

EXAMPLE ANIMAL SHELTER PROTOCOL –  
CONTROL OF INFECTIOUS AND CONTAGIOUS DISEASE

Effective Date: XX/XX/XX

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OVERVIEW: This protocol shall be followed in order to identify and properly care for animals showing signs of infectious/contagious disease while controlling the transmission of disease to other animals in the shelter. This protocol is required by:

2VAC5-III-30 Provision of veterinary treatment

B. Each facility shall engage a licensed veterinarian to develop or ratify a protocol for the control of infectious and contagious disease and shall adhere to such protocol. Each facility shall provide a marked isolation room for the confinement of animals suffering from a contagious or infectious disease."

Veterinarian Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Veterinarian Signature: \_\_\_\_\_

ANIMAL INTAKE:

**1. Intake Exam**

Upon arrival at the animal shelter, each animal will be examined for any signs of illness or injury, and the results will be documented on the attached "Animal Shelter Intake" form.

- 1.1 Any animal showing signs of potentially infectious/contagious disease will be immediately housed individually (unless nursing neonates with mother) in a thoroughly clean, disinfected, and dry enclosure in the marked isolation room.
- 1.2 Any animal not showing any signs of potentially infectious/contagious disease will be housed *individually* (unless nursing neonates with mother or animal arriving with and already accustomed to cohabitation with another specific animal) in a thoroughly clean, disinfected, and dry enclosure in the appropriate general housing area.
- 1.3 Signs of potentially infectious/contagious disease include, but are not limited to: vomiting, diarrhea, coughing, sneezing, discharge from the nose, eyes, ears or mouth, hair loss, itchiness

**2. Animal Monitoring**

- 2.1 Animals will be monitored daily for attitude, appetite, urination, defecation, and any signs of illness or abnormality. Observations will be recorded for each animal on the attached "Animal Monitoring Log" and maintained on or near the animal's primary enclosure.
- 2.2 Any animal presenting signs of infectious/contagious illness at any time during its confinement in the shelter will be immediately placed in the isolation room. All animals in the isolation room will be individually housed for the entire duration of confinement in the isolation room (unless nursing neonates with mother).

ISOLATION ROOM:

**1. Veterinary Examination and Treatment**

Animals placed in the isolation room will be evaluated and treated by a veterinarian within 24 hours of entering the isolation room. The animal care attendant(s) will be instructed by the veterinarian on the proper care of the medically managed animal(s).

## **2. Management of the Isolation Room**

- 2.1 The isolation room will have a dedicated supply of cleaning items (such as mops, brooms, cleaning solution bottles, paper towels, etc) and animal care items (bedding, food and water devices, leashes, etc).
  - a. Items and supplies used in the isolation room will not be removed for use in other areas of the shelter.
- 2.2 The isolation room will not be used to store extra animal care supplies, cleaning supplies, grounds maintenance equipment, or other supplies needed for maintaining and operating the shelter.
- 2.3 Animal care personnel will don disposable gloves, shoe coverings, and gown over clothes prior to entering the isolation room and while caring for animals housed in this room. Gloves, shoe coverings, and gown will be removed upon exiting the isolation room.
- 2.4 All trash and waste will be collected and tied in plastic bags. This will not be carried through the area of general population; if it is not possible to avoid an area of general population, the trash will be double bagged and the outside of the bag will be sprayed with disinfectant.
- 2.5 When possible, an entrance/exit to the isolation room will allow for animals to be taken in/out without entering common areas of the shelter and the kennel area for the general population. If this is not possible, a plan is established to minimize traffic or exposure to other animals.

## CLEANING AND DISINFECTION PROCEDURES FOR ALL ENCLOSURES (GENERAL POPULATION AND ISOLATION)

### **1. Cleaning and Disinfection of All Primary Enclosures, General Considerations**

- 1.1 Personal protective gear such as gloves, eye protection, and shoe covers should be worn by animal care attendants during the cleaning process.
- 1.2 The animal(s) will be removed from its primary enclosure during the cleaning process and not returned to the primary enclosure until it has completely dried.
- 1.3 All areas of the primary enclosure will be thoroughly cleaned a minimum of once daily.
  - a. Areas include (but are not limited to) walls, floor, ceiling, door(s), food and water bowls/receptacles, toys and enrichment items, and litter boxes.
  - b. Bulk of solid waste (spilled food, feces, etc) will be removed prior to application of cleaning solution.

