cage with cat”.

Dirty Cage – No Cat:

- Remove everything in cage: litter box, bowls, toys, hammocks, bedding, scratcher
- Remove ACR holder and soak in bucket;
- Spray or wipe all sides, ceiling and both sides of the door of the cage with Accel. Let sit for 10 minutes. Clean the front bars with a towel soaked in Accel. Wipe dry.
- Place cleaned ACR holder on the bottom of the cage. An ACR holder in a cage indicates that the cage has been cleaned and ready to use.

Deep Cleaning Cat Wards

Remove all cat items: litter boxes, bowls, hammocks, bedding, etc

Remove ACR holders and soak in bucket

Sweep out any litter in cages and on floor and discard.

Foam with Accel (1:20). After 10 minutes, ok to squeegee and then let dry.

Pour 1 cup of AquaClean in the drain

Note on sheet the date that the ward was deepcleaned.

Reminders:

- Always clean kittens first. Always clean sick cats last.
- Change gloves inbetween cats/cages
- Mop floor after cleaning cats.
- Clean and replace all supplies on cart when finished. Put adoption cart by adoption door near night drop. Each holding ward should have its own cart.

Cleaning Dogs in Kennels

Cleaning Supplies:

Accel in foamer
Mop bucket of Accel
Squeegee
Pooper scooper
Gloves
Empty garbage bags

Dog Supplies:

Leash
Scratch paper and pen
Clean towels / bedding
Puppy and adult kibble
Canned food w/spoon

Kennel with Dog

In Zone 2, the goal is to have all the dogs in the ward outside when cleaning. Currently adult large dogs in Zone 2 are placed in the coop. Small adult dogs from I ward, J/K and Adoption wards will have playgroups in the large coop while their kennels are cleaned.

If the dog is in Zone 1 or can't leave the kennel, perform the same procedures below but with guillotine door down.

- Pick up poop from every kennel with pooper scooper and dump in garbage;
- Pick up bowls and kongs and put on cart to take down to the kitchen to soak –empty kongs and dishes soak in Accel for at least 10 minutes; Kongs with food are left in dry bucket in zone 1 kitchen
- Rinse pooper scooper with Accel; Spot clean with a towel that has been wet with Accel. If really dirty, foam with Accel. Use concentrate in Red Foamer on A (1:128) or B (1:64)
- Squeegee any cages that you've sprayed down;
- Mop floor in front of kennel doors with Accel.

Dirty Kennel without Dog

- Pick up poop with pooper scooper.
- Remove grate and turn over and place against wall. Use your gloved hand to remove any debris from drain.
- Use Mr. Digester in the foamer to clean off debris and grease. Let sit for 10 minutes and then rinse.
- Foam with Accel- use concentrate in Red Foamer on D (1:20) and let dry.
- Squeegee any excess.
- Leave grate out.
- Hang lock on rod outside ward.

Kennel without Dog (*grate is up)

- Kennel is clean and does not need to be cleaned.

Deep Clean

- If ward has “Deep Clean Me” sign, first use degreaser to clean the kennels and area outside kennels
- Then follow protocol for “Dirty” kennel for all the kennels in the ward.
- Put 1 cup of Aqua Clean in the drain.
- Put the sign on the next ward that needs to be deep cleaned.

Clean and replace all supplies on cart when finished.

Zone 1 – Put cart in the back of C ward

Zone 2 - Put carts in the back of M ward

Cleaning Dogs in Cages / Rooms

(Intake/Spa)

Cleaning Supplies:

Spray bottle with Accel
White disposable towels
Scrub brush
Gloves
Empty garbage bag

Dog Supplies:

Leash
Scratch paper and pen
Clean towels / bedding
Clean bowls

Dogs and Puppies in Spa/Intake

- If a puppy, mop an area of the floor and place in an Xpen.
- Remove soiled bedding.
- Spot clean cage with Accel. Dry and give fresh towel, water and food.
- Mop in between puppies.
- If a small dog and friendly, take out to minicoop and proceed as above. If not friendly, let supervisor know so that the dog can be moved.
- Let any dirty bowls soak in Accel for at least 10 minutes
- Mop floor with Accel.
- Scoop mini-coop

Small Dogs in Puppy Parlor

- Dogs may be taken out to minicoop and courtyard. Watch for any potential climbers
- Scoop poop. Remove soiled bedding.
- Spot clean by mopping with Accel solution. Put in fresh bedding, water and food.
- Return dogs
- Soak dirty bowls in Accel solution
- Twice a week (Tuesday and Friday), deep clean - use Mr. Digester to remove debris (rinse afterwards) and then disinfect with Accel. Do not rinse after Accel. Ok to squeegee if still very wet.

