SAFE WORKPLACE PLAYBOOK for Animal Shelters

August 2020

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**INTRODUCTION**

Clearly, we are living in a challenging and unprecedented time. Seemingly overnight we have become familiar with things many of us never gave a thought to before—relentless hand washing, rigorous cleaning of every surface, quarantining at home, “social distancing” and wearing face coverings when we do venture out. These behaviors have become part of our daily lives during COVID-19 and may be with us for some time to come.

While the world—and much of our everyday existence—have shifted dramatically, our mission is the same. And so we will work together to keep ourselves and our community safe while we continue to provide vital care to animals.

## How to Use This Playbook

This playbook, which is consistent with the Centers for Disease Control (CDC) guidelines as of August 2020 is designed to provide considerations for the new workplace that COVID-19 has required us to create. It aims to help us safely navigate our day-to-day work situations, whether we work in one of our buildings, in the field, or remotely.

The playbook explains how our physical work location will look different, so our team knows what to expect when they report to work, including health checks, adjusted workspaces to allow for physical distancing, use of PPE, enhanced hygiene and cleaning protocols and clear processes to follow when someone isn’t feeling well at work. It provides guidance for safely carrying out the activities that staff routinely engage in: intake, treatment and housing of animals, interaction with the public, volunteers, vendors and each other, business travel, and more.

It is fully expected that teams will craft program specific protocols, using the playbook for high-level guidance.

## Our Shared Responsibility for Safety

Now more than ever we need to be even stronger—and safer—together as a team so we can continue to make positive change for animals. These guidelines and resources are only a small part of the solution. Our entire team—from front-line staff to those performing key functions behind the scenes—is the most important part of the solution.

Public health agencies all agree—to be effective, physical distancing (often referred to as “social distancing”) must be consistent. So, for those working in our onsite locations, from the time you enter the lobby of our building, until you leave at the end of the day, you’ll want to adhere to physical distancing guidelines and help each other do the same. And for those working in the field or traveling for work, these guidelines will also help you safely navigate your workday.

## 10 Physical Distancing Steps for Staff and Volunteers

1. Maintain 6’ of physical space unless safety or core function of the work activity requires a shorter distance
2. Wear a clean [face covering](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html) whenever you are interacting with another person or when you are likely to encounter another person, i.e. when moving about the workplace.

**Self-awareness and accountability for our own actions are key to assuring everyone’s safety.**

Carry an extra face covering with you, just in case. Wash and thoroughly dry your cloth face coverings between shifts

1. Follow directional signs and use designated entrances and exits
2. Switch meetings to phone or virtual whenever possible
3. Adhere to posted capacity limits for break and conference rooms, stairs, elevators, bathrooms and other spaces
4. Adhere to designated seating options
5. Bring your lunch whenever possible and eat at least 6’ away from others. If you order out, consider coordinating orders with others to reduce deliveries
6. Give your teammates a gentle reminder if they’re moving in too close or if they don’t have their face covering on properly
7. Be a good sport when you get a gentle reminder to maintain distance or adjust your face covering
8. Offer suggestions to your manager for additional ways to support physical distancing

## Reducing Numbers to Achieve Physical Distancing

Based on physical dimensions, entrances and exits, and service areas such as bathrooms, breakrooms, and copy rooms, we will limit occupancy in our spaces to comply with federal, state and local guidelines. Managers will develop plans to fairly and equitably decide which staff should return to the workplace, necessary schedule adjustments to accommodate reduced on-site capacity and how to best ensure physical distancing while working and accessing common resources such as bathrooms and breakrooms.

