

# Memo

**To:** Columbus City Council Members

**From:** Janet Hegland

**CC:** Elizabeth Mursko, City Administrator  
Ben Gutknecht, Associate Planner

**Date:** 7/23/2021

**Re:** Muddy Paws CUP Application for Review at July 28, 2021, Columbus City Council Meeting

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I am writing this memo to outline my comments and recommendations regarding the Conditional Use Application for Muddy Paws. I would again like to state up front that I am supportive of the business and excited that Muddy Paws may continue to offer dog boarding/grooming/daycare services under new ownership. My goal in this memo is to ensure that the applicant is clear on the city's expectations and that the Council has the best information available to fulfill its permitting duty, especially as it pertains to providing for the safety/health of the animals served at this facility.

**Background paragraph:** My understanding from applicant testimony and conversations during the site visit, the applicant currently intends to focus on providing services to dogs only. I understood that the only other small animal they might be interested in providing services to in the future are cats, so I would recommend that Ben strike "...to expand small animal boarding, daycare and grooming business and to ...." in line 11 of the introduction so the sentence would read "Due to the temporary nature of an interim use permit, and actions taken by the Council regarding future uses within the freeway corridor, the applicant is applying for a Conditional Use Permit and a Zoning Ordinance Text Amendment to continue the use of the existing canine boarding, daycare and grooming business with the possible future addition of cat boarding." I suggest this because "small animal" includes reptiles, birds, pocket pets such as hamsters, guinea pigs, which the applicant clarified they do not intend to serve.

## **CUP Findings of Fact**

- a) Page 3, #14. I believe the applicant has said they are still working on if, how and where they might offer boarding services to cats. I think there is agreement that the future cat boarding would be in its own separate area but not as reflected on the 5. 28.21 floor plan.

Therefore, can we amend this finding to state “The applicant stated that any future proposed cat boarding would be housed in an area of the facility physically separated, and not in visual contact with dogs”.

- b) Page 3, #20. I understand the applicant has secured a contractor to hook up to public utilities so can we change the finding to read “The applicant has requested to continue to use the private well exclusively for the geothermal system and had originally requested 36 months to hook up to public sewer and water but subsequently withdrew that request.”
- c) Page 4, #23. Please add, based on conversation with the applicant during the site visit, “The applicant agrees that there is adequate space to expand parking should the business grow beyond it’s current projected staffing and service levels, and is willing to do so should additional parking space be required”.
- d) Page 4, #33. Question to applicant. The findings state an average of 5 grooming appointments/day. Do you expect to grow the grooming business or maintain it the current level?
- e) Page 4, #34. This finding states “The applicants are still working on a floor plan that is conducive to the boarding of cats.” My understanding from conversation at the site visit, is that “consideration of cat boarding has been deferred and will be addressed in the future via an amendment to the CUP should the applicant decide they would like to expand business to include this service.” Does the applicant agree to this restatement of the finding?
- f) Page 4, #35. I suggest striking “Additionally, they have 5 folding crates for those dogs that find crates more comfortable.” based on the comments made by the Animal Control Officer at the site visit and in his July 21st and July 13<sup>th</sup> memo. I understand and agree that some clients may prefer their dogs be kept in a crate because that is what they are used to sleeping in or kenneling in at home. It may aid in minimizing separation anxiety to keep the dog in a crate that is familiar to them and that they perceive as a safe haven. The solution to the concerns raised by the Animal Control Officer is to require the owner to bring their own dog’s crate, so that the size and scents are familiar to the dog and the crate be placed within the kennel run so that visual contact with other dogs is eliminated. Using the owner’s crate would reduce the potential liability factor should a dog injure itself in the wire crate because it would be the crate provided by the owner. It would greatly ease the infection control issue because the crate would be the dog’s own crate’ and placing it inside a kennel run would limit potential agitation or excitement from visually seeing other dogs in adjacent crates.
- g) Page 4, #36. This number still seems far too high to me. The 45-dog number assumes that the majority of families boarding multiple dogs request they be boarded together. From my past experience, this is the exception and not the rule. I know that many multi-dog families do NOT want their dogs to be together, especially if there is opportunity for them to play together while outside of the kennel. The reason for this is that dogs put in a new environment with other dogs sometime exhibit protective or aggressive tendencies

because of the stress of the new environment and exposure to other non-family dog scents/sounds. I also believe you need to keep a minimum of one kennel unoccupied so that you have a clean kennel to move a dog to, should there be a problem with housing dogs together and you need to separate them, or even just to have a safe place to put them while cleaning their runs should they have diarrhea/large amount of urine and/or vomiting. **I would ask the applicant to determine from past boarding records, the maximum percentage of boarders that board multiple dogs AND require they be kenneled together. Use this figure and the intention to keep one kennel free and base the maximum number of boarders on this number.**

- h) Page 4, #47. Please add reference to the July 21<sup>st</sup> memo from Animal Control Officer further clarifying his concerns and recommendations.

### **CUP Recommendations (Conditions)**

- a) Page 6 #7. The applicant does not intend to extend boarding services to cats at this time and the vaccination requirements for cats is different than dogs, so I would strike “cats” from this condition.

Further, I would recommend this condition be amended to read: “All dogs allowed in day care or overnight boarding must be currently vaccinated and immunized against the following diseases:”.

- i. **Rabies:** This fatal viral illness is not only transmissible to other dogs but also to humans and is a required vaccination under Columbus ordinance 7A-809 D.1.b
  - ii. **Distemper, Hepatitis, Parainfluenza and Parvovirus (DHPP).** Considered an essential vaccine, this is commonly called the “distemper shot,” and protects against the four highly contagious diseases in its full name.  
(<https://www.americanhumane.org/fact-sheet/vaccinating-your-pet/>)
  - iii. **Bordetella (commonly called “kennel cough”).** The Bordetella virus causes an extremely contagious upper respiratory infection. Veterinarians recommend this vaccine before your dog goes to a dog park, groomer, boarding kennel, doggie daycare, or dog show. (<https://www.americanhumane.org/fact-sheet/vaccinating-your-pet/>).
- b) It would be even better if grooming was included, but I leave that up to the applicant. The exposure isn't as great as it is when dogs are running around together. The required vaccines I recommended are well documented as the essential core vaccinations that every dog, except the very rare case that reacts to vaccines, should have:
- c) Most references for boarding facilities recommend that the dog be fully vaccinated (meaning they have received all the vaccine/boosters required to achieve full immunity) 10-14 days prior to their boarding, grooming or day care appt. to give the vaccine time to reach its full effectiveness to protect against illness. The CDC has a different recommendation for rabies. “An animal is considered currently vaccinated and

immunized if the initial vaccination was administered at least 28 days previously [to boarding date] or booster vaccinations have been administered in accordance with veterinarian recommendations. Because a rapid anamnestic response is expected, an animal is considered currently vaccinated immediately after a booster vaccination.” ([https://www.cdc.gov/rabies/specific\\_groups/veterinarians/vaccination.html](https://www.cdc.gov/rabies/specific_groups/veterinarians/vaccination.html)).

- d) **Question to the applicant:** What will your policy be regarding the required interval of vaccination prior to boarding?
- e) Page 6 #8. Condition 8 states: “A maximum of sixty (60) total cats and dogs are allowed on premises for boarding, daycare, and grooming.” Please strike “cats” since they will be reviewed in a CUP revision if applicant decides to extend services to felines. The total number of dogs on the premise needs to be determined based on the maximum for each service offered because there are different criteria used to determine maximums for the three services. I recommend substituting the current language with the following:
- i. The maximum number of dogs allowed on the premise for **boarding** will be calculated based on the number of kennels, the typical percentage of clients who request their dogs be boarded together, and the staffing plan to assure a 1:12 staff ratio when the boarded dogs are let out for play and exercise. Based on finding #36 and the stated 1:12 staff to dog ratio, the maximum number of boarders is:\_\_\_\_\_ (applicant fills in number based on what they came up with in finding number 36 edit above).
  - ii. The maximum number of dogs allowed on the premise for **day care** is predicated on the maximum number of staff available to supervise the dogs. There must be 1 staff member for every 12 dogs in the inside dog day care area and one staff member for every 12 dogs in the outside dog day care. Since the boarded dogs are comingled with the day care dogs, the applicant must include the maximum number of boarded animals in the day care area when calculating the maximum number of dogs allowed based on staff to dog ratio of 1:12. Applicant should fill in the maximum number of dogs based on their staffing plan.
  - iii. The maximum number of dogs allowed on the premise for **grooming** is (fill in number applicant supplies to finding of fact # 33).
  - iv. Therefore, the total number of dogs allowed on the premise is the sum of the three maximums above.
- f) Page 6 #11. Condition 11 states: “The keeping of more than one dog or cat in an individual kennel is permitted for pets from the same owner, when requested by the pets’ owner.” Please amend to read: “The keeping of more than one dog in an individual kennel is permitted for pets from the same owner, when requested by the pets’ owner and is contingent on meeting the size requirements of the individual kennel (see diagram with kennel dimensions and maximum number of dogs allowed based on dimensions).

