



DOG SHELTER

Animal Care

Protocol



Morning Routine

1. Shelter Manager walk through, observe all Dogs.
 - a. Log any abnormalities on **Animal Manager Schedule**.
 - b. Report any abnormalities to **Dog Shelter Leader**.
2. In Teams of 2 (Cleaner and Handler) *Always wear your whistle*.
 - a. One person walks dog for exercise: **Animal Care Schedule**.
 - i. Use slip leads only to walk dogs.
 - ii. Short walk for restroom purposes only.
 1. Pick up feces immediately and discard in outside trash.
 - b. One person preps and places food in cage.
 - c. Any Special requirements (i.e. Meds, Diet, etc.) will be on **Animal Care Schedule**
Allow time to eat; organize cleaning supplies; Personal Hydration
 - d. One person cleans cage: (**Wear Rubber Gloves**, Change after every cage)
 - i. Remove ALL Water bowls and Food trays
 - ii. Wipe down cage to clean if any more is required; remove cage for scrubbing.
 - iii. After returning dog to cage, make sure latches are secure.
 - iv. **Log on Animal Care Schedule**
3. Use an organized system to ensure no animal is missed.
 - a. Cleaners: do not remove cage or clipboard unless necessary.
 - b. Handler: make sure dog returns to cage with proper clipboard.
4. **Change gloves** and move to next dog/cage.
5. When ALL dogs/cages have been exercised/cleaned; replace and fill water bowls.
6. Take all dirty items out to cleaning station (bowls, cages, etc.)
7. Double/triple check.
 - a. **Make sure all latches are secure** Update any changes to dry erase board.
 - b. Make sure animals and clip boards match with proper information.
 - c. Take animal photos if needed.
8. Turn off lights quiet time.

Don't forget Personal Hydration!

Report All Personal Injuries to the Dog Shelter Leader

Afternoon Routine "Enrichment" ~Continue on Back~

1. Use an organized system to ensure no animal is missed.
2. This is a good time for long walks, exercise, and play.
 - a. Pick up feces immediately and discard in outside trash.
 - b. If the dog is timid and scared leave it alone.
3. Spot clean cages as needed.
4. Record any/all on **Animal Care Schedule**.
 - a. Examples
 - i. Walked/played or Too scared to take out
 - ii. Urinated, defecated or Did/didn't drink

Don't Forget Personal Hydration!

Evening Routine

1. Prep and serve food to all dogs in cages.
 - a. Any Special requirements will be on **Animal Care Schedule**.

Allow time to eat; organize cleaning supplies; Don't Forget Personal Hydration!

2. In Teams of 2 (Cleaner and Handler) *Always wear your whistle*.
 - a. One person walks dog for exercise: **Animal Care Schedule**.
 - i. After returning dog to cage, make sure latches are secure.
 - b. One person cleans cage: (**Wear Rubber Gloves**, Change after every cage)
 - i. Remove empty Food trays.
 - ii. Wipe down cage clean if any more required; remove cage for scrub.
 - iii. **Animal Care Schedule**
3. Use an organized system to ensure no animal is missed.
 - a. Cleaners: do not remove cage or clipboard unless necessary.
 - b. Handler: make sure dog returns to cage with proper clipboard.
4. **Change gloves** and move to next dog/cage.
5. Take all dirty items to cleaning station (bowls, cages, etc.)
 - a. Return any clean/dry items to where they belong.
6. Double/triple check.
 - a. Update any changes to dry erase board.
 - b. Make sure animals and clip boards match with proper information.
 - c. *Make sure all latches are secure*; Any question; zip tie or change cage
7. **Turn off lights bed time.**

Don't Forget Personal Hydration!

Report all personal injuries to the Dog Shelter Leader