Cleaning Coop / Martha's Vineyard

- Scoop poop between wards of dogs
- Empty water bowls
- Spray both sides down with Accel and let sit
- Scoop poop in Martha's Vineyard
- Throw away garbage from Vineyard and Coop
- Fill water bowls
- Hose down pooper scoopers with Accel
- Hang up hose

Cleaning Rabbits

Cleaning Supplies:

Vacuum
Broom and dust pan
Paper towels
Vinegar solution in spray bottle
Gloves
Newspaper
Empty garbage bag

Rabbit Supplies:

Watering Can
Pellet Litter in bin
Alfalfa pellets in bin
Fresh veggies
Scratch paper and pen

Cage with Bunny

- If cage is really dirty, move bunny to an x-pen.
- Empty litter box. Spray down with vinegar and wipe out. (Urine will remove better if you let vinegar sit)
- Put newspaper on bottom of the box and add one scoop of wood pellets and handful of hay;
- Vacuum out cage.
- Spray floor with vinegar and wipe out.
- Put litter box back and box next to it in the back of the cage. The rabbits use the cardboard box to jump to their “second floor”.
- Wipe down second floor and make sure wire is covered with plastic and bedding or carpet;
- Give ¼ cup of alfalfa pellets and fill water bottle and dish. Give handful of veggies;
- Put rabbit back.

Dirty Cage without Bunny

- Pull out tray, shake out into garbage. Scrub tray and wipe clean.
- Remove all bedding, food bowls and water bottle and wash.
- Place ACR inside cage after cleaned to indicate cleaned.

- Sweep floor after done
- Clean and restock cart

Parvo and Panleuk Protocol

Recognizing Parvo/Panleuk:

- If you see a dog / puppy or a cat/kitten that is lethargic, has diarrhea or is vomiting. Do not take out! Let the staff know immediately.
- If the dog/puppy is found to have parvo or the cat/kitten to have panleuk, they will be humanely euthanized
- Anyone who has come into contact with the dog/cat should wash their hands and change clothes. Parvo/panleuk is extremely contagious!
- The ward will be closed for three days (no more dogs/cats in or out);
- Dogs in the ward can not go out for walks for three days; other puppies in the ward should be bathed
- All kennels in the ward will be cleaned with Accel for 3 days
- Entry into the ward will be limited

Reminders about Cleaning After Parvo and Panleukemia

- The only thing that kills the parvo/panleuk virus is BLEACH or ACCEL in the right concentration.
- It takes bleach and Accel about 10 minutes to kill the virus; PREFERENCE IS TO USE ACCEL.
- Bleach does not remove fecal particles; so you must use a cleaner, such as the degreaser to clean area and then disinfect again with bleach.
- Bleach doesn't work if it has contact with sunlight for several hours. So it is important to use it immediately after you put it in a bucket or the orange foamer. Throw out anything you do not use.

Using Accel:

- Use Accel concentrate in Red Foamer on E (1:10) and let dry
- Foam entire cage and let sit. Do not rinse
- Clean all dishes, litter boxes and cleaning equipment and then soak in Accel
- Throw away any towels or bedding in the kennel/cage or that you used to clean with
- Your hands, shoes and clothes can carry the parvo / panleuk virus so spray bottoms of shoes with Accel, wash hands and change clothes if necessary.

Using Bleach (if we are out of ACCEL):

- Use bleach in Orange foamer filled with bleach from gallon jugs OR Bleach solution from laundry
- Spray affected area with bleach let sit for 10 minutes;
- Rinse area with water;
- Clean and scrub area with degreaser;
- Rinse
- Spray area with bleach let sit for 10 minutes
- Rinse

CHEAT SHEET FOR ACCEL

For Cleaning Kennels:

- Spot Cleaning (same dog)
- Use concentrate in Red Foamer on A (1:128) or B (1:64)

- Deep Cleaning (between dogs)
- Use concentrate in Red Foamer on D (1:20) and let dry.