- g) Page 6 #13. Since cats are not immediately planned for boarding or grooming and their boarding requirements are vastly different from dogs and there is not a designated area of the facility that is sufficiently isolated and configured for cat boarding, I recommend that an amendment to the CUP fully addressing how boarding services will be extended to felines be required and approved prior to cats being boarded on the premises.
- h) Page 6 #15 Please edit to read “The facility shall be structurally sound, maintained in good repair, and designed to protect the dogs from injury, transmission of communicable diseases and prohibit the entrance of other animals.”
- i) Page 6 # 16 Please edit to read “Each dog shall be provided with adequate floor space to allow such animal to turn about freely, easily stand without touching the sides or top of the kennel, and to sit and lie in a comfortable and normal position.”
- j) Page 6 #17 Please edit to read “Facility shall be sufficiently heated or cooled when necessary and be compliant with maintaining recommended ambient temperature standards outlined in State Statute 1721.0520 of not less than 50 degrees Fahrenheit or no greater than 85 degrees Fahrenheit at floor level. In addition to meeting the state statute for temperature, the facility should maintain a comfortable humidity level in both the heated and cooled seasons (note: relative humidity should range from 30% to 70% (AVMA 2008a). All housing facilities must be adequately ventilated. Drafts, odors, and moisture condensation must be minimized.
- k) Page 6 #18 Please edit to read “Animals may be provided temporary access to outdoor runs and exercise areas when appropriate for the species, breed, and weather conditions. Outdoor facilities shall be constructed to provide sufficient space to provide proper exercise and movement of each dog contained and enclosed by walls or fences sufficient to securely keep dogs within and prevent entrance of other animals. Animals will be moved and secured inside if severe weather is forecasted, if the outdoor temperature or heat index is warmer than 85 degrees F or if the outdoor temperature or wind chill is less than 45 degrees F (<https://www.petmd.com/dog/care/how-cold-too-cold-dog>) or if it is raining, sleeting, lightning, hailing or snowing.
- l) Page 7 #19 Please edit to read “The dogs shall have access to clean water all times and if the food is not provided by the owner, be fed AAFCO (Association of American Feed Control Officials) approved food on at least a once a day basis. Further, food and water shall be stored in sanitary conditions and containers sufficient to prevent pests or vermin infestation. All other food provided by pet owner shall be stored as required to maintain sanitary/safe condition and shelf life.

- m) Page 7 #20 Please edit to read “Dogs shall be kept in safe clean conditions and treated a manner promoting the pets’ health, comfort, and wellness consistent with the Animal Control Official approved additional submittals included as attachment to this CUP, entitled Animal Wellness Plan
- n) Page 7 #21 Please edit to read “Kennel and facility cleaning shall be conducted as outlined in Minnesota rules 1721.0520 subpart 5G “The premises, housing facilities, exercise areas, and confinement areas must be cleaned and disinfected as often as necessary to maintain a clean and sanitary condition. Animal confinement areas must be cleaned at least once daily. Measures must be taken to protect animals from being splattered with water or feces and from exposure to harmful chemicals during cleaning. Bedding, if used, must be kept clean and dry. Outdoor runs and exercise areas must be kept clean and soiled base material must be replaced as necessary.” Specific cleaning and disinfecting protocols for the facility and exercise areas must be approved annually by the Animal Control Officer.”
- o) The submitted Fire Emergency Plan is not adequate; it is unrealistic to think dogs can be evacuated one by one in a fire, and the exit gate that is referenced is blocked by silt fence material wrapped around the fence and the gate is padlocked. This plan should also include plans for other emergencies such as weather emergencies, gas leak or explosion, chemical spill, etc., There are resources available online from organizations such as the ASPCA or the Humane Society [Disaster Preparedness Tips for Shelters and Rescue Groups | HumanePro by The Humane Society of the United States](#) to guide development of this plan. I have also included an example plan from Wagging Tails Pet Resort to illustrate another acceptable plan.

Therefore, on Page 7 #22 Please edit to read “Fire and emergency preparedness plan shall be developed and drilled as outlined in additional material submitted by applicant and approved by Fire Marshall/Fire Chief and Animal Control Officer on XXXXX.” Columbus ordinance 7a-809 D.2.d requires a written description of measures proposed for animal safety during emergencies that occur when the facility is unattended. Please provide such a description in your fire/emergency preparedness plan. Condition should include annual review and approval of Animal Control Officer.

- p) Page 7 #23 Please edit to read “Dog excrement, urine or other bodily fluids shall be removed from kennels at least once daily and from indoors and outdoors exercise areas immediately upon elimination, the area disinfected and the waste disposed of in a manner consistent with approved solid waste disposal regulations as outlined in the Waste Management Plan received from applicant and approved by the Animal Control Officer on XXX
- q) Page 7 #24 Please edit to read “Conduct of the business shall be consistent with the application and additional materials received and deemed complete by the City on

May 7, 2021, May 28, 2021, June 20, 2021, July 14, 2021, and July XX, 2021” to reflect additional material requested via this memo.

- r) Page 7 #26 Please edit to read “The dog daycare and boarding facility cannot serve as an impound shelter or rescue facility or house rescued or stray animals, dogs, or cats.
- s) Page 7 #30 Please edit to read “All site lighting shall be downcast and shrouded and comply with Columbus Ordinance xxx for outdoor lighting standards”.
- t) Page 7 #31 Please edit to read “There are to be no chemicals, gasses, hazardous wastes, fumes, or odors including that of composting organic material, on the Property as a result of this business, except for fire extinguishers or other materials required in the Fire/Emergency Preparedness Plan.

### **Additional Conditions**

- a) There needs to be a medical emergency plan that describes what should be done in the case of a medical emergency that needs to be attended to immediately, e.g., choking, stopped breathing, heavy bleeding, etc. As part of this you can include your plan to transport the dog to an affiliated veterinary offices/hospital and emergency veterinary clinics. Condition should include annual review and approval of Animal Control Officer.
- b) There needs to be an infection control plan (see example from Seattle/King County for idea of what this may look like). Condition should include annual review and approval of Animal Control Officer.
- c) I recommend twice yearly inspections by the Animal Control Officer for the first two years of operation and if those inspections are without citation, it can move to annual inspections.
- d) Columbus Ordinance 4-611 E defines Kennel as “KENNEL” - Any premises where four (4) or more dogs or canines over six (6) months of age are kept boarded, bred, and/or offered for sale, or professionally boarded, groomed, and/or professionally trained. Therefore, puppies less than 6 months of age may not be boarded, groomed, or enrolled in day care.

Attachments: (7) Appendices A-G.

**City Code, Chapter 4: LICENSING**

B. The Council shall impose a civil penalty of up to \$2,000 for each violation of Minnesota Statutes Chapter 340A, as it may be amended from time to time, and of this ordinance. Conviction of a violation in a court of law is not required in order for the Council to impose the civil penalty. A hearing under the Administrative Procedures Act, Minnesota Statutes §§ 14.57 to 14.70, as it may be amended from time to time, is not required before the penalty is imposed, but the Council shall hold a hearing on the proposed violation and the proposed penalty and hear any person who wishes to speak. Non-payment of the penalty is grounds for suspension or revocation of the license. The following is the minimum schedule of presumptive civil penalties which must be imposed in addition to any suspension unless the license is revoked.

1. For the first violation within any three-year period, \$500.
2. For the second violation within any three-year period, \$1,000.
3. For the third and subsequent violations within any three-year period, \$2,000.

C. The term “violation” as used in Section 4-521 includes any and all violations of the provisions in this section, or of Minnesota Statutes Chapter 340A, as it may be amended from time to time or any rules promulgated under that chapter as they may be amended from time to time. The number of violations shall be determined on the basis of the history of violations from the preceding three-year period. Revocation shall occur within 60 days following a violation for which revocation is imposed.