## Physical Distancing Checklist for Managers

* Inform (and keep reminding) your team of their 10 Physical Distancing Steps; post the 10 Steps prominently
* Model all 10 Steps at all times, including being a good sport when you get reminded
* Reduce occupancy in meeting and break areas to 50% or less and post signs inside and outside the space accordingly
* Post physical distance markers using tape or signs to denote 6’ of spacing in common areas
* Block-off, post or take away seating to ensure 6’ between people
* Limit in-person meetings and gatherings as much as possible and encourage phone and virtual alternatives
* Ensure one-way foot traffic wherever possible by posting directional signs
* Consider whether modifications of workstations (plexiglass extensions, for example) are necessary to achieve physical distancing and order accordingly
* As much as possible, set staggered schedules for arrivals, departures, breaks and lunch to help team members maintain physical distance
* As much as possible, minimize the number of people your staff interact with by setting up consistent work teams throughout the shift and the week
* As much as possible, reduce in-person work and shift to remote work
* Establish designated areas for pick-ups and deliveries
* Prohibit non-essential visitors
* Establish a system for regular suggestions and feedback from the team to improve and support physical distancing
* Reinforce your team for adhering to physical distancing and for being good sports about reminders. Discipline team members for non-compliance when one or two good-natured reminders have failed to get a positive response and consistent change in behavior. This will aid in ensuring everyone’s safety, including their own

For areas not under our control, landlords will be responsible for monitoring and enforcing physical distancing protocols in all common areas of the building, such as lobbies and elevators.

**Remote work offers the best physical distancing.   
Managers will work with their staff to determine what “remote” operation should look like for their teams and will phase staff return based on work priorities, space capacity and other relevant considerations.**

## Physical Distancing on the Road and in the Field

For those whose work takes them outside our physical locations— e.g.: in a mobile clinic, on a relocation route, in the field—adhering to physical distancing can pose some added challenges. Consult your manager for further program-specific guidance.

* Wear a clean [face covering](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html) whenever you are interacting with another person or when you are likely to encounter another person, i.e. when moving about the workplace. Carry an extra face covering with you, just in case. Wash and thoroughly dry your cloth face coverings between shifts
* Wear a face covering for the duration of a flight and when traveling on public transportation
* Use additional PPE per protocols by work area
* Conduct communications at a 6’ distance or via electronic means whenever possible
* Confirm in advance with partner agencies and organizations that they are adhering to physical distancing, requiring face coverings, and performing enhanced hygiene and cleaning
* When traveling, reduce the number of rest stops and use drive-thrus and curbside pick-up or delivery whenever possible
* When traveling by air, whenever possible choose airlines that are requiring passengers and crew to wear face coverings
* Offer suggestions to your manager for additional ways to achieve physical distancing

## Physical Distancing is for Clients and Partner Agencies too

When scheduling clients, ask for their help with our Safe Workplace practices. Ask them to stay home if they are feeling sick, have been in close contact with anyone feeling sick, or if they have tested positive for COVID-19 or have been in close contact with someone who has. Advise that all visitors are required to wear a face covering over their nose and mouth, and that only one person may accompany the pet. Let them know: where to enter and exit, to follow distancing markers and directional signals, and to maintain 6’ of distance at all times— which might include curbside drop-off and pick-up of animals in carriers and/or leash hand-offs. Recommend clients clean/ disinfect carriers or leashes prior to arrival. Most of all, thank them for their help and understanding as we all work together to keep each other safe.

When working with partner agencies in the field, confirm with them ahead of time that during our joint operations, they will use safety measures comparable to those we adhere to so that all of our teams can feel confident that we are committed to a safe work environment.

**By making physical distancing a routine part of our daily**

**work lives and supporting each other in following these guidelines,   
we can safely maintain some of the in-person interactions that are   
an important aspect of our work.**

Maintaining consistent and thorough personal hygiene and cleaning practices while at work is another way to ensure that we are doing all we can to keep ourselves and each other safe.