- Parvo
- Use concentrate in Red Foamer on E (1:10) and let dry

For Cleaning Cat and Small Dog/Puppy Cages:

- Use mixture at concentration at 1:20. Fill jug from red foamer set on D. Fill ACCEL spray bottles with mixture.

- Spot Cleaning (same cat)
- Do not spray near cat. Spray on rag or pour on to area to be cleaned.

- For Deep Cleaning (between cats)
- Spray all over (doors, ceiling, sides, floor), let solution sit and dry on – do not rinse.

- For Deep Cleaning Cat Ward
- Use concentrate in Red Foamer on D (1:20). Leave on for 10 minutes, squeegee excess and then let rest dry on – do not rinse

- Panleuk or Ringworm
- Use concentrate in Red Foamer on E (1:10) and let dry

Remember:

Use one ounce (which is one “squirt”) of concentrate per gallon of water.
Mop buckets, soaking dishes, basic cleaning.

DRAFT – Oakland Animal Shelter Policy and Protocol Recommendations

Medical Oversight and Quality of Life

The recommendation to set policy and protocols for this range of topics is to hire a full-time lead veterinarian who will be responsible and accountable for the shelter medical and surgical program. A full-time lead veterinarian, preferably with shelter experience, is required to run multiple aspects of an animal shelter and they should be appropriately compensated for this position.

- Develop and oversee medical and surgical programs including standard protocols and best practices – this is huge
- Manage medical staff and standardize training
- Be responsible for making medical decisions on individual cases and population management
- Procure a premise permit and DEA license for the Oakland Animal Shelter
- Manage medical supplies and equipment
- Accurately maintain controlled drug inventory and record controlled drug use according to current regulations
- Train ACOs and animal care attendant to evaluate incoming animals
- Document medical exams including physical findings, assessments, treatment plans and follow up care recommendations
- Communicate treatment/rescue/foster recommendations
- Facilitate communication between medical staff, shelter operations manager, animal care attendants, and volunteers
- Be supported and respected on final medical decisions that are made on cases in the shelter
- Be allowed to make medical decisions based upon both individual and shelter population need

Ward and kennel organization, population limits

1. Work with shelter operations manager to develop protocols and set best practices
2. Ward and kennel organization and population limits based upon shelter capacity

Surgery Center

1. Surgery center should have complete and thorough inspection prior to use
2. Routine maintenance should be performed on all equipment

Exam room and rounds

1. Exam room should be well lit and well stocked with necessary supplies
2. Rounds protocol should be developed and implemented with lead veterinarian and/or medical staff member, shelter operations manager and/or lead animal care attendant, behavior team member, and volunteer/rescue coordinator

Resources –

- UC Davis Koret Shelter Medicine Program – sheltermedicine.com
- University of Florida Maddie's Shelter Medicine Program – sheltermedicine.vetmed.ufl.edu
- Association of Shelter Veterinarians – sheltervet.org
- American Society for the Prevention of Cruelty to Animals Professional content – aspcapro.org