*[Section -4-528 added by Ord. No. 07-05, effective December 20, 2007, amended by Ord. No. 09-04, effective March 19, 2009.]*

**ARTICLE VI**  
**ANIMAL CONTROL AND LICENSING**

*[CHAPTER 4, ARTICLE VI, § 4-600 through § 4-610, inclusive, were repealed by Ord. No. 88-3, effective April 21, 1989.]*

**SECTION 4-611. WORDS AND PHRASES DEFINED.**

A. **“OWNER”** - Any person, group of persons, firm, corporation, organization, or department possessing, harboring, keeping, having an interest in, having custody or control of an animal, or permitting any animal to habitually be or remain upon property for a period of three (3) days or longer.

B. **“ANIMAL”** - Any mammal, canine, feline, reptile, amphibian or bird, domestic or non-domestic.

C. **“ANIMAL CONTROL OFFICER”** - Any peace officer, person, firm, agency or company hired or appointed by the City Council to assist and/or enforce this Article.

D. **“ANIMAL SHELTER”** - Any premises designated by the City Council for the purpose of impounding and caring for animals held by authority of this Article. It may or may not be located within the City limits.

E. **“KENNEL”** - Any premises where four (4) or more dogs or canines over six (6) months of age are kept boarded, bred, and/or offered for sale, or professionally boarded, groomed, and/or professionally trained.

*[\$4-611(E) amended by Ord. No. 11-05, effective July 21, 2011.]*

F. **“RESTRAINT”** - An animal is under restraint for the purpose of this Article if it is restrained to the owner’s property by a fence, metallic chain or cable, or is under the supervision of a competent person by means of a leash, or is immediately obedient to voice or signal commands of said person.

G. **“ANIMALS AT LARGE”** - Any animal which is not effectively restrained within a fenced area or any animal which is permitted to be on any unfenced area without effectively



**City Code, Chapter 4: LICENSING**

being restrained from moving beyond such, as described in the definition of “restraint” here before defined.

H. **“ATTACK”** - Any unprovoked threatening or aggressive behavior of an animal which puts a person in fear of immediate bodily harm, or is directed towards another domestic animal.

I. **“DANGEROUS DOG”** – Any dog that has: (1) without provocation, inflicted substantial bodily harm on a human being on public or private property; (2) killed a domestic animal without provocation while off the owner’s property; or (3) been found to be potentially dangerous, and after the owner has notice that the dog is potentially dangerous, the dog aggressively bites, attacks, or endangers the safety of humans or domestic animals.

*[CHAPTER 4, ARTICLE VI, § 4-611, Paragraph I (now Paragraph I), amended by Ord. No. 89-17, effective December 8, 1989, amended by Ord. No. 09-02, effective March 5, 2009.]*

J. **“POTENTIALLY DANGEROUS DOG”** – Any dog that: (1) when unprovoked, inflicts bites on a human or a domestic animal on public or private property; (2) when unprovoked, chases or approaches a person, including a person on a bicycle, upon the streets, sidewalks, or any public property, other than the dog owner’s property, in an apparent attitude of attack; or (3) has a known propensity, tendency, or disposition to attack unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals.

*[CHAPTER 4, ARTICLE VI, § 4-611, Paragraph j (now Paragraph J), amended by Ord. No. 89-17, effective December 8, 1989, amended by Ord. No. 09-02, effective March 5, 2009.]*

K. **“POTENTIALLY DANGEROUS ANIMAL”** - Any animal that: (1) when unprovoked, gores, butts, kicks, or inflicts bites on a human or domestic animal on public or private property; (2) when unprovoked, charges, chases, or approaches a person upon the streets, sidewalks, or any public property in an apparent attitude of attack; or (3) has a known propensity, tendency, or disposition to attack unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals.

*[§ 4-611 amended by Ord. No. 07-02, effective March 1, 200, amended by Ord. No. 11-05, effective July 21, 2011.]*

**SECTION 4-612. VACCINATION REQUIRED.** Every dog or canine over six (6) months of age shall be vaccinated against rabies by a qualified licensed veterinarian. Every Owner is required to retain proof of vaccination for each dog or canine.

*[§ 4-612 amended by Ord. No. 11-05, effective July 21, 2011.]*

**SECTION 4-613. DOGS: IDENTIFICATION.** Every dog or canine shall be properly identified. It is the responsibility of the Owner to ensure that a dog or canine is identified in one of the following ways:

- (1) by a device, tag, or plate attached to the dog by a collar, harness, or device giving the name, address, and telephone number of the current Owner;
- (2) by an electronically activated identification device within or attached to the body of the dog through which the Owner can be promptly identified;
- (3) by a number legibly tattooed on the thigh, abdomen, or ear of the dog through which the Owner can be promptly identified using information from official dog registries, city or county registries, veterinary hospital registries, or driver’s license records; or
- (4) by a current rabies vaccination tag or other identification device or a city, county or veterinarian through which the Owner can be promptly identified.

*[§ 4-613 amended by Ord. No. 11-05, effective July 21, 2011.]*

**SECTION 4-632. EXEMPTIONS.** Any Animal belonging to a non-resident shall be exempt from the vaccination requirements of this ordinance provided said Animal is not kept or harbored within the City limits for more than thirty (30) days and the Animal is kept under Restraint at all times.

The definitions of “Dangerous Dog” and “Potentially Dangerous Dog”, in § 4-611 shall not apply to an Animal under the control of or on duty with a law enforcement officer or to persons exempted under Minn. Stat. § 347.51, Subd. 5, as amended.

*[§ 4-632, amended by Ord. No. 89-17, effective December 8, 1989, amended by Ord. No. 07-02, effective March 1, 2007, amended by Ord. No. 09-02, effective March 5, 2009, amended by Ord. No. 11-05, effective July 21, 2011.]*

**SECTION 4-633. SECURITY ANIMALS.** Business or residential security dogs must be confined to the premises by Restraint and notice shall be posted on the property that there is a guard dog on duty.

**SECTION 4-634. DESTRUCTION OF CERTAIN ANIMALS.** When an officer or agent of the City has reason to believe that an Animal presents a clear and immediate danger to residents of the City because it is infected with rabies or because it clearly represents a dangerous or vicious threat to the public, said Animal may be destroyed after reasonable attempts have been made to impound such Animal.

*[§ 4-634 amended by Ord. No. 07-02, effective March 1, 2007.]*

**SECTION 4-635. DOG KENNELS.** Any person(s) owning or having under their control, or boarding or keeping on their property four (4) or more dogs over the age of six (6) months shall apply to the City Council for a Dog Kennel Permit as defined in Section 7A-809 of this Code.

*[§ 4-635 amended by Ord. No. 92-2, effective April 17, 1992, amended by Ord. No. 07-02, effective March 1, 2007, amended by Ord. No. 11-05, effective July 21, 2011.]*

**SECTION 4-636. PENALTY.** Any person who violates any provision of this Ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine or imprisonment in accordance with the provisions of Chapter 1, Section 1-109 of this City Code.

*[§ 4-636 amended by Ord. No. 92-2, effective April 17, 1992, amended by Ord. No. 07-02, effective March 1, 2007.]*

**SECTION 4-637. CONFLICTING ORDINANCES.** All Articles or parts of articles in conflict herewith and all other Articles relating to licensing and control of Animals in the City of Columbus are hereby repealed.

*[§ 4-637 amended by Ord. No. 07-02, effective March 1, 2007.]*

**SECTION 4-638. SEPARATION OF PROVISIONS.** Each provision of this Article shall be separable from every other part or provision held invalid by any court of competent jurisdiction; such invalidity shall not affect the validity of any other part or provision hereof.

