



## Dog Visiting Guidelines

All dog owners are eligible to bring their pet to the workplace subject to approval by the department management and adherence to visiting Guidelines.

1. Dogs are limited to office area only.
2. After an initial short introduction to the office, coworkers should respect the owner and surrounding employees and leave the dog alone and limit visiting and play time to breaks.
3. Only one dog may visit per day. Visits are scheduled on the “Bow-wow Line up Calendar”.
4. Owners must be 100% responsible, 100% of the time for their pet’s wellbeing, behavior and clean up.
5. All dogs must be the following:
  - a. Owned and housed by pet owner for at least 30 days before bringing to the office.
  - b. Current on flea prevention treatment, as well as all vaccinations and a negative fecal test.
  - c. Parasite-free (fleas, ticks, etc.)
  - d. Spayed or neutered
  - e. Obedient
  - f. Potty trained and of good hygiene (e.g., no foul, unpleasant or strong odors)
  - g. Positively controlled within the pet owner’s immediate area
  - h. Tethered (6ft or less), gated, or kenneled.
6. Dogs must not:
  - a. Exhibit aggressive behavior
  - b. Be disruptive to co-workers, and/or inhibit work productivity
  - c. Create obstructions in aisles
7. The following are not allowed:
  - a. Squeaky toys
  - b. Meaty treats
8. Dog owners must be respectful and attentive of coworkers who may be uncomfortable or distracted by the dog’s behavior.
9. Any violations of the above will result in visit privileges being revoked.