### **2. Procedure for Cleaning and Disinfection of All Primary Enclosures**

- 2.1 Remove animal(s) from primary enclosure and move to secure temporary cage or other secure enclosure. Dogs may be leash walked during this time.
- 2.2 Remove grossly visible debris (feces, hair, spilled food, etc)
- 2.3 Wash primary enclosure and bowls, enrichment items, etc with water and detergent.
  - a. Items that are not attached to the primary enclosure should be removed, cleaned separately and soaked in a water/detergent mixture.
  - b. Clean from top to bottom
  - c. Thoroughly rinse cleaned area and allow to completely dry.

- 2.4 Select and apply an appropriate disinfectant. Allow for proper contact time according to label instructions.
  - a. If not explicitly stated on the label, assume a minimum of 10 minutes.
  - b. Thoroughly rinse residual disinfectant and allow to completely dry.
- 2.5 Allow primary enclosure and all items to completely dry prior to placing animal(s) back in the primary enclosure.

### 3. Options for Disinfection of Primary Enclosures

- 3.1 Bleach 1:32 (1/2c bleach in 1 gal water)
  - a. In times of disease outbreak such as parvovirus, ringworm, or feline upper respiratory infection, ratio can be increased to 1:10 (1.5c bleach in 1 gal water) for a limited time only
- 3.2 Oxidizing agents (hydrogen peroxide, accelerated hydrogen peroxide)
- 3.3 Quaternary Ammonium Compounds (Roccal, DiQuat, etc) is best used as a detergent

### 4. Order of Cleaning Schedule

- 4.1 Healthy lactating dams/queens and puppies/kittens
- 4.2 Healthy adult animals
- 4.3 Unhealthy and medically managed animals

EXAMPLE ANIMAL SHELTER PROTOCOL –  
MEDICALLY MANAGED ANIMALS AND NEONATES

Effective Date: XX/XX/XX

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OVERVIEW: This protocol shall be followed in order to properly care for medically managed and neonatal animals in a shelter or foster-home environment. This protocol is required by:

2VAC5-III-30 Provision of veterinary treatment

C. Each facility shall engage a licensed veterinarian to develop or ratify a protocol for the management of neonatal and medically compromised animals and shall adhere to such protocol. Enclosures shall be maintained that can properly and safely house such animals.

Veterinarian Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Veterinarian Signature: \_\_\_\_\_

**I. Medically Managed Animals**

- I.1 Medically managed animals will be housed separately from the general population if possible. They will also be housed individually so as to better allow for monitoring of disease progression or improvement and monitoring of the animal's overall condition.
- I.2 Medically managed animals will be kept in a kennel or cage consistent with the direction of a veterinarian and in consideration of the individual animal's age, species, condition, and size.
  - a. The cage or kennel will allow for adequate and proper treatment of the animal's medical condition as directed by a veterinarian and for the animal's routine care.
  - b. Each animal must be able to easily stand, sit, lie, turn about, and make all other normal body movements in a comfortable, normal position for the animal.
  - c. The primary enclosure and food and water bowls must be able to be adequately cleaned.
- I.3 Medically managed animals with a contagious or infectious disease will be housed in an isolation room.
- I.4 Animal care attendants will have training or instruction from the veterinarian as to appropriate care of the medically managed animal(s). Instruction topics will be specific to the individual animal's condition(s). Topics may include how to administer medication(s), properly care for/maintain a bandage, and aid mobility.
  - a. If a trained animal care attendant is not available to provide care for a medically managed animal (such as over a weekend or holiday), hospitalization at a veterinary clinic or temporary foster care of this animal will be arranged.
  - b. If the veterinarian feels that due to its condition the animal cannot be adequately cared for while in the shelter, he/she will recommend hospitalization at the veterinary clinic or foster care with a trained foster care provider for the duration of the animal's treatment.
    - i. Example: dog with a broken limb requiring splinting of the affected limb
    - ii. Example: severe dehydration in a cat requiring IV fluids and monitoring of urine output
    - iii. Other situations at the discretion of the veterinarian