*[Sections 4-611 through 4-639, adopted by Ord. No. 88-3, effective April 21, 1989, amended by Ord. No. 07-02, effective March 1, 2007.]*

*\*Ord. No. 88-3, Section 3, contained a typographical error indicating new code § 4-611 through § 4-639. Section 4-638 is the last code section adopted by Ord. No. 88-3.*

/s/ Barbara A. Masteller, Town Clerk

*[ARTICLE VII deleted by Ord. No. 98.7, effective July 23, 1998.]*

**City Code, Chapter 7A: GENERAL ZONING REGULATIONS**

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**D. Community Retail District, Commercial/Showroom District, Light Industrial District and Commercial/Industrial District.** The commercial and industrial zoning districts in the City include varying provisions for veterinary clinics, animal hospitals and boarding facilities. Such uses may allow dog boarding facilities by right, by Conditional Use Permit or by Interim Use Permit. The acreage requirements for commercial boarding facilities are determined by the minimum lot size in each district. Dog Kennels that are associated with owner occupied legal nonconforming residences in any commercial or industrial zoning district shall follow the regulations and permitting requirements in Section 7A-809 subdivision A.

1. **Commercial Dog Kennel.** A Commercial Dog Kennel Permit is required for the boarding, breeding, training, and grooming of dogs for a fee in any commercial or industrial district that allows the boarding, breeding, training, or grooming of dogs. Boarding shall include temporary day time care of dogs and overnight care of dogs. A Commercial Dog Kennel Permit is not required for the overnight care of dogs or other domestic animals treated in a veterinary clinic or animal hospital. Performance standards for a Commercial Dog Kennel Permit include:

- (a) A Commercial Dog Kennel is permitted under procedures prescribed in subsection 2. below.
- (b) All dogs kept in a Commercial Dog Kennel require up-to-date rabies vaccinations.
- (c) The minimum acreage for a Commercial Dog Kennel is determined by the minimum acreage requirements in the underlying zoning district.
- (d) All boarding pens shall be contained within the principal structure.
- (e) No more than sixty (60) dogs shall be allowed for overnight boarding in a Commercial Dog Kennel and no more than sixty (60) dogs shall be allowed for temporary day time care. The actual number of dogs allowed shall be based upon the capacity of the principal structure to contain boarding pens, indoor exercise or training areas, grooming areas, and feeding areas.
- (f) Out of doors exercise areas must be enclosed by security fencing.
- (g) Dogs in a Commercial Dog Kennel shall only be allowed out of doors under employee supervision, unless otherwise specified in the Commercial Dog Kennel Permit.
- (h) The city may require screening for out of doors containment areas. Adequate screening shall mean a privacy fence or landscaping or combination thereof.
- (i) Applicants for a Commercial Dog Kennel Permit shall describe measures for animal safety during emergencies that occur when the facility is unattended.
- (j) Dogs shall have access to clean water at all times.
- (k) Dogs shall be fed nutritious foods on a daily basis.
- (l) Feeding times may be regulated in the Dog Kennel Permit.
- (m) Food and water supplies and containers shall be kept in sanitary conditions.
- (n) Dog food shall be kept in locations and containers sufficient to prevent vermin infestation.

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**City Code, Chapter 7A: GENERAL ZONING REGULATIONS**

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- (o) All dogs, including those under the age of six (6) months, shall be kept in safe conditions and treated in a manner promoting the dogs' health and comfort.
- (p) Dog excrement shall be removed from indoor and out of doors containment areas on a daily basis. Excrement shall be disposed of in a manner consistent with approved solid waste disposal or by other manner approved by the City.
- (q) Dogs shall be kept and provided for in a manner consistent with the Minnesota Department of Agriculture's "Best Management Practices for Care of Dogs and Cats by Dealers, Commercial Breeders, and Brokers," pursuant to 1994 Minnesota Laws, Chapter 642, Section 8, as may be amended from time to time.
- (r) All other applicable requirements and provisions for animal control, as described in Chapter 4 of the city Code, shall be met.
- (s) Dogs shall not be allowed to habitually bark and cause a public nuisance, as described in Chapter 5 of the City Code.
- (t) Kennels shall be operated in compliance with all other federal, state, and local laws, rules, regulations, guidelines, and ordinances.
- (u) Permittees shall allow City personnel and its agents access to the kennel facilities at any time, upon reasonable notice, to inspect the facilities.

**2. Dog Kennel Permit.** Commercial Dog Kennels in the Community Retail District, Commercial/Showroom District, Light Industrial District and Commercial/Industrial District are permitted according to the following procedures and criteria:

- (a) Commercial boarding facilities allowed as a conditional use in any of the commercial and industrial zoning districts shall follow the Conditional Use Permit procedures prescribed in Section 7A-540 through 7A-547 of the Columbus City Code.
- (b) Commercial boarding facilities allowed as an interim use in any of the commercial and industrial zoning districts shall follow the Interim Use Permit procedures prescribed in Section 7A-530 through 7A-532 of the Columbus City Code.
- (c) Applications for a Dog Kennel Permit shall include written and graphic information sufficient to address the performance standards for a Commercial Kennel.
- (d) Applications for a Dog Kennel Permit shall include a written description of measures proposed for animal safety during emergencies that occur when the facility is unattended.
- (e) Issuance of a Dog Kennel Permit is not a substitute for or intended to replace other applicable requirements for permits, licenses or regulations by federal, state, or other units of government.
- (f) Applicants shall reimburse the City for all out of pocket costs associated with the issuance of the Dog Kennel Permit, facility inspections, and enforcement of the Dog Kennel Permit.

*[§ 7A-810, formerly § 7A-823, added by Ord. No. 00-06, effective August 17, 2002, amended by Ord. No. 00-08, effective August 31, 2000, Ord. No. 01-01, effective May 17, 2001, and Ord. No. 02-01, effective May 17, 2002, § 7A809, formerly 7A-810 amended (renumbered) by Ord. No. 04-04A, effective June 3, 2004, , amended by Ord. No. 07-02, effective March 1, 2007, as amended by Ord. No. 11-06, effective August 4, 2011, amended by Ord. No. 12-03, effective May 17, 2012.]*

**1721.0520 KENNELS.**

Subpart 1. **Kennels and kennel dealers; licenses.** A person licensed by the board to operate as a kennel or kennel dealer must comply with this part and must apply for a license in accordance with Minnesota Statutes, sections 347.31 to 347.40.

Subp. 2. **Inspections.** Periodic inspections must be made pursuant to Minnesota Statutes, section 347.37. Upon request, the board must be allowed to inspect any building or structure on a premises where a kennel is operated.

Subp. 3. **Veterinary care.** A kennel or kennel dealer must establish and maintain a program of disease control and prevention, euthanasia, and adequate veterinary care under the supervision of a licensed veterinarian. A written program of veterinarian care, signed and dated by the veterinarian and kennel manager, must be kept on file at the kennel and available for review by the board upon request. The program of veterinary care must be reviewed by the kennel manager and veterinarian annually and updated as needed. The veterinarian must visit the facility as often as necessary to supervise the program, with a minimum of an annual visit. Sick or injured animals must receive veterinary care promptly.

Subp. 4. **Control of pests.** The kennel or kennel dealer shall establish and maintain an effective program for the control of insects, ectoparasites, rodents, and other pests.

Subp. 5. **Kennel premises and facilities.** All licensed kennels must meet the following requirements.

A. All housing facilities must be structurally sound and maintained in good repair.

B. All animals must be housed in an indoor facility maintained at a temperature of not less than 50 degrees Fahrenheit. Animals may be provided temporary access to outdoor runs and exercise areas when appropriate for the species, breed, and weather conditions.

C. All housing facilities must have at least eight hours of illumination, either natural or artificial, sufficient to permit routine inspection and cleaning.

D. All housing facilities must be adequately ventilated. Drafts, odors, and moisture condensation must be minimized. Auxiliary ventilation, such as exhaust fans, vents, and air conditioning, must be used when the ambient temperature exceeds 85 degrees Fahrenheit at the floor level.

E. Carcass and garbage disposal facilities must be provided and managed to minimize vermin infestation, odors, and disease hazards.

F. Adequate storage and refrigeration must be provided and managed to protect food supplies against contamination and deterioration. Open bags of food must be stored in vermin-proof containers.

G. The premises, housing facilities, exercise areas, and confinement areas must be cleaned and disinfected as often as necessary to maintain a clean and sanitary condition. Animal confinement areas must be cleaned at least once daily. Measures must be taken to protect animals from being splattered with water or feces and from exposure to harmful chemicals during cleaning. Bedding, if used, must be kept clean and dry. Outdoor runs and exercise areas must be kept clean and soiled base material must be replaced as necessary.

