



Animal Guidelines, Expectations, and Agreement for Live-In Staff

Below are specific requirements and guidelines that must be adhered to for a Service Animal or Emotional Support Animal to be accommodated for a College Live-In Staff Member. The College reserves the right to amend these guidelines and expectations as needed at its sole discretion.

1. Documented Emotional Disability

- a. **The Fair Housing Act of 1988 (FHA).** The FHA prohibits “a refusal to make accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford such person [with a disability] equal opportunity to use and enjoy a dwelling.” The FHA defines a person with a disability to include (1) individuals with a physical or mental impairment that substantially limits one or more major life activities; (2) individuals who are regarded as having an impairment; and (3) individuals with a record of such an impairment. The term “physical or mental impairment” includes emotional illness.
- b. **Service Animals (SA).** Service Animals are individually trained to perform specific tasks and to work with people with disabilities. The right to have a Service Animal is protected by the Americans with Disabilities Act (ADA). Management of the animal is the sole responsibility of the employee/student; Louisburg College will acknowledge the presence of the Service Animal and adjudicate any issues that arise from this animal on campus.
- c. **Emotional Support Animals (ESA).** Emotional Support Animals provide support through companionship and can help ease emotional illnesses, including anxiety, depression, and certain phobias. The Fair Housing Act (FHA) speaks to the limited legal right to have an Emotional Support Animal in Housing for people with disabilities, including mental/emotional impairment.

2. Diagnosis Documentation

The accommodation request for a Service Animal (SA) or an Emotional Support Animal (ESA) must be supported with a letter of diagnosis from the owner’s/employee’s doctor, counselor, or therapist.

3. Standards for Animals within Residence Halls

The owner/employee of the Service Animal or Emotional Support Animal must agree to and comply with the following standards:

- a. Required live-in staff approved for a Service Animal or Emotional Support Animal within College housing must comply with all applicable policies and local, state, and federal laws regarding animals and their treatment and care including but not limited to, the following:
 - i. The live-in staff member may only keep an approved animal; no substitutions or additions are permitted without reapplying for approval of a new animal.
 - ii. The College can approve SAs and ESAs for specific apartments only.
 - iii. The College can relocate a staff member and approved animal as necessary.

- b. **Canine/Feline.** In most cases, campus housing is not an appropriate environment to raise puppies and kittens. Generally, dogs and cats must be at least 5 months old, housebroken or litter-trained, and fully vaccinated. Veterinarian Certification is required that shows all immunizations are current, rabies vaccination is current, and that the animal has been payed or neutered. Live-in staff member is expected to submit (without prompting or reminders) updates to documentation of vaccinations to Human Resources. Additionally, the College reserves the right to request updated documentation of vaccinations at any time during the animal's residency.
- c. **Other Animals.** Acknowledgment of SAs and approval of ESAs other than cats or dogs are made on an individual case-by-case basis. Regardless of species, verification of an annual clean bill of health from a licensed veterinarian confirming the animal is free from communicable diseases will be required. Additionally, required immunizations will be determined under guidelines from the Centers for Disease Control and Prevention.
- d. **Standards of Behavior by Animal and Owner.**
 - i. Health and care standards must be maintained as follows:
 1. The owner is solely responsible for the animal's well-being including, but not limited to, regular feeding, watering, bathing, grooming, daily care, and veterinary services.
 2. The owner must take the animal with him or her or plan for the animal to be cared for off campus if the owner is away from their residence overnight. Animals cannot be left in the apartment alone or someone else's care at any time.
 3. A staff member with an approved animal on campus cannot call on others, students or colleagues, to manage their animal when they are working or otherwise unable to care for his or her animal.
 4. Collars and tags must be worn by the animal at all times.
 - ii. Sanitary standards must be maintained as follows:
 1. The animal must be fully housebroken or litterbox trained.
 2. The owner is solely responsible for immediate and proper animal clean-up
 3. Feces must be removed from College grounds by securing waste in a plastic bag and placing it in the outside garbage dumpster. Animal feces may not be disposed of in any trash receptacle or through the sewer system inside any building.
 4. Litter boxes must be properly maintained and remain within the owner's assigned residence hall room or apartment bedroom. Litter box contents must be disposed of properly and regularly, and litter changed regularly as outlined by the manufacturer. To protect floors, litter boxes should be placed on mats that are large enough for the animal to walk off after using the litter box and catch any spilled litter.
 5. The owner is solely responsible for regular and routine cleaning of floors, kennels, crates, and cages. An excessively unclean animal (e.g. repeated soiling of facilities, flea-infested, foul-smelling, and/or shedding excessively) may be excluded from the campus.