## Hygiene Practices for Staff and Volunteers

* Wear a clean [face covering](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html) whenever you are interacting with another person or when you are likely to encounter another person, i.e. when moving about the workplace. Carry an extra face covering with you, just in case. Wash and thoroughly dry your cloth face coverings between shifts
* [Wash your hands thoroughly](https://www.cdc.gov/handwashing/when-how-handwashing.html) and frequently (when soap, water, and paper towels are not accessible, use a 60% or greater alcohol-based hand sanitizer)
* Avoid touching your eyes, nose and mouth with unwashed hands
* Cover coughs and sneezes with a tissue or your elbow (when your face mask is down, such as in your own office). Throw used tissues in the trash and wash hands
* Wipe your entire workstation before and after use with disinfecting wipes (Include your phone, desk surfaces, keyboard, mouse, monitor, chair, etc.)
* Wipe frequently used handles and surfaces with a disinfecting wipe before and after use
* Minimize use of items not easily cleaned and disinfected or that cannot be routinely laundered (such as fabric, carpet or other soft surfaces)
* Remove all personal items from desk/workstation/office at end of shift to allow for cleaning
* Avoid sharing supplies, computer equipment, phones, etc., where possible to reduce the risk of surface contamination and transmission
* Don’t share food or beverages
* Give your teammates a gentle reminder if they’re not following this guidance
* Be a good sport when you get a gentle reminder to maintain hygiene measures
* Offer suggestions to your manager for additional ways to support hygiene & cleaning

## Managers

* Follow all hygiene practices (above) and see that your team does, too
* Identify high-use areas and install hand hygiene stations
* Ensure posting of required signs explaining hygiene practices (above), [how to properly wash hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) and [wear and remove face coverings](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html)
* Ensure frequently used surfaces and items are cleaned and disinfected throughout the day and between use
* Ensure adequate supplies to support healthy hygiene behaviors including soap, hand sanitizer (60% or greater alcohol-based), paper towels, tissues, disinfecting wipes and no-touch trash cans

**Key Times to Wash Your Hands**

* After touching frequently used items & surfaces, such as door and drawer handles, tables, shared equipment, etc.
* Before, during and after preparing food
* Before and after eating
* After using the bathroom
* Before touching your eyes, nose or mouth
* After blowing your nose, coughing or sneezing
* Before and after handling animals, pet food, treats, bedding and toys
* Before and after treating a cut or wound
* After touching garbage
* Immediately after removing any PPE, or if there is a break in your PPE

## Cleaning Practices During COVID-19

* Conduct all regular cleaning plus disinfection of the entire work area at least daily and more frequently as needed
* Increase frequency of restroom cleaning and disinfection
* Increase frequency of cleaning and disinfection of common areas—as well as shared objects and high transit areas
* Improve central air filtration and adjust building airflow to continually introduce fresh air
* Maintain cleaning logs on site that document date, time and scope of cleaning

Following these guidelines for hygiene and cleaning will make these practices part of our everyday routines and help us reinforce their consistent use by all team members.

Whether you are interacting with animals, members of the public, vendors, volunteers or each other during your workday, you will need to know if wearing some form of PPE (Personal Protective Equipment) is necessary to ensure your safety and the safety of those around you. PPE includes facemasks, surgical masks, gloves, gowns/ coveralls, goggles, face shields, Tyvek suits, booties and dedicated footwear. Cloth face coverings are designed for limiting droplet transmission from the person wearing the covering. While they not considered PPE there are important considerations in how to put on, wear, remove, and launder a cloth face covering and for that reason they are included in this section.

**Maximize Safety and Minimize Need for PPE**

Wherever possible, removing or isolating a hazard is the best way to keep everyone safe. Since remote work is often not possible, this can also be achieved by screening clients for exposure to the virus, delaying elective procedures, and using telemedicine whenever possible and appropriate. Alternatively, changing the way we work— such as reducing client numbers, utilizing curbside drop- offs or avoiding the use of waiting rooms, and spacing workstations out—can minimize risk as well as the need for PPE.

Knowing which equipment we need to stay safe when working in a physical location or in the field, and knowing how to properly use it, will help us be effective and efficient in creating and maintaining the safest workplace possible during and beyond COVID.