**Subp. 6. Animal housing and confinement areas.**

A. Confinement areas must be of sufficient size to allow each dog or cat to turn about fully and to stand, sit, and lie in a comfortable, normal position. The confinement area must be constructed so as to prevent injury to the dog or cat. Interior surfaces of indoor confinement areas must be constructed and maintained so that they are substantially impervious to moisture, provide for rapid drainage, and may be readily cleaned.

B. Dogs or cats must not be confined by chains or by tethering.

C. For animals housed in the same primary confinement area:

(1) dogs or cats must be maintained in a compatible group;

(2) puppies or kittens must not be housed with adult dogs or cats other than their dam;

(3) any dog or cat exhibiting a vicious disposition must be housed separately;  
and

(4) females in estrus must not be confined in the same confinement area with males.

D. Dogs or cats with clinical signs of infectious, contagious, or communicable disease must be separated from other dogs or cats.

**Subp. 7. Feeding of dogs and cats.**

A. Dogs and cats must be fed at least once a day with clean, wholesome food sufficient to meet the normal daily nutritive requirements for the dog's or cat's age, size, and condition. Feed standards must be those recommended by the National Research Council.

B. Clean potable water must be made available to all dogs and cats at least twice daily for periods of not less than one hour.

C. All feeding and watering receptacles must be kept clean and sanitary. The receptacles must be accessible to each animal and located so as to minimize contamination by excreta. Disposable food receptacles must be discarded when soiled.

**Subp. 8. Identification.** Each dog and cat in a kennel must be identified with a numbered tag affixed to the neck by the means of a collar, identification attached to the cage, microchip, or by other means approved by the board.

Subp. 9. **Records.** Records required in this part must be maintained for a minimum of two years and available to duly authorized agents upon demand at any reasonable time. A licensed kennel or kennel dealer must maintain the following records for each animal handled:

- A. the date of acquisition and disposition;
- B. the name and address of the person from whom a dog or cat was received and, in the case of a kennel dealer, the person's driver's license number or Social Security number;
- C. the identification of each dog or cat confined to the premises;
- D. description of the dog or cat by approximate age, breed, and sex, and other distinguishing traits;
- E. the name and address of the person to whom a dog or cat was transferred;
- F. the history of disease conditions diagnosed by a veterinarian or diagnostic laboratory on animals housed on the premises; and
- G. for impounded or stray animals, the location at which the animal was found or taken.

Subp. 10. **Holding period for impounded or stray animals.**

A. With the exception of items B and C, an impounded or stray animal must be held for redemption by the owner for at least five regular business days or for a longer time specified by statute or municipal ordinance.

B. Upon a proper determination by a licensed veterinarian, an impounded or stray animal may be immediately euthanized if the animal is physically suffering and is beyond cure through reasonable care and treatment.

C. An impounded or stray animal that has bitten a human may be euthanized and tested for rabies before the required five-day holding period if requested by the Department of Health.

Subp. 11. **Transportation of dogs and cats.** A dog or cat must be transported in a vehicle equipped with ample cargo space and confinement areas. The dog and cat cargo space must be constructed and arranged to prevent injuries from fighting and allow for compatible grouping in terms of age, breed, size, and disposition. Separate confinement areas must be provided for females in estrus. A dog or cat must not be placed in a confinement area over other animals unless the upper confinement area is constructed to prevent excreta from entering the lower confinement area. All confinement areas and cargo space must be cleaned and disinfected between uses. The number of dogs or cats transported at one time must not exceed the number that can ride comfortably. Vehicles

must be adequately equipped to provide sufficient ventilation and still protect the dogs or cats from the elements, injurious drafts, and exhaust fumes.

Subp. 12. **Dogs or cats may not be used for breeding.** No person shall allow a dog or cat housed in a kennel facility to be used for breeding. This part does not apply to a veterinary clinic licensed to operate a kennel.

Subp. 13. **Complaints and cost recovery.**

A. The board may investigate a written complaint alleging a violation of Minnesota Statutes, sections 347.31 to 347.40, or these rules, in accordance with Minnesota Statutes, section 347.38

B. Money from license fees, fines, penalties, or deposits under Minnesota Statutes, section 346.55 or 347.31 to 347.40, must be deposited into the general fund.

**Statutory Authority:** *MS s 35.03*

**History:** *37 SR 1396*

**Published Electronically:** *April 4, 2013*



## **346.39 DOGS AND CATS.**

Subdivision 1. **Food.** Dogs and cats must be provided with food of sufficient quantity and quality to allow for normal growth or the maintenance of body weight. Feed standards shall be those recommended by the National Research Council.

Subd. 2. **Water.** Dogs and cats must be provided with clean, potable water in sufficient quantity to satisfy the animal's needs or supplied by free choice. Snow or ice is not an adequate water source.

Subd. 3. **Transportation and shipment.** When dogs or cats are transported in crates or containers, the crates or containers must be constructed of nonabrasive wire or a smooth, durable material suitable for the animals. Crates and containers must be clean, adequately ventilated, contain sufficient space to allow the animals to turn around, and provide maximum safety and protection to the animals. Exercise for 20 to 30 minutes and water must be provided at least once every eight hours. Food must be provided at least once every 24 hours or more often, if necessary, to maintain the health and condition of the animals.

Subd. 4. **Shelter size.** A confinement area must provide sufficient space to allow each animal to turn about freely and to easily stand, sit, and lie in a normal position. Each confined animal must be provided a minimum square footage of floor space as measured from the tip of its nose to the base of its tail, plus 25 percent, expressed in square feet. The formula for computing minimum square footage is: (length of animal plus 25 percent) times (length of animal plus 25 percent), divided by 144. A shaded area must be provided sufficient to protect the animal from the direct rays of the sun at all times during the months of May to October.

Subd. 5. **Exercise.** All dogs and cats must be provided the opportunity for periodic exercise, either through free choice or through a forced work program, unless exercise is restricted by a licensed veterinarian.

Subd. 6. **Group housing and breeding.** Animals housed together must be kept in compatible groups. Animals must not be bred so often as to endanger their health.

Subd. 7. **Temperature.** Confinement areas must be maintained at a temperature suitable for the animal involved.

Subd. 8. **Ventilation.** An indoor confinement area must be ventilated. Drafts, odors, and moisture condensation must be minimized. Auxiliary ventilation, such as exhaust fans, vents, and air conditioning, must be used when the ambient temperature rises to a level that may endanger the health of the animal.

Subd. 9. **Lighting.** An indoor confinement area must have at least eight hours of illumination sufficient to permit routine inspection and cleaning.

Subd. 10. **Confinement and exercise area surfaces.** Where applicable, the interior surfaces of confinement and exercise areas, including crates or containers, must be constructed and maintained so that they are substantially impervious to moisture and may be readily cleaned. They must protect the animal from injury and be kept in good repair.

Subd. 11. **Drainage.** Where applicable, a suitable method must be used to rapidly eliminate excess fluids from confinement areas.

Subd. 12. **Sanitation.** Food and water receptacles must be accessible to each animal and located so as to minimize contamination by excreta. Feeding and water receptacles must be kept clean. Disposable food receptacles must be discarded when soiled. Measures must be taken to protect animals from being contaminated with water, wastes, and harmful chemicals. Wastes must be disposed of properly. Where

applicable, flushing methods and a disinfectant must be used periodically. Bedding, if used, must be kept clean and dry. Outdoor enclosures must be kept clean and base material replaced as necessary.

**History:** *1983 c 358 s 5*

# Emergency Action Plan

## Tornado/Severe Weather Drill:

- Using 35' cable long lines located at the end of every row of ten suites, all dogs are escorted one row at a time, starting at the 900's and working to the 100's, to the multiple tornado shelters in our building, in the order listed below.
  - The following rooms should be filled first: grooming room, serenity room and suite area restroom, all of which are located on the southwest side of our building and do not contain windows. These rooms back up to a wall that is 10' below grade.
  - The following four tornado shelters should be filled last: women's restroom, men's restroom, storage room and large luxury boarding room, which are located in the center of the building and do not contain windows.
  - While the dogs are being transported, one person is delegated to acquire the PC computer tower in the manager's office.
- Collectively, our tornado shelters are able to accommodate 125 large dogs, but typically 35% of our boarding and daycare dogs are small dogs weighing less than 30lbs.