ADULT DOGS

Type	Food	Feeding Times	Vaccine	Deworm	Deflea
Medium / Large Breed	Adult Hard Food	1X	<u>Dhpp / Bordatella</u> on intake	<u>Strongid</u> with adoption card and in 2 weeks	<u>Flea meds</u> with adoption card and again in 4 weeks
Small	Puppy Hard Food (Fill small metal bowl)	2 X (refill bowl during second feeding if needed)	<u>Dhpp / Bordatella</u> on intake	<u>Strongid</u> with adoption card and in 2 weeks	<u>Flea meds</u> with adoption card and again in 4 weeks
Very small (under 5 lbs)	Soft Puppy Food	2X	<u>Dhpp / Bordatella</u> on intake	<u>Strongid</u> with adoption card and in 2 weeks <u>Droncit</u> with adoption card	<u>Flea meds</u> with adoption card and again in 4 weeks
Elderly bad teeth	Soft Puppy Food	2X	<u>Dhpp / Bordatella</u> on intake	<u>Strongid</u> with adoption card and in 2 weeks	<u>Flea meds</u> with adoption card and again in 4 weeks
Picky eaters – <i>appears to not eat well for 3 days or more</i>	Soft Puppy Food	2X	<u>Dhpp / Bordatella</u> on intake	<u>Strongid</u> with adoption card and in 2 weeks	<u>Flea meds</u> with adoption card and again in 4 weeks
Emaciated	Adult Hard Food (small amount)	Multiple small meals	<u>Dhpp / Bordatella</u> on intake	<u>Strongid</u> after intake and in 2 weeks. Ponazuril on intake	<u>Flea meds</u> on intake and again in 4 weeks
Moms with puppies	Give bowl of soft food and a separate bowl of hard puppy food	2X	<u>Dhpp / Bordatella</u> on intake	<u>Strongid</u> after intake and in 2 weeks. <u>Ponazuril</u> after intake	<u>Flea meds</u> on intake and again in 4 weeks

PUPPIES

Type	Food	Feeding Times	Vaccine	Deworm	Deflea
Medium / Large breed between 8 weeks and 5 months <i>(adult teeth coming in)</i>	"The Mix" (Soft puppy food mixed with puppy hard food)	2 X	<u>Dhpp / Bordatella</u> on intake and <u>dhpp</u> every 2 weeks until 20 weeks of age	Strongid after intake and again in 2 weeks Ponazaril once Droncit once	<u>Flea meds</u> every 4 weeks
Small breed puppies 8 weeks to 5 months who are less than 5 lbs	Soft Puppy Food	2 X	<u>Dhpp / Bordatella</u> on intake and <u>dhpp</u> every 2 weeks until 5 months of age	<u>Strongid</u> after intake and again in 2 weeks <u>Ponazuril</u> once <u>Droncit</u> once	<u>Flea meds</u> every 4 weeks
Puppies between 4 and 8 weeks of age with mom	Soft Puppy Food	2 X	<u>Dhpp / Bordatella</u> on intake (if over 4 weeks) and <u>dhpp</u> every 2 weeks until 5 months of age	<u>Strongid</u> after intake and again in 2 weeks <u>Ponazuril</u> once <u>Droncit</u> once	<u>Flea meds</u> every 4 weeks
Puppies between 4 and 8 weeks of age with no mom	Soft Puppy Food (Needs to go into foster asap!)	Multiple	<u>Dhpp / Bordatella</u> on intake (if over 4 weeks) and <u>dhpp</u> every 2 weeks	<u>Strongid</u> after intake and again in 2 weeks <u>Ponazuril</u> once <u>Droncit</u> once	<u>Flea meds</u> every 4 weeks
Young dogs 6 months – 1 year	Puppy Hard Food	2 X	<u>Dhpp / Bordatella</u> on intake and <u>dhpp</u> repeat in 3 -4 weeks	<u>Strongid</u> after intake and again in 2 weeks <u>Ponazuril</u> once <u>Droncit</u> once	<u>Flea meds</u> every 4 weeks

