

**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: New


No: 2-A-100-03

Last Review Date: June 2021

Required Review Date: June 2025

Administrative Unit: Executive Dir. of Business &  
Finance

Approved By:

  
\_\_\_\_\_  
Jared Seliger, PhD, CNMT  
President

**SUBJECT:** Animals at Allen College

**PURPOSE:** To provide guidelines for the presence of animals on the Allen College campus.

**EFFECTIVE FOR:** Anyone on Allen College's Campus

**POLICY:**

The Allen College campus is devoted to the efficient and effective environment conducive to the education and related services to students, parents, faculty/staff, and members of the community. The presence of animals must be devoted to accomplishing these objectives in order to be productive, hygienic, and safe, and can limit distraction to support the educational pursuit, work, and lifestyles of faculty, staff, students, and visitors.

The presence of animals on campus may pose a safety concern putting Allen College at risk of potential liability. In addition, members of the college community may have allergies to or simply be afraid of animals. Therefore, animals are not generally allowed on campus or in class. The main exceptions to this policy are:

- Dogs/K-9s being used by UnityPoint Health (UPH) security and/or law enforcement personnel.
- Animals under the American Disabilities Act (ADA).
  - If a service animal is being used by an employee for an ADA accommodation, the Business Coordinator must be notified in writing and will coordinate with the Allen Human Resources office to obtain necessary documentation.
  - Emotional support animals (ESA) are not protected under ADA, but do require a written request:
    - Employees should send written requests for consideration to the Allen Human Resources office
    - Students should refer to the Allen College ADA policy 2-D-800-04 and send written requests to the ADA Coordinator

For more information, relevant policies available on the UPH intranet/Hub cover all animals (therapy/service/emotional support animals) and provide more information on service dogs subject to the ADA accommodation policies in effect for UPH and healthcare settings.

- UnityPoint Health system policy “Animals within UnityPoint Health Facilities” policy 1.CE.24
- Allen Hospital policy “Animals in the Healthcare Setting”

### **Pet Therapy Animals**

Allen College currently only allows pet therapy dogs. A pet therapy dog is allowed on campus on an occasional (2 times per semester), planned and scheduled basis for any curricular use or student activity.

Pet therapy is a guided interaction between an individual and a trained animal. It also involves the animal’s handler. The purpose of pet therapy is to help a patient/person recover from or cope with a health problem or a mental disorder. Pet Therapy interactions are planned and are structured to assist individuals with achieving specific goals. A therapy animal is not covered by most laws regarding service animals. Therapy animals will be allowed in UnityPoint Health facilities including Allen College, if permission is granted by local administrative leaders.

- Pet therapy activities must be scheduled for any curricular use or student activity at least a week in advance through the Business Coordinator who schedules facilities and ensures proper documentation for service/therapy/emotional support animals on Allen College campus.
- Communication (flyers, email, etc.) should be posted and sent in advance (at least 72 hours) to all participants and faculty/staff in the area so that severely allergic or phobic people can plan accordingly. The Business Coordinator will provide guidance based on campus schedules so that communication is complete and effective for our community.
- Certified therapy pets are permitted on campus for approved scheduled activities once they provide immunization records from the vet and the Pet Pals or other therapy certification documentation. This documentation must be current and provided to the Business Coordinator for the animals to be allowed on campus.
- The animal must be accompanied by its trained/certified handler and both must be clearly marked/identified as a therapy animal, i.e. Pet Pals has a collar for the animal and t-shirt for handler.
- The animal is only permitted on campus for the scheduled activity and must be on a leash or caged and under the direct supervision of the handler at all times.
- The animal must be housebroken, in good health and free of gastroenteritis, fleas or skin lesions.
- Any necessary cleaning caused by the animal will be the responsibility and at the expense of the handler, including cleanup/removal feces or urine.

- Any exceptions to the occasional scheduled times being more frequent must be requested in writing no less than two weeks in advance of the event. Requests may be sent to the Executive Director of Business & Finance who will grant/deny approval after seeking input from other Executive Leaders as appropriate.
- Any violation of this policy may prohibit the animal from being allowed on campus for any event or activity.
- Allen College Leadership reserves the right to deny pet therapy animals on campus at any time.
- Incidents
  - Any incident involving an animal, whether the animal caused the incident or was affected by the incident, shall be thoroughly recorded in the incident reporting system.
  - When an injury occurs to a person, the person shall be directed to the Emergency Department for evaluation and treatment.
  - If an animal damages property, the handler shall be held responsible for the damages.
  - If an animal is injured, prompt evaluation and treatment of injuries should be provided by a veterinarian, at the owner's expense.