## Fire Drill:

- Using 35' cable long lines located at the end of every row of ten suites, all dogs are quickly escorted one row at a time to exits located on the side of the building furthest from the location of the fire.
- If the fire is in the Invisible Fence warehouse, the dogs are escorted to the Itty Bitty play yard.
- If the fire is in the office area on the north side of the building, all dogs are escorted to the three outdoor potty areas on the south side of the building.
- If the fire is in the kitchen, grooming room or utility area, the dogs are escorted to the three outdoor potty areas on the south side of the building.
- If the dogs must evacuate the building during weather where they would not survive, DG Welding owner Patrick Dolney has agreed to temporarily shelter the dogs in case of emergency while they are transported in groups to nearby boarding facilities. DG Welding is located directly across our parking lot.

### WTPR Eagan

3275 Sun Drive

Eagan, MN 55121

651-483-DOGS (3647) 📞

651-789-3369 fax

info@waggingtailspetresort.com ✉️

Welcome! How can we help you today?

Write your message...





## **Infection Control Plans** *A Guide for Pet-related Businesses in King County*

### **Purpose of an infection control plan**

Infection control refers to policies and procedures used to minimize the risk of spreading infections. A good infection control plan is an important tool to help prevent the spread of infections from animals to people (zoonotic diseases) and between animals. Use your plan to reduce the risk of disease spread, keep pets healthier and increase customer satisfaction. The Public Health inspector will ask to see a copy during your annual inspection.

The King County Board of Health (BOH) requires infection control plans for pet shops, pet daycares, commercial kennels and catteries, animal shelters, and pet grooming services. See a full copy of the regulations in Chapter 8.03 of the BOH Zoonotic Disease code at [www.kingcounty.gov/depts/health/board-of-health/code](http://www.kingcounty.gov/depts/health/board-of-health/code)

### **How to use your infection control plan**

- Use the infection control plan to guide everyday operations
- Make check lists based on the plan and use them routinely for cleaning and animal care
- Keep the plan and check lists readily available to staff - post on the wall in work areas or keep on clipboards
- Review the plan with employees (and volunteers) at the time of hire; consider having employees sign an acknowledgement that they have been trained, received a copy of the plan, and agree to follow it while performing their work duties
- Use staff meetings to review the plan regularly (at least annually)
- Update the plan when needed to meet new regulations or changes in business practices

### **How to develop your infection control plan**

This template is divided into two parts: infection control guidance (pages 2-5) and infection control checklist (pages 6-10).

You can adopt this template as your own infection control plan by customizing it for your business or facility. To customize it, fill in all blanks and develop your own checklist/daily operating procedures. A checklist should include all daily procedures for cleaning, disinfection, and isolation areas. An example checklist is provided on pages 6-8; this example is a guide that can be modified to suit your needs/procedures. Pages 9-10 have a blank checklist template for your use as needed. Different check lists may be needed for different types of animals and areas of your facility.

Notes about "Form Fields":

- Some sections are "Form Fields" \_\_\_\_\_ which appear as gray boxes on screen for typing text
- Click anywhere within the field (gray box) and begin typing
- Form Fields will automatically underline as you type in text but will not print in gray

Alternate formats are available upon request. If you need help using the template or would like a hard copy, contact one of the Public Health inspectors/consultants.

# Infection Control Guidance

Name of business or facility: \_\_\_\_\_

Date plan developed/updated: \_\_\_\_\_

Manager or person in charge: \_\_\_\_\_

This plan is part of our routine operating procedures. It is reviewed with employees at least annually and in new employee and volunteer training. The plan is updated to meet new regulations or changes in business practices. Infection control plans are required by the King County Board of Health Regulations [www.kingcounty.gov/petbusiness](http://www.kingcounty.gov/petbusiness).

## HAND HYGIENE

*Hand hygiene is the single most important step in preventing the spread of germs.*

### When to clean your hands:

- Before and after handling animals
- After contact with saliva, urine, feces or blood
- After cleaning play areas, kennels and equipment
- After removing gloves
- Before eating, drinking, smoking or breaks
- After using the bathroom
- Right before leaving work

### **Hand cleaning supplies**

- Liquid hand soap
- Paper towels
- Hand sanitizer

### How to wash your hands:

- Remove jewelry
- Wash hands and pay attention to finger tips, between fingers, backs of the hand and base of the thumbs as these are the most commonly missed areas
- Wash for 20 seconds - sing "Happy Birthday" twice

### How to use hand sanitizer:

- Apply to visibly clean hands (if dirty wash your hands)
- Use a sanitizer that is at least 60% alcohol
- Apply squirt of sanitizer to palm of hands and spread over all surfaces then rub until dry (at least 20 seconds)

Person in charge of stocking hand washing supplies: \_\_\_\_\_

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

*PPE prevents animal germs from infecting you and others.*

### Wear gloves when:

- Touching animal saliva, urine, feces or blood
- Handling ill animals or animals with skin problems, and always change gloves between animals
- Cleaning habitats, litter boxes, dirty surfaces and soiled equipment
- Handling dirty laundry

### How to wear gloves:

- Use disposable gloves; throw away after each use or task
- Wash hands with soap & water after removing gloves
- Avoid touching surfaces and items that will be touched by people with bare hands

### **Personal Protective Equipment**

- Disposable gloves
- Coveralls/smocks/scrubs/aprons
- Surgical masks or dust masks
- Shoe covers

### Wear coveralls/smocks/scrubs/aprons when:

- Your clothing may touch an animal
- In areas containing animals
- Gathering up dirty laundry
- Cleaning animal contact surfaces

### How to wear coveralls/smocks/scrubs/aprons:

- Put on clean work clothes each day
- Remove promptly after use
- Launder at work daily or when dirty
- Leave dirty work clothes at work - never wear home or when leaving the facility on an errand

### Wear surgical or dust masks when:

- Cleaning activities create dust, such as dumping bedding or kitty litter
- Caring for sick birds

### Wear shoe covers when:

- In isolation areas

Person in charge of stocking PPE supplies: \_\_\_\_\_

## CLEANING AND DISINFECTING

*List all products used for cleaning and disinfection at your facility.*

Keeping your facility clean and disinfected will make it a healthier place for your animals, your staff, and your customers. You must use **both detergent and disinfectant products**. Effective sanitation requires thorough cleaning and washing prior to application of a disinfectant. Detergents alone do not kill germs. Although some disinfectants also act as detergents, many (such as bleach) do not. The effectiveness of many disinfectants is reduced by organic material such as feces, urine, kitty litter, saliva, and dirt, so surfaces must be cleaned before disinfecting.

### **How to prepare your cleaning and disinfectant products:**

- Prepare and store solutions according to label directions
- Label spray bottles and mop buckets with the product name and dilution ratio
- Make up fresh solutions as often as directed by the label, or more frequently if solution becomes visibly dirty
- Bleach solutions should be prepared daily using cold water and never mixed with any other product
- Keep a Materials & Safety Data Sheet (MSDS or SDS) for each chemical you use

PRODUCT NAME: \_\_\_\_\_ USED FOR: \_\_\_\_\_ DILUTION RATIO: \_\_\_\_\_:

#### **How to mix it:**

PRODUCT NAME: \_\_\_\_\_ USED FOR: \_\_\_\_\_ DILUTION RATIO: \_\_\_\_\_:

#### **How to mix it:**

PRODUCT NAME: \_\_\_\_\_ USED FOR: \_\_\_\_\_ DILUTION RATIO: \_\_\_\_\_:

#### **How to mix it:**

### ***Preparing bleach (8.25%) solutions - examples***

#### Preparing a bleach solution for a 24 oz. spray bottle:

- Add 1 Tbs. of bleach to 24 oz of cold water
- Label spray bottle **Bleach** and **1:51 dilution ratio**

#### Preparing a bleach solution for a 2 gallon mop bucket:

- Add 5 oz. bleach to 2 gallons of cold water
- Label bucket **Bleach** and **1:51 dilution ratio**

### ***Cleaning/disinfecting supplies***

- Soap/detergent/degreaser
- Disinfectant
- Measuring cups
- Rags/mops/scrubbers
- Spray bottles & buckets
- Plastic bags for waste
- Steam cleaner

Person in charge of stocking cleaning/disinfecting supplies: \_\_\_\_\_

## RABIES VACCINATION & ANIMAL BITES

*Rabies vaccination by 4 months of age is required by law.*

By law, dogs, cats, and ferrets in Washington State must be current on their rabies vaccination. A dog, cat or ferret that bites a person must be confined for 10 days to be observed for signs of rabies. Enforcement of confinement is managed by your city or county animal control agency.