CATS

Type	Food	Feeding Times	Vaccine	Deworm	Deflea	FELV/FIV Testing
Adults	Adult Hard Food <i>(1/2 of tiny metal bowl)</i>	1X	<u>FVRCP</u> on intake and again in one month	<u>Strongid</u> with adoption card and in 2 weeks	<u>Flea meds</u> with adoption card and again in 4 weeks	Test if: 1) Says "ok for adoption"; or 2) Level 3 – completed check list; 3) Approved Cat Crew cat
Kittens (under 14 oz)	Must be bottlefed. <i>Euthanize or go into foster within 3 hours.</i>	Multiple	None	None	None	None
Kittens (Over 14 oz-2 lb)	Soft Kitten Food & Small kitten kibble	Multiple	<u>FVRCP</u> on intake and every 2 weeks until 5 months of age	<i>If staying at OAS:</i> <u>Strongid</u> and <u>ponazuril</u> on intake and <u>strongid</u> again in two weeks	<u>If staying at OAS:</u> <u>Flea meds</u> on intake if over 1.75 lbs	None
Kittens <i>(Over 2 lbs to 5 months of age – has adult teeth)</i>	Hard Kitten Food	2X	<u>FVRCP</u> on intake and every 2 weeks until 5 months of age.	<u>Strongid</u> , <u>ponazuril</u> and <u>droncit</u> on intake and <u>strongid</u> again in two weeks.	<u>Flea meds</u> on intake and again in 4 weeks	No Test after 6 months of age
Moms with Kittens	Give bowl of soft food and a separate bowl of hard kitten food	2X	<u>FVRCP</u> on intake and again in one month <i>(Vaccinate kittens if over 1 lb)</i>	<u>Strongid</u> on intake and again in 2 weeks.	<u>Flea meds</u> on intake and again in 4 weeks	Yes
Elderly and /or Emaciated <i>bad teeth</i>	Soft Kitten Food and bowl of hard food	2X	<u>FVRCP</u> on intake and again in one month	<u>Strongid</u> with adoption card and in 2 weeks	<u>Flea meds</u> with adoption card and again in 4 weeks	Only if "ok for adoption"
Cats with URI and Picky eaters – <i>appears to not eat well for 3 days or more</i>	"Stinky Food" and bowl of hard food	2X	<u>FVRCP</u> on intake and again in one month	<u>Strongid</u> with adoption card and in 2 weeks	<u>Flea meds</u> with adoption card and again in 4 weeks	Only if "ok for adoption"

CLEANING PROTOCOLS

General Principles:

1. Start with the young animals first (kittens/puppies)
2. Always clean the sick animals last
3. Animals consider the kennel/cage their den and like to keep their smells in it so:
 - a. If the cage or kennel is occupied, spot clean if possible
 - b. Reuse the same bedding if not soiled or wet
4. If a cage is empty and dirty and does not have an ACR, it must be cleaned.

FOAMERS:

Yellow – for everyday use

Concentration: 1:64

Red – for contagious diseases like parvo, panleuk and ringworm

Concentration: 1:16

Green - Major digester

Degreaser and for drains

Cleaning Cat Cages

Cleaning Supplies:

Accel solution in spray bottles for cleaning
Gloves
Empty garbage bags
White disposable towels
ACR holders

Cat Supplies:

Pine pellets
Hard cat food
Cans of cat food / spoon
Clean bowls and litter boxes
Watering can
Towels / hammocks
Scratch paper and pen for health observations

Cage with Cat (Not Heavily Soiled- Spot Clean!)

- Dump litter box and wipe out with paper towels
- Cover bottom of box with pellet litter (two small cat bowl amounts)
- Sweep out any litter or other debris from cage with paper towel
- Shake out towel / hammock if covered in hair into garbage
- Give ¼ cup of dry food, empty water bowl and refill with fresh water
- Change gloves before cleaning the next cat

Dirty Cage with Cat:

- Wipe down divider with Accel and divide cage. Clean one side at a time.
- Remove litter box and bowls. If really dirty, use new bowls and litter box.
- Apply Accel to a rag and clean.
- Follow steps above for “cage with cat”.

Dirty Cage – No Cat:

- Remove everything in cage: litter box, bowls, toys, hammocks, bedding, scratcher
- Remove ACR holder and soak in bucket;
- Spray or wipe all sides, ceiling and both sides of the door of the cage with Accel. Let sit for 10 minutes. Clean the front bars with a towel soaked in Accel. Wipe dry.
- Place cleaned ACR holder on the bottom of the cage. An ACR holder in a cage indicates that the cage has been cleaned and ready to use.

Deep Cleaning Cat Wards

Remove all cat items: litter boxes, bowls, hammocks, bedding, etc

Remove ACR holders and soak in bucket

Sweep out any litter in cages and on floor and discard.

Foam with Accel (1:20). After 10 minutes, ok to squeegee and then let dry.

Pour 1 cup of AquaClean in the drain

Note on sheet the date that the ward was deepcleaned.

Reminders:

- Always clean kittens first. Always clean sick cats last.
- Change gloves inbetween cats/cages
- Mop floor after cleaning cats.
- Clean and replace all supplies on cart when finished. Put adoption cart by adoption door near night drop. Each holding ward should have its own cart.