### All Staff and Volunteers:

* Wear a clean [face covering](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html) whenever you are interacting with another person or when you are likely to encounter another person, i.e. when moving about the workplace. Carry an extra face covering with you, just in case. Wash and thoroughly dry your face coverings between shifts
* **If you must interact with a person with high COVID-19 risk**, wear a gown, gloves, and facemask with shield and/or facemask plus goggles. Surgical masks should be used in these instances, unless unavailable due to critical supply shortages
* **When cleaning and disinfecting areas with COVID-exposed animals**, wear a gown/coveralls and gloves in addition to your regular face covering, as well as goggles or a face shield where splashing or chemical exposure could occur. The use of protective outerwear while cleaning, examining or treating animals without known COVID-exposure is always a good idea to avoid accidental contamination and fomite transmission
* **When caring for healthy animals with a history of COVID-exposure**, wear a face covering or facemask, gloves, gown/coveralls. Consider wearing booties or dedicated footwear within enclosures and in areas of the shelter that house a number of COVID-exposed animals. Add eye protection when caring for animals with illness suspicious of SARS- CoV-2 infection
* Put on and remove [your PPE correctly, and wash or thoroughly sanitize your hands after removing it](https://www.aspcapro.org/resource/personal-protective-equipment-posters-and-how-video); consult our PPE protocol or ask your manager for guidance
* Give your teammates a gentle reminder and ask clients to wear the PPE appropriate to the occasion
* Be a good sport when you get a gentle reminder about PPE
* Offer suggestions to your manager for improved PPE practices

**Wear Your Face Covering Correctly**

1. Wash your hands before putting on your face covering
2. Put it over your nose and mouth and secure it under your chin
3. Try to fit it snugly against the sides of your face Make sure you can breathe easily
4. Learn [more](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html)

**Take off Your Face Covering Carefully**

1. Untie the strings behind your head or stretch the ear loops
2. Handle only by the ear loops or ties Fold outside corners together
3. Wash reusable face coverings (learn more about [how to wash cloth face coverings](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html))
4. Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

## Managers:

* Follow all of the guidelines for staff and volunteers and see that your team does, too
* Confirm that every member of your team working on-site has at least 2 face coverings available for their use
* Limit people entering the facilities to only those who must be on-site to perform a specific function:

Request contactless deliveries from vendors

Establish curbside check-in/drop-off for animals to the greatest extent possible

Proactively inform visitors that they are required to wear a face covering

Keep extra face masks available for visitors that arrive without one

* Train your staff to: politely but firmly instruct visitors and vendors to wear face coverings and make sure they know what to do if someone refuses this directive
* Ensure a supply of disposable masks at appropriate entrances for visitors that arrive without one
* Consult the [CDC and AVMA for detailed recommendations for veterinary PPE usage in a variety of pandemic related circumstances](https://www.cdc.gov/coronavirus/2019-ncov/community/veterinarians.html#anchor_1588434194380)
* Determine when operational changes could further minimize exposure risk instead of or in addition to the use of PPE. Examples include curbside or telemedicine appointments for veterinary care, communicating via telephone or video-chat to maintain physical distancing, or using paperless options for sharing information with clients or pet owners

## Managers -continued-

* Determine what PPE supplies are necessary to support your team’s operations, taking into account normal activities, adjustments related to COVID-19 and [usage calculations](https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/burn-calculator.html) for staff, volunteers, vendors and/or members of the public you interact with in carrying out your work. Examples of PPE to consider include:

[Face coverings](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html) and facemasks (additional supply for clients, vendors, members of the public or staff who require an immediate replacement)

Face shields

Goggles

Examination (non-sterile, medical grade) gloves

Disposable gowns

Reusable gowns or outer clothing

Booties/shoe coverings or dedicated footwear

Other reusable protective supplies, such as plastic coverings or sleeves for tablets

Other PPE recommended for staff directly involved in caring for animals with specific pathogens or under certain circumstances that warrant such a level of protective equipment, such as Tyvek suits or N95 respirators

* Ensure that you have a minimum 30-day supply of PPE and other supplies and equipment necessary for your team’s expected work. [Insert ordering instructions.]
* Determine processes for PPE storage, monitoring and inventory control, and steps to comply with local or state requirements to report inventory levels to public health authorities
* Designate space for staff to change into their work clothes upon arrival for work and back into their regular clothing prior to departure. Ensure that the physical space and planned use adhere to social distancing requirements
* Identify and clearly mark appropriate locations for staff to put on, take off, and safely dispose of PPE. These locations should include ready access/direct proximity to handwashing facilities and/or ample supplies of alcohol-based hand sanitizer
* Ensure that staff is well trained and has demonstrated proficiency in correctly putting on and removing PPE. Provide written protocols, instructions, signage and other visual reminders of appropriate procedures