## 2. Neonatal Animals with a Dam/Queen

- 2.1 Neonates that are taken into custody with their dam/queen shall remain with the dam/queen until a minimum of 7 weeks of age. Neonates born to the dam/queen after she is taken into custody will remain with the dam/queen until a minimum of 7 weeks of age.
  - a. If the dam/queen becomes ill, inadequately lactates, or jeopardizes the safety of the neonates and/or animal care attendants, neonates may be removed for surrogate care or hand rearing prior to 7 weeks.
- 2.2 The dam/queen and neonates will be placed with a foster care provider who is properly equipped and trained to care for them.
  - a. The dam/queen and neonates will be kept in a primary enclosure that can be adequately cleaned and disinfected. The primary enclosure must also be able to be heated as dictated by the species, age, and condition of the animals. It must also ensure the safety of the neonates by eliminating spaces where small neonates may become trapped or separated. The addition of pig rails to a whelping box or other solid walled enclosure is an example of one way to help achieve this goal.
  - b. The dam/queen and neonates will be kept segregated from other animals in the foster home for at least the first three weeks of life.
  - c. The dam will be monitored for adequate lactation and the neonates for growth appropriate to their age and species a minimum of once daily. A gram or ounce scale may be helpful in monitoring growth. Appropriate growth is a gain of 10% of birth weight each day.
    - i. Inadequate growth or lactation is an indication for examination and treatment by a veterinarian.
- 2.3 Dams/queens and neonates for which a foster care provider is not available should be housed in the shelter separately from the general population area and the isolation room.
  - a. Dams/queens with neonates should be cared for and their environment cleaned and disinfected before the rest of the population, to minimize their exposure to disease

## 3. Neonatal Animals without a Dam/Queen

Orphaned neonates require 24 hour care. Feedings are required every two hours for the first two weeks of life. In addition, they must be stimulated to urinate and defecate with the same frequency. They are unable to maintain their own body temperature and must be protected from cold or heat. The duration between feedings can be extended after two weeks to every four hours. Gruel may be introduced at three – four weeks.

- 3.1 A veterinarian will be consulted for further information on proper care, development, and maturation of neonates.
- 3.2 See attached for guidelines on feeding frequency and amount.
- 3.3 Due to the intense nature of orphan neonate care, a foster care provider will be arranged for orphan neonates. If a foster care provider cannot be found or 24 hour care secured, euthanasia of orphaned neonates may be considered to avoid any undue suffering
  - a. Neonates cannot be left unattended in the shelter for periods of time greater than the recommended feeding interval (i.e. greater than 4 hours or overnight). If left at the shelter, an animal care provider/attendant must come in at appropriate intervals (every 2 or 4 hours) to feed, stimulate to urinate and defecate, clean, and otherwise care for the neonates.
- 3.4 Orphaned neonates must be housed in a primary enclosure with good footing and a solid bottom which will be adequately cleaned and disinfected a minimum of two times per day. The primary

enclosure must also be able to be heated to a temperature dictated by the neonates' species, age, and condition in a safe and controlled manner in order to maintain the body temperature of the neonates.

- a. The neonates will be kept segregated from other animals in the foster home or shelter for at least the first three weeks of life.

3.5 The neonates will be monitored for growth appropriate to their age and species a minimum of once daily. A gram or ounce scale may be helpful in monitoring growth. Appropriate growth is a gain of 10% of birth weight each day.

Inadequate growth is an indication for examination and treatment by a veterinarian.

EXAMPLE ANIMAL SHELTER PROTOCOL –  
SEEKING VETERINARY TREATMENT

Effective Date: XX/XX/XX

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OVERVIEW: This protocol shall be followed in order to identify animals showing signs of illness, injury, or other health compromise and therefore requiring treatment by a licensed veterinarian. This protocol is required by:

2VAC5-III-30 Provision of veterinary treatment

A. Each facility shall engage a licensed veterinarian to develop or ratify a protocol for determining if an ill, injured, or otherwise compromised animal requires treatment by a licensed veterinarian. Each facility shall adhere to the protocol and provide veterinary treatment when needed.