Cleaning Dogs in Kennels

Cleaning Supplies:

Accel in foamer
Mop bucket of Accel
Squeegee
Pooper scooper
Gloves
Empty garbage bags

Dog Supplies:

Leash
Scratch paper and pen
Clean towels / bedding
Puppy and adult kibble
Canned food w/spoon

Kennel with Dog

In Zone 2, the goal is to have all the dogs in the ward outside when cleaning. Currently adult large dogs in Zone 2 are placed in the coop. Small adult dogs from I ward, J/K and Adoption wards will have playgroups in the large coop while their kennels are cleaned.

If the dog is in Zone 1 or can't leave the kennel, perform the same procedures below but with guillotine door down.

- Pick up poop from every kennel with pooper scooper and dump in garbage;
- Pick up bowls and kongs and put on cart to take down to the kitchen to soak –empty kongs and dishes soak in Accel for at least 10 minutes; Kongs with food are left in dry bucket in zone 1 kitchen
- Rinse pooper scooper with Accel; Spot clean with a towel that has been wet with Accel. If really dirty, foam with Accel. Use concentrate in Red Foamer on A (1:128) or B (1:64)
- Squeegee any cages that you've sprayed down;
- Mop floor in front of kennel doors with Accel.

Dirty Kennel without Dog

- Pick up poop with pooper scooper.
- Remove grate and turn over and place against wall. Use your gloved hand to remove any debris from drain.
- Use Mr. Digester in the foamer to clean off debris and grease. Let sit for 10 minutes and then rinse.
- Foam with Accel- use concentrate in Red Foamer on D (1:20) and let dry.
- Squeegee any excess.
- Leave grate out.
- Hang lock on rod outside ward.

Kennel without Dog (*grate is up)

- Kennel is clean and does not need to be cleaned.

Deep Clean

- If ward has “Deep Clean Me” sign, first use degreaser to clean the kennels and area outside kennels
- Then follow protocol for “Dirty” kennel for all the kennels in the ward.
- Put 1 cup of Aqua Clean in the drain.
- Put the sign on the next ward that needs to be deep cleaned.

Clean and replace all supplies on cart when finished.

Zone 1 – Put cart in the back of C ward

Zone 2 - Put carts in the back of M ward

Cleaning Dogs in Cages / Rooms

(Intake/Spa)

Cleaning Supplies:

Spray bottle with Accel
White disposable towels
Scrub brush
Gloves
Empty garbage bag

Dog Supplies:

Leash
Scratch paper and pen
Clean towels / bedding
Clean bowls

Dogs and Puppies in Spa/Intake

- If a puppy, mop an area of the floor and place in an Xpen.
- Remove soiled bedding.
- Spot clean cage with Accel. Dry and give fresh towel, water and food.
- Mop in between puppies.
- If a small dog and friendly, take out to minicoop and proceed as above. If not friendly, let supervisor know so that the dog can be moved.
- Let any dirty bowls soak in Accel for at least 10 minutes
- Mop floor with Accel.
- Scoop mini-coop

Small Dogs in Puppy Parlor

- Dogs may be taken out to minicoop and courtyard. Watch for any potential climbers
- Scoop poop. Remove soiled bedding.
- Spot clean by mopping with Accel solution. Put in fresh bedding, water and food.
- Return dogs
- Soak dirty bowls in Accel solution
- Twice a week (Tuesday and Friday), deep clean - use Mr. Digester to remove debris (rinse afterwards) and then disinfect with Accel. Do not rinse after Accel. Ok to squeegee if still very wet.

Cleaning Coop / Martha's Vineyard

- Scoop poop between wards of dogs
- Empty water bowls
- Spray both sides down with Accel and let sit
- Scoop poop in Martha's Vineyard
- Throw away garbage from Vineyard and Coop
- Fill water bowls
- Hose down pooper scoopers with Accel
- Hang up hose

Cleaning Rabbits

Cleaning Supplies:

Vacuum
Broom and dust pan
Paper towels
Vinegar solution in spray bottle
Gloves
Newspaper
Empty garbage bag

Rabbit Supplies:

Watering Can
Pellet Litter in bin
Alfalfa pellets in bin
Fresh veggies
Scratch paper and pen