**Additional Resources**

* [AVMA’s Guidelines for use of PPE during COVID-19](https://www.avma.org/resources-tools/animal-health-and-welfare/covid-19/guidelines-ppe-covid-19-pandemic-demand-exceeds)
* [CDC’s Strategies to Optimize the Supply of PPE and Equipment](https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html)
* [PPE Burn-Rate Calculator (including a mobile app download)](https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/burn-calculator.html)
* [CDC Recommended Personal Protective Equipment (PPE) Based on Companion Animal History](https://www.cdc.gov/coronavirus/2019-ncov/community/veterinarians.html#anchor_1588434194380)

The health and safety of our employees is our top priority. Therefore we are providing staff and volunteers with a health screening and monitoring checklist to track any signs or symptoms of illness before coming to work. If you have [symptoms consistent with COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) or if you feel sick, please stay home and consult a healthcare provider. The HR Team will coordinate with you regarding your return to the workplace.

## Screening and Monitoring Process for Staff and Volunteers

If you are reporting for work in any location other than your home office you must complete a self-assessment form each day before you report to work to self-certify that you are fit to work. The form is available electronically or via paper copy for you to take home.

Step 1: Conduct your daily self-screen. Complete, date and sign the [Daily Self-Screening Questionnaire](https://aspca.box.com/s/hqo5wk9vmuo8vm18t9ivvqfprg8mti1r). DO NOT SUBMIT this form because it has personal medical information. Store this form in a safe place so that you can provide it to HR upon request.

Step 2: Based on your answers to the Daily Self-Screening Questionnaire, complete the applicable Self Certification Statement and submit it to your supervisor immediately before or upon arriving at work.

* [**Daily Self-Screening Questionnaire**](https://aspca.box.com/s/hqo5wk9vmuo8vm18t9ivvqfprg8mti1r)
* **Self Certification Statement:** [**CLEAR (OK to Work)**](https://aspca.box.com/s/dksrraqdqsmjmyjgx3jy73z9wr7kiavv)
* **Self Certification Statement:** [**ABSENT (Not Coming to Work)**](https://aspca.box.com/s/e7se0chaq61oi1w5e6crwi02ozqx1tqi)

**Continual Monitoring for Staff and Volunteers**

If you start to feel sick while at work,

1. Put on a [face covering](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html) and avoid moving around the workplace
2. Physically distance yourself (i.e.: stay at least 6’ away from people or animals)
3. Notify your manager immediately via the quickest method (call, text, chat, email). If you are not in the same location as your personal belongings, ask your manager for help getting a pair of gloves so that you can retrieve your belongings or see if someone can collect them for you
4. Exit the workplace and return home. Do not remove your face covering or gloves until you exit the building, and ideally not until you are home and able to self-isolate

If you have symptoms consistent with COVID-19, consult a healthcare provider and consider [CDC-](https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html) [recommended steps](https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html). In accordance with [current guidelines](https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html), do not return to the workplace until symptoms have subsided for a period recommended by your healthcare provider.

If you are confirmed positive for COVID-19 infection by laboratory testing, or presumptively diagnosed by a licensed human healthcare provider, you should not come in to work, and you will be required to return home if you do so. Please contact the HR Team before returning to work onsite.

## Managers

* Ensure that any staff member who feels sick at work follows the steps outlined above
* Arrange for a deep clean of the work areas where the staff member traveled during the shift
* Notify HR of the staff member’s departure from the workplace. You should also contact your HR in the event that a staff member who feels ill refuses to go home

By developing new healthy habits of daily screening and continual monitoring for symptoms, we can protect ourselves and each other and keep our work going strong.