Veterinarian Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Veterinarian Signature: \_\_\_\_\_

ANIMAL INTAKE:

**1. Intake Exam**

Upon arrival at the animal shelter, each animal will be examined for any signs of illness or injury, and the results will be documented on the attached "Animal Shelter Intake" form.

- 2.1 Any animal showing signs of potentially infectious/contagious disease will be immediately housed individually (unless nursing neonates with mother) in a thoroughly clean, disinfected, and dry enclosure in the marked isolation room.
- 1.4 Any animal not showing any signs of potentially infectious/contagious disease will be housed *individually* (unless nursing neonates with mother or animal arriving with and already accustomed to cohabitation with another specific animal) in a thoroughly clean, disinfected, and dry enclosure in the appropriate general housing area.
- 1.5 Signs of potentially infectious/contagious disease include, but are not limited to: vomiting, diarrhea, coughing, sneezing, discharge from the nose, eyes, ears or mouth, hair loss, itchiness

**2. Animal Monitoring**

- 2.3 Animals will be monitored daily for attitude, appetite, urination, defecation, and any signs of illness or abnormality. Observations will be recorded for each animal on the attached "Animal Monitoring Log" and maintained on or near the animal's primary enclosure.
- 2.4 Any animal presenting signs of infectious/contagious illness at any time during its confinement in the shelter will be immediately placed in the isolation room. All animals in the isolation room will be individually housed for the entire duration of confinement in the isolation room (unless nursing neonates with mother).

**3. Indications for emergency veterinary care**

Below is a sampling of situations that require emergency veterinary care. This list is not all inclusive. Consideration of the individual animal must be made to alleviate suffering, prevent further disease transmission, or prevent further disease progression.

- 3.1 Known or suspected history of trauma such as being hit by a car, in a fight with another animal, suffering non-accidental injury, or being shot by gun or bow and arrow
- 3.2 Known or suspected burns – chemical or thermal
- 3.3 Grossly visible wounds (punctures, gashes, lacerations, etc)
  - a. Bleeding that does not slow or stop within 20 minutes
- 3.4 Vomiting
  - a. Blood in vomit
  - b. Concurrent diarrhea
  - c. More than 2 times in an 8 hour period
  - d. If animal is a puppy or kitten less than 12 months of age
- 3.5 Diarrhea
  - a. Blood in diarrhea
  - b. Concurrent vomiting
  - c. More than 2 episodes in an 8 hour period
  - d. If animal is a puppy or kitten less than 12 months of age
- 3.6 Urination
  - a. Lack of urination in 24 hours
- 3.7 Neurologic signs
  - a. Seizures
  - b. Circling in one direction
  - c. Stumbling, falling
  - d. Head tilt
- 3.8 Emaciation (excess prominence of the ribs, vertebrae, and/or pelvis)
  - a. Body Condition Score (BCS) <3/9 or <2/5
- 3.9 Difficulty breathing, signs of labored breathing
  - a. This may appear as panting when not stressed or in a hot environment or panting which does not subside when brought into a cool, quiet location.
  - b. Breathing may be audible as honking, wheezing, whistling, or other abnormal sounds
- 3.10 Abnormal gum color
  - a. Anything other than pink and moist gums
- 3.11 Known or suspected eye injury
  - a. Discharge, squinting, holding eye shut, rubbing eye, grey or dark color over eye
  - b. Failure to address eye injuries in a timely manner can lead to a permanent loss of vision and/or loss of the globe (eye ball).
- 3.12 Choking
  - a. Veterinary care will be sought even if the object has been dislodged successfully
- 3.13 Neonates who fail to thrive
  - a. Inadequate growth; appropriate growth is a gain of 10% of the neonate's birth weight each day
  - b. Lack of suckle reflex
  - c. Signs of hypothermia (low body temperature), hypoglycemia (low blood sugar), or hypovolemia (dehydration)

#### **4. Indications for Veterinary Care within 24-48 Hours**

Below is a sampling of situations that require veterinary care within 24-48 hours. This list is not all inclusive. Consideration of the individual animal must be made to stabilize a life-threatening condition, alleviate suffering, prevent further disease transmission, or prevent further disease progression.