6. If the animal vomits, urinates, leaves solid waste, and/or becomes incontinent, it is the responsibility of the live-in staff member to make sure the contaminated areas are cleaned up immediately. If the contamination occurs indoors, the staff member should clean up immediately and contact Facilities for additional disinfection. Services to disinfect interior surfaces are required and all associated costs will be billed to the staff members.
 7. Bathing of the animal must occur off-campus.
 8. A flea, tick, or other pest infestation will be remedied at the owner's expense. Louisburg College Facilities personnel will make appropriate arrangements for extermination with applicable costs charged to the owner. Animal owners are encouraged to take precautionary measures such as flea and tick medications as prescribed by a veterinarian, flea and tick prevention collars, and/or regular bathing with flea and tick shampoos.
- iii. Safety and behavior expectations must be maintained as follows:
1. Animals must possess friendly and sociable characteristics.
 2. The owner of the animal is solely responsible for:
 - a. Any damage to people or property caused by the animal, including damage to the property of other residents. All liability for the actions of the animal is the responsibility of the owner. Owners should consider appropriate liability insurance.
 - b. The animal during a fire alarm, fire drill, natural disaster, or emergency requiring building evacuation.
 - c. Animals must not be disruptive to the campus community (i.e., excessive barking, growling, howling, running around, jumping on others, etc.).
Additionally, Emotional Support Animals (ESA) are not permitted in official work spaces.
 3. ESAs must be caged or crated when the owner is not in the apartment.
 4. The owner must disclose the animal's presence if College personnel must enter the room in the performance of their duties to ensure that such individuals are aware that there is an animal present, and the animal must be crated or caged during the visit. The College is not liable if an animal escapes during one of the visits.
 5. Lobbies, stairwells, and other public areas may be used by ESAs as a pass-through only, as these are public areas, and the animal must be leashed, caged, or tethered while in these areas.
 6. Service and Emotional Support Animals that are ill should not be taken into public areas. A person with an ill animal may be asked to leave College facilities or remove the animal from campus.

iv. Cleaning and Damage.

1. It is the staff member's responsibility to maintain the condition of the space, flooring, and furniture. The staff member must return the room, flooring, and furniture in the same condition it was in at the time of move-in. The resident/animal owner is solely responsible for any damage to College property caused by the animal. This shall include the repair or replacement of any furniture and any cleaning beyond what is routinely conducted for any room at the time of vacating. This may include, but is not limited to, extra steaming cleaning of all floors, furniture, and other fabrics; the abatement of fleas and other pests; and deodorization of the space.

3. **Apartment Inspection.** Before moving in and again when the animal is no longer in the space, the staff member, Facilities Director, and Student Life Official must assess apartment conditions. If it is determined that damage was caused to the property by the animal, the College will bill the staff member for cleaning and any necessary repairs. If this assessment coincides with separation, the costs of cleaning and repairs will be withheld from the employee's final paycheck. The College reserves the right to inspect the space more frequently if damage is suspected or if there are concerns related to the owner's compliance with any of the items identified in this document.

4. **Misrepresented Documentation.** If it is determined that documentation provided by the staff member misrepresented any material facts, the animal may be barred from College housing.

5. **Violations.**
 - a. Concerns related to an approved ESA or SA belonging to a live-in staff member should be reported to Human Resources. Any allegations of violations of these guidelines and expectations will be investigated by HR and per the expectations set out in this document and appropriate actions or remedies will be put in place to address the concerns.
 - b. The first violation of any part of this policy will result in a written warning.
 - c. The second violation of any part of this policy could result in requiring that the animal leave the campus.
 - d. Acknowledgement of this document will give the College the authority to notify any parties that may be impacted by the presence of the animal. These parties may include but are not limited to College Student Life staff, facilities team members, campus safety, and emergency services.

Employee Acknowledgement

Date

Human Resources Representative

Date