See list of animal control agencies: [www.kingcounty.gov/depts/health/communicable-diseases/zoonotic/facts-resources/licensing-agencies](http://www.kingcounty.gov/depts/health/communicable-diseases/zoonotic/facts-resources/licensing-agencies).

If a bite occurs:

- Keep a record of bites to people and keep a record of bites between dogs, cats, and ferrets
- Confinement means that the dog, cat or ferret that bit a person should have no physical contact with other people or animals outside of its household or kennel/primary enclosure
- See "Information for persons bitten by dogs, cats or ferrets in King County" at <http://bit.ly/2D1ybPL>.

### **First aid for bite wounds and scratches:**

- Promptly rinse wounds and scratches with lots of water and wash with soap and water for 3 to 5 minutes
- If the wound is bleeding apply pressure with a clean, dry towel and raise the area to stop the bleeding
- Apply a sterile bandage to the wound
- Consult a healthcare provider if the bite or scratch has broken the skin
- See a healthcare provider for all cat bites- they are particularly dangerous because the puncture wounds caused by the sharp canine teeth often close up quickly, trapping harmful germs under the skin
- Monitor all bites & scratches closely and seek medical care immediately if any redness, swelling or pain occurs at the site
- Report any bite to your supervisor or person-in-charge immediately

### **WHEN TO ISOLATE**

*Have a designated veterinarian who can be contacted about sick or injured animals.*

- Immediately separate sick or injured animals from healthy animals
- Keep sick or injured animals in an isolation area away from the public
- Contact your veterinarian about sick or injured animals
- Employees handling sick animals or working in the isolation area must wear isolation PPE
- PPE used in the isolation area should not be used in other areas of the facility or with animals not in isolation
- If working with sick birds, wear a surgical face mask or well-fitting dust mask
- Isolation areas should be cleaned/disinfected last after other kennels/runs and cages have been cleaned

### **RODENT AND VECTOR CONTROL**

*Rodents and flies can spread germs and contaminate food and water.*

- Repair all holes in walls and floors and seal around drains and vents
- Eliminate clutter and maintain storage areas in a neat and sanitary manner
- Maintain tight-fitting screens on any windows that open
- Store pet food in pest proof containers with tight fitting lids
- Remove sources of food and water that may attract rodents; clean up spilled food immediately
- Store garbage in pest proof containers with tight fitting lids
- See information about rodent control at [www.kingcounty.gov/rats](http://www.kingcounty.gov/rats)
- Call your local pest control company if needed

### **IMPORTANT NAMES & PHONE NUMBERS**

#### **Public Health Pet Business Program:**

Contact Public Health with questions about public health regulations or inspections, infection control, diseases, and emergency closures; to request educational materials; or if you are relocating or opening a new facility:

**Public Health inspectors and consultants:** Leah Helms at 206-263-8450 or [leah.helms@kingcounty.gov](mailto:leah.helms@kingcounty.gov)  
Garrett Turner at 206-263-1877 or [garrett.turner@kingcounty.gov](mailto:garrett.turner@kingcounty.gov)

**Public Health Veterinarian:** Beth Lipton, DVM MPH CPH at 206-263-8454 or [beth.lipton@kingcounty.gov](mailto:beth.lipton@kingcounty.gov)

**Veterinarian:** \_\_\_\_\_

**Animal control agency:** \_\_\_\_\_

**Building maintenance:** \_\_\_\_\_

**Pest control company:** \_\_\_\_\_

### **ONLINE RESOURCES**



Public Health pet business permits, regulations, and downloadable materials: [www.kingcounty.gov/petbusiness](http://www.kingcounty.gov/petbusiness)

**Other Public Health websites:**

Zoonotic Disease Program: [www.kingcounty.gov/zoonotic](http://www.kingcounty.gov/zoonotic)

Rabies prevention: [www.kingcounty.gov/depts/health/communicable-diseases/zoonotic/facts-resources/diseases](http://www.kingcounty.gov/depts/health/communicable-diseases/zoonotic/facts-resources/diseases)

Rodent control tips: [www.kingcounty.gov/rats](http://www.kingcounty.gov/rats)

**Persons at higher risk of getting zoonotic infections:**

[www.kingcounty.gov/depts/health/communicable-diseases/zoonotic/facts-resources/high-risk-persons](http://www.kingcounty.gov/depts/health/communicable-diseases/zoonotic/facts-resources/high-risk-persons)

**Infection control:**

Small animal veterinary clinics: <http://www.nasphv.org/Documents/VeterinaryStandardPrecautions.pdf>

Public animal shelters: <http://www.sheltermedicine.com/library/resources/sanitation-in-animal-shelters>

**Hand washing signs:**

[www.kingcounty.gov/stopgerms](http://www.kingcounty.gov/stopgerms)

<http://bit.ly/2FbrnVn>

[nasphv.org/Documents/HandwashingPoster.pdf](http://nasphv.org/Documents/HandwashingPoster.pdf)

**Cleaning and disinfection information:**

Dog kennels: [hsi.org/assets/pdfs/eng\\_ht\\_clean\\_dog\\_kennel.pdf](http://hsi.org/assets/pdfs/eng_ht_clean_dog_kennel.pdf)

Importance of sanitation: <https://www.animalsheltering.org/magazine/articles/healthy-shelter>

Disinfection 101: [cfsph.iastate.edu/Disinfection/Assets/Disinfection101.pdf](http://cfsph.iastate.edu/Disinfection/Assets/Disinfection101.pdf); <http://aspcapro.org/resource/shelter-health-disease-management/shelter-disinfectant-quick-reference>

**Centers for Disease Control fact sheets and posters:**

[cdc.gov/healthypets/publications](http://cdc.gov/healthypets/publications)

## Example Infection Control Check List

Check lists are very useful to ensure tasks are done correctly and at the right time. This example check list is a guide that can be modified to suit your needs/procedures. Different check lists may be needed for different types of animals and areas of your facility.

TASK	WHEN	PROCEDURE
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>		
Wear required PPE	Always	<input type="checkbox"/> Put on gloves and scrubs/smock/apron before all cleaning tasks <input type="checkbox"/> Wear rubber boots when cleaning runs or large floor areas and clean and disinfect boots afterward <input type="checkbox"/> Wear masks when changing dusty kitty litter, caring for sick birds, or other tasks that create dust <input type="checkbox"/> Wear shoe covers in isolation areas
<b>DOG AREAS - try to keep dogs in the same kennel/cage throughout their stay</b>		
<b>Runs</b>		
Use standard cleaning/disinfection procedures for runs that are occupied by dogs and in between different dogs	Daily  Between animals and when dirty	<input type="checkbox"/> Disinfect run before placing new animal in it <input type="checkbox"/> Move dog to a clean cage or separate holding area <input type="checkbox"/> Remove all items; replace w/ clean ones (dishes, towels, bedding) <input type="checkbox"/> Remove all solid waste and large debris <input type="checkbox"/> Scrub the floor and walls <input type="checkbox"/> Rinse all surfaces with clean water <input type="checkbox"/> Spray disinfectant on all surfaces and rinse if needed <i>Allow the disinfectant solution to sit for recommended time</i> <input type="checkbox"/> Routinely use a degreaser to remove build-up of oils and debris
<b>Kennels/crates</b>		
Use standard cleaning and disinfection procedures for kennels and crates that are occupied by animals and in between different animals	Daily  Between animals and when dirty	<input type="checkbox"/> Disinfect kennel/crate before placing new animal in it <input type="checkbox"/> Remove all items; replace w/ clean ones (dishes, towels, bedding) <input type="checkbox"/> Scrub inside and outside of kennels/crates with cleaning solution <input type="checkbox"/> Spray disinfectant in cage and rinse if needed <i>Allow the disinfectant solution to sit for recommended time</i> <input type="checkbox"/> Routinely use a degreaser to remove build-up of oils and debris
<b>Common play areas</b>		
Indoor    Outdoor	Daily	<input type="checkbox"/> Spot clean urine and feces throughout the day <input type="checkbox"/> Vacuum hair from floors before cleaning <input type="checkbox"/> Thoroughly clean and disinfect floors mid-day and at end of day <input type="checkbox"/> Allow floors to dry before allowing dogs back into area <input type="checkbox"/> Remove feces throughout the day <input type="checkbox"/> For washable surfaces, clean with a biodegradable soap solution, rinse with clear water, apply bleach solution and allow to dry <input type="checkbox"/> Make sure wastewater doesn't drain into storm drains
<b>CAT AREAS - try to keep cats in the same kennel/cage throughout their stay</b>		
<b>Cat cages- spot cleaning</b>		
Use standard cleaning procedures for cages that are occupied by the same cat and are not very dirty	Daily	<input type="checkbox"/> Shake out cage liner; replace if dirty <input type="checkbox"/> Clean food and water dishes if dirty <input type="checkbox"/> Clean litter pan <input type="checkbox"/> Wash bedding/toys if soiled <input type="checkbox"/> Use clean paper towels for spilled food or waste <input type="checkbox"/> Wipe all surfaces with clean rag/paper towel dipped in clean water <input type="checkbox"/> Clean and disinfect cage surfaces where customers touch them