- 4.1 Any change in appetite, urination or defecation
- 4.2 Limping
  - a. A limp may be isolated to a single limb or may “shift” from one limb to another.
  - b. The animal’s gait may appear abnormal.
- 4.3 Persistent vomiting in an adult animal
  - a. Less than 2 times in an 8 hour period but lasting longer than 12 hours
- 4.4 Persistent diarrhea in an adult animal
  - a. Less than 2 times in an 8 hour period but lasting longer than 12 hours
- 4.5 Skin lesions that are present at or after intake or that worsen during the first 72 hours of impoundment
- 4.6 Eye or nasal discharge
- 4.7 Coughing
- 4.8 Any animal placed in the isolation room with suspected contagious or infectious disease will be taken to a veterinarian within 24 hours of entering the isolation room for treatment by the veterinarian.

### **5. Questions to Consider When Unsure if Veterinary Care is Needed**

When unsure if veterinary care is needed, answer the following about the animal in question. If the answer to any of these questions is yes, the animal needs to be taken to a licensed veterinarian for treatment.

- 5.1 Has there been a change in the animal’s defecation, urination, or appetite over the past 48 hours?
- 5.2 Has there been a change in the animal’s attitude or temperament over the past 48 hours?
- 5.3 Can discharge be observed from the eyes, nose, vulva, penis, anus or other body orifice?
- 5.4 Does the animal visually look worse than the day it arrived? Consider:
  - a. Hair coat
  - b. Body condition, weight
  - c. Mobility
  - d. Other observable characteristics
- 5.5 Does the animal have visible wounds or injuries?
- 5.6 Is the animal having difficulty breathing?
  - a. Is the animal showing signs of labored breathing?
- 5.7 Does the animal appear lethargic, listless, or weak?
- 5.8 Does the animal have a fever or very low body temperature (assuming such can be safely measured)?
  - a. The normal temperature for dogs and cats is 100.5 – 102.5 F. Temperatures outside of this range (lower or higher) can be indicative of illness.
- 5.9 Is the color of the animal’s mucous membranes (gums) grey, blue, white/pale, or bright red?
  - a. Any color other than pink can be an indication of illness.
- 5.10 Do you suspect the animal to be pregnant? Consider:
  - a. Mammary development or lactation
  - b. Enlarged or rounded belly
  - c. Nesting or anxious behavior

EXAMPLE ANIMAL SHELTER

Intake form

Date: \_\_\_\_\_

Animal Information

Animal ID: \_\_\_\_\_

Species: _____	Breed: _____
Color: _____	Sex: _____
Approx. Age: _____	Approx. Weight: _____
Microchip? Yes No Number _____	Collar? Yes No Description: _____
License? Yes No County & Number _____	Tag or Tattoo? Yes No Description _____

Intake Exam

Body Condition Score: 1 (emaciated) 2 3 4 5 6 7 8 9 (obese)

Gait: walks normally limps on \_\_\_\_\_ will not walk other: \_\_\_\_\_

Skin: Normal Missing hair Itchy, red

Mucus membranes: pink red yellow blue pale/white other: \_\_\_\_\_

Ears: clean-no debris little debris lots of debris

Eyes: Clean Discharge Red Not opening eye(s)

Fleas? Yes Not seen

Ticks? Yes Not seen

Breathing/Respiration rate: \_\_\_\_\_

Heart Rate: \_\_\_\_\_

Visible injuries or wounds? No Yes, Describe \_\_\_\_\_

Temperament/Disposition: \_\_\_\_\_

## Neonatal Care

Puppies and kittens should gain weight daily!

- Should double their weight in 10 days
- Puppies should gain 5-10% BW/day
- Kittens should gain 10-15 grams/day
- Kittens should gain about 1 pound/month for first 4 months

Formula feeding:

- 0-1 week: ½ tablespoon formula every 2-3 hours
- 1-2 weeks: formula every 2-3 hours until belly full
- 2-3 weeks: formula every 3-4 hours until belly full
- 3-4 weeks: formula every 4 hours until belly full
  - May begin lapping formula from bowl
- 4-5 weeks: feed formula as needed to prevent hunger and weight changes
  - Most neonates can feed from saucer...begin offering warmed canned food gruel (it will be messy)
- 5-6 weeks: feed gruel 4 times daily; gradually thicken; offer dry food and water
- 6+ weeks: feed 3 times daily; most should be eating dry food well