**Precautions to Reduce COVID-19 Risk**

The greatest risk of COVID-19 exposure to veterinary, sheltering, and animal care professionals comes from person-person contact. Steps to reduce the risk of COVID-19 transmission are the same at any facility providing care to animals as they are in other aspects of daily life. We are still learning about SARS-CoV-2, the virus

that causes COVID-19, but there is no evidence to date that animals play a meaningful role in the spread of COVID-19. It does appear that the virus can spread from people to animals in some situations, particularly between caregivers and their pets in close contact with each other. No instances of transmission from companion animals to people have been documented, and the risk of animals spreading SARS-CoV-2 to people is considered to be low.

## Animal Care Staff:

* Evaluate each animal’s history and any clinical signs for suspicion of SARS-CoV-2 infection:
  + Exposed (or potentially exposed) animals include those from a household where an individual has confirmed COVID-19 infection or has exhibited compatible symptoms
  + Animals with clinical signs of SARS-CoV-2 infection may present with signs including fever; respiratory signs such as coughing, sneezing, nasal or ocular discharge or difficulty breathing; vomiting; diarrhea
* Utilize recommended PPE:
  + Face covering or facemask, gloves, gown or coveralls, and protective footwear when handling healthy animals with a history of COVID-19 exposure in the shelter setting
  + Face mask, face shield or goggles, gloves, gown, and protective footwear when handling animals with an illness that is suspicious for SARS-CoV-2 infection
  + Additional respiratory protection (i.e. N95 mask), in accordance with CDC guidelines, is recommended when performing an aerosol-generating procedure for any COVID-exposed animals or for any procedures performed on animals that have tested positive for SARS-CoV-2
* Do not allow personal items to stay with any animal that will be housed or hospitalized overnight or longer
* Clean and disinfect any surfaces that the animal came into contact with immediately following use
* Normal sanitation protocols for animal housing areas are otherwise sufficient as long as they do not aerosolize any virus that might be present
* Waste that includes or has been contaminated with feces, blood, or bodily fluids from animals believed to be infected with SARS-CoV-2 should be disposed of as medical waste
* For exposed animals, wait 14 days after last exposure to COVID-19 prior to transferring, adopting, or fostering the animal. Return to the owner/ household within this time frame is allowed

## Managers:

* Designate an examination room and a housing area, per species where possible, that is separated from the rest of the population for any animal exposed to COVID-19 but not showing clinical signs suspicious of SARS- CoV-2 infection. These areas may be used to house multiple animals from COVID-19 positive households but must be separate from housing for unexposed animals as well as from animals showing clinical signs
* Designate a separate examination room and at least one isolation area, per species where possible, that is separated from the rest of the population for animals believed to be infected with SARS-CoV-2. Where possible, only animals with illnesses suspicious of SARS-CoV-2 should be housed in this isolation space
* Establish capacity limits for housing areas. Avoid high density housing and utilize double-compartment enclosures whenever possible
* Ensure that clearly marked space is available for putting on, removing, and safely disposing of PPE prior to entering the areas and immediately upon exit
* Stock these areas with commonly used supplies to minimize foot traffic between areas and reduce the risk of fomite transmission
* Implement [robust plans to ensure the quality of life](https://aspca.box.com/s/yx6p8gung587kd7abfm4s3jtz3lii3fn) of COVID-exposed animals in temporary boarding or emergency sheltering
* Limit personnel having contact with these animals. Assign dedicated staff to provide care for only these populations of animals. When that’s not possible, staff should first complete caregiving duties for other animals, don the appropriate PPE, and then care for COVID-19 exposed animals and finally for animals showing clinical signs
* Maintain a log of people coming into contact with animals suspicious of SARS-CoV-2 infection. Do not allow visitors and non-essential personnel except in exigent circumstances
* Do not test healthy companion animals with COVID-19 exposure. For animals showing clinical signs, diagnostic testing, as determined by a veterinarian, should be performed to rule out more common causes of illness before considering testing for SARS-CoV-2. Veterinarians who determine that SARS-CoV-2 testing is indicated based on current guidance should contact their state public health veterinarian and/or state animal health official to discuss testing parameters

COVID-19 poses challenges for business travel because it can be difficult to maintain the recommended precautions to stop the spread of the virus while on the road or traveling by air. Here we provide guidance on how to make work travel as safe as possible during the pandemic.