Cage with Bunny

- If cage is really dirty, move bunny to an x-pen.
- Empty litter box. Spray down with vinegar and wipe out. (Urine will remove better if you let vinegar sit)
- Put newspaper on bottom of the box and add one scoop of wood pellets and handful of hay;
- Vacuum out cage.
- Spray floor with vinegar and wipe out.
- Put litter box back and box next to it in the back of the cage. The rabbits use the cardboard box to jump to their “second floor”.
- Wipe down second floor and make sure wire is covered with plastic and bedding or carpet;
- Give ¼ cup of alfalfa pellets and fill water bottle and dish. Give handful of veggies;
- Put rabbit back.

Dirty Cage without Bunny

- Pull out tray, shake out into garbage. Scrub tray and wipe clean.
- Remove all bedding, food bowls and water bottle and wash.
- Place ACR inside cage after cleaned to indicate cleaned.

- Sweep floor after done
- Clean and restock cart

Parvo and Panleuk Protocol

Recognizing Parvo/Panleuk:

- If you see a dog / puppy or a cat/kitten that is lethargic, has diarrhea or is vomiting. Do not take out! Let the staff know immediately.
- If the dog/puppy is found to have parvo or the cat/kitten to have panleuk, they will be humanely euthanized
- Anyone who has come into contact with the dog/cat should wash their hands and change clothes. Parvo/panleuk is extremely contagious!
- The ward will be closed for three days (no more dogs/cats in or out);
- Dogs in the ward can not go out for walks for three days; other puppies in the ward should be bathed
- All kennels in the ward will be cleaned with Accel for 3 days
- Entry into the ward will be limited

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- The only thing that kills the parvo/panleuk virus is BLEACH or ACCEL in the right concentration.
- It takes bleach and Accel about 10 minutes to kill the virus; PREFERENCE IS TO USE ACCEL.
- Bleach does not remove fecal particles; so you must use a cleaner, such as the degreaser to clean area and then disinfect again with bleach.
- Bleach doesn't work if it has contact with sunlight for several hours. So it is important to use it immediately after you put it in a bucket or the orange foamer. Throw out anything you do not use.

Using Accel:

- Use Accel concentrate in Red Foamer on E (1:10) and let dry
- Foam entire cage and let sit. Do not rinse
- Clean all dishes, litter boxes and cleaning equipment and then soak in Accel
- Throw away any towels or bedding in the kennel/cage or that you used to clean with
- Your hands, shoes and clothes can carry the parvo / panleuk virus so spray bottoms of shoes with Accel, wash hands and change clothes if necessary.

Using Bleach (if we are out of ACCEL):

- Use bleach in Orange foamer filled with bleach from gallon jugs OR Bleach solution from laundry
- Spray affected area with bleach let sit for 10 minutes;
- Rinse area with water;
- Clean and scrub area with degreaser;
- Rinse
- Spray area with bleach let sit for 10 minutes
- Rinse

CHEAT SHEET FOR ACCEL

For Cleaning Kennels:

- Spot Cleaning (same dog)
- Use concentrate in Red Foamer on A (1:128) or B (1:64)

- Deep Cleaning (between dogs)
- Use concentrate in Red Foamer on D (1:20) and let dry.

- Parvo
- Use concentrate in Red Foamer on E (1:10) and let dry

For Cleaning Cat and Small Dog/Puppy Cages:

- Use mixture at concentration at 1:20. Fill jug from red foamer set on D. Fill ACCEL spray bottles with mixture.

- Spot Cleaning (same cat)
- Do not spray near cat. Spray on rag or pour on to area to be cleaned.

- For Deep Cleaning (between cats)
- Spray all over (doors, ceiling, sides, floor), let solution sit and dry on – do not rinse.

- For Deep Cleaning Cat Ward
- Use concentrate in Red Foamer on D (1:20). Leave on for 10 minutes, squeegee excess and then let rest dry on – do not rinse

- Panleuk or Ringworm
- Use concentrate in Red Foamer on E (1:10) and let dry

Remember:

Use one ounce (which is one “squirt”) of concentrate per gallon of water.
Mop buckets, soaking dishes, basic cleaning.