### Before You Leave:

* Don’t travel if you are sick
* Check [CDC](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html) as well as local or state orders along your route and at your destination, for guidelines as well as for any quarantine requirements necessary when you return based on your travel plans
* Consult your healthcare provider to see if you need to take any additional precautions such as routine vaccinations
* Consider enrolling in TSA pre-check to minimize time in the airport

### What to Pack:

* Nonperishable food and water
* Medications
* Hand Sanitizer [(TSA will allow up to a 12 oz. container in your carry-on bag)](https://www.tsa.gov/news/press/releases/2020/04/15/tsas-tips-flying-during-coronavirus-pandemic)
* EPA Registered Disinfectant wipes and personal cleaning supplies
* Tissues
* Appropriate ID\* for air travel as needed

*\*Real ID deadline extended to 10/1/21;*

*Drivers Licenses that expired on after 3/1/20 will be accepted by TSA until one year after the expiration date*

### During Your Trip:

* Wash hands often with soap and water; sanitize your hands after touching objects
* Wear a face covering
* Avoid touching your eyes, nose and mouth
* Physical distance from others (6 ft)
* Cover your cough and sneeze

### Travel by Car:

* Book accommodations in advance
* Limit rest stops
* Use drive through and curbside food pickup
* Disinfect rental car surfaces including steering wheel, seats, seat belt, door handles, dashboard controls

### Hotels:

* Book single occupancy reservations, check-in online if possible to limit time in the reception area
* Bring disinfectant and personal cleaning supplies
* Clean and disinfect high touch surfaces in hotel rooms (doorknobs, tables, light switches, countertops, desks, phones, remote controls, telephone, toilet, sink faucets)
* Wash plates, cups, silverware before use

### Air Travel:

* Check airline safety precautions
* Limit wait time at airport before flight
* Wash hands before and after security check
* Disinfect high touch surfaces in your area (seat, seat belt, food tray, etc.)
* Wear a [face covering](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html)
* Minimize use of bathrooms during flight if possible
* Minimize eating and drinking during flight if possible

**Additional Resources**

* [TSA Response to COVID-19](https://www.tsa.gov/coronavirus)
* [CDC Travel and Prevention Guidelines](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html)
* [TSA implements additional COVID-19 safety measure at U.S. airports](https://www.tsa.gov/news/press/releases/2020/05/07/tsa-implements-additional-covid-19-safety-measure-us-airports)
* [CDC Travel FAQs](https://www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html)
* [Flight risk: Researchers weigh in on COVID-19 exposure while on a plane](https://www.kold.com/2020/05/23/flight-risk-researchers-weigh-covid-exposure-while-plane/)

You may still have questions because, let’s face it, there is a lot to think about. As always, your manager is your first resource.

Here are some additional resources:

* [ASPCAPro COVID-19 Information Hub](https://www.aspcapro.org/left-navigation/aspca-covid-19-information-hub)
* [AVMA (COVID-19 section)](https://www.avma.org/resources-tools/animal-health-and-welfare/covid-19)
* [CDC (COVID-19 section)](https://www.cdc.gov/coronavirus/2019-ncov/index.html)

Thank you for helping to keep our team safe and healthy so we can keep our work for animals going strong.

**Managing our Safe Workplace by Location**

Each site will have a Site Manager and Assistant Site Manager.

The Site Manager will serve as a liaison between staff working in the facility and the Leadership Team, ensuring the alignment and coordination needed for site safety preparedness and continued compliance.

Site Managers will:

* Share protocols in use at their location with the Leadership Team
* Integrate Safe Workplace Playbook guidance into their worksite protocols
* Coordinate upgraded sanitation and disinfection needs
* Ensure employees have appropriate access to the facility
* Confirm staff have the proper PPE and safety supplies
* Work with staff on-site to determine additional support as needed

*These frameworks are for informational purposes only, and you are advised to develop your own protocols   
and practices based on organizational needs, state and local laws as well as health and legal guidance that   
continue to evolve.*