TASK	WHEN	PROCEDURE
<b>Cat cages– cleaning &amp; disinfecting</b>		
Use standard cleaning and disinfection procedures for cages	Between cats or when dirty	<input type="checkbox"/> Remove cat and all items from cage <input type="checkbox"/> Clean litter pans, bedding/toys, and food and water dishes <input type="checkbox"/> Use clean paper towels for spilled food or waste <input type="checkbox"/> Use soap or detergent with hot water and a scrub brush or clean rag for cleaning <input type="checkbox"/> Rinse/wipe surfaces with clean water and dry <input type="checkbox"/> Disinfect the cage <i>Allow the disinfectant solution to sit for recommended time</i>
<b>Litter pans</b>		
If pans are disposable, simply empty litter and pan directly into garbage and use a new pan	Daily Between cats or when dirty	<input type="checkbox"/> Scoop feces from pan on a daily basis <input type="checkbox"/> Gently dump litter from pan directly into garbage <input type="checkbox"/> If dusty, carefully wet litter with disinfectant first <input type="checkbox"/> Clean the pan with soap or detergent and hot water using a scrub brush or a clean rag <input type="checkbox"/> Rinse with clean water and dry <input type="checkbox"/> Disinfect the pan <i>Allow the disinfectant solution to sit for recommended time</i>
<b>Cat trees and scratching posts</b>		
Discard if used by a cat with ringworm or when worn/dirty	Daily, between cats or when dirty	<input type="checkbox"/> Vacuum to remove hair and debris when visibly dirty <input type="checkbox"/> Clean between groups of cats with a hot steam cleaner or disinfectant spray and allow to dry
<b>GENERAL CLEANING</b>		
Grooming tools - blades, scissors, brushes and combs  Tables – grooming, exam, treatment  Tubs	Daily, between animals	<input type="checkbox"/> Remove hair and debris from tools <input type="checkbox"/> Soak used tools in a disinfectant solution or barbacide <input type="checkbox"/> Spray or soak clipper blades in a disinfectant cleaner or sanitizing blade wash/spray <input type="checkbox"/> Vacuum or sweep all hair and nail debris off of the table <input type="checkbox"/> Clean and disinfect table <i>Allow the disinfectant solution to sit for recommended time</i> <input type="checkbox"/> Rinse tub free of debris and clean hair trap <input type="checkbox"/> Apply disinfectant to all tub surfaces <i>Allow the disinfectant solution to sit for recommended time</i>
Food and water bowls Plastic toys Tethers and leads  Laundry - towels, bedding, fabric toys, smocks, rags and mops	Daily, between animals, when dirty	<input type="checkbox"/> Clean dishes and plastic items in dishwasher, or with soap and hot water and air dry; items must be dry before using or storing <input type="checkbox"/> Wash tethers and leads in washer or soak in a disinfectant solution <input type="checkbox"/> Items that cannot be disinfected or washed should be thrown away <input type="checkbox"/> Pre-clean heavily contaminated objects by shaking off or soaking <input type="checkbox"/> Wash dirty bedding and fabric toys in washer, dry in hot dryer <input type="checkbox"/> Use laundry detergent, hot water, and ½ to 1 cup bleach per load
Kitchen areas and bathrooms  Floors, walls, shelving/storage, and any other areas	Daily, as needed	<input type="checkbox"/> Clean and disinfect food prep areas and all sinks <input type="checkbox"/> Clean bathrooms, including sinks and toilets <input type="checkbox"/> Vacuum or sweep up hair and dirt (don't vacuum in bird areas) <input type="checkbox"/> Clean floors with a disinfectant at end of the day <input type="checkbox"/> Clean and disinfect surfaces where hair, dirt or debris accumulate
Garbage	Daily, weekly	<input type="checkbox"/> Store garbage in pest proof containers with a tight fitting lid <input type="checkbox"/> Remove garbage at least weekly
<b>ISOLATION AREAS</b>		
Isolation areas should be cleaned/disinfected last	Daily when occupied or when animal is moved out	<input type="checkbox"/> PPE used in the isolation area should not be used in other areas of the facility or with animals not in isolation <input type="checkbox"/> Use separate cleaning supplies for the isolation area <input type="checkbox"/> Dogs and cats should have separate isolation areas

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<b>SMALL ANIMAL ENCLOSURES</b> Small animal bedding contaminated with urine and feces may spread harmful germs. Make sure to wear appropriate PPE when cleaning small animal cages.		
Deep cage cleaning  Days between cleaning cages will vary depending on the number and type of animals in the cage and size of the enclosure	Weekly or more often if needed	<input type="checkbox"/> Move small animal(s) to a clean cage or holding area <input type="checkbox"/> Remove and sanitize cage items (food and water bowls, toys, nesting huts, etc.) <input type="checkbox"/> Spray bedding and cage down with a disinfectant spray to reduce dust and scoop out bedding <input type="checkbox"/> Spray entire enclosure and lid w/ cleaning solution & remove debris with paper towel or clean towel- use a clean towel for each cage <input type="checkbox"/> Spray entire enclosure and lid with disinfectant solution <i>Allow the disinfectant solution to sit for recommended time</i> <input type="checkbox"/> Rinse enclosure with clear water to remove disinfectant residue <input type="checkbox"/> Dry enclosure with a clean paper towel <input type="checkbox"/> Add fresh bedding, food and water, toys <input type="checkbox"/> Return animal(s) to cage- avoid overcrowding
<b>REPTILE/AMPHIBIAN (HERP) ENCLOSURES</b> Reptiles and amphibians often carry harmful germs but don't appear sick. Wear appropriate PPE when handling animals and cleaning enclosures & practice good hand washing.		
<b>Aquatic environments</b> need to be cleaned when the water is dirty or weekly	<b>Semi-aquatic environments</b> should be spot cleaned daily & have a partial water change during the week and a full water change and substrate removal weekly or bi-weekly	<b>Land environments</b> should be spot cleaned daily to remove feces & have a full substrate and tank breakdown weekly or bi-weekly
Deep cleaning or full tank changes  Cleaning herp enclosures will vary depending on the needs of the species, size of the enclosure and the number of herps in the enclosure	Weekly to bi-weekly	<input type="checkbox"/> Move herp(s) to a clean cage or holding area <input type="checkbox"/> Remove and sanitize enclosure items (food and water bowls, toys, nesting huts, etc.) <input type="checkbox"/> Remove substrate (artificial turf, shavings, sand, moss, etc.) <input type="checkbox"/> Spray entire enclosure and lid w/ cleaning solution & remove debris with paper towel or clean towel- use a clean towel for each cage <input type="checkbox"/> Spray entire enclosure and lid with disinfectant solution <i>Allow the disinfectant solution to sit for recommended time</i> <input type="checkbox"/> Rinse enclosure with clear water to remove disinfectant residue <input type="checkbox"/> Dry enclosure with a clean paper towel <input type="checkbox"/> Add clean substrate, food and water, toys <input type="checkbox"/> Return herp(s) to cage
<b>BIRD CAGES</b> Aerosolized bird feces can spread harmful germs. Make sure to wear appropriate PPE when cleaning bird cages.		
<b>Bird cages- spot cleaning</b>		
Use standard cleaning procedures for cages that are occupied by the same bird(s) and are not very dirty	Daily	<input type="checkbox"/> Remove and sanitize soiled cage items (food & water dishes, toys) <input type="checkbox"/> Remove cage tray, newspaper, bedding, and any debris <input type="checkbox"/> Wipe down cage exterior/interior with a rag that is soaked in disinfectant solution to remove feces <input type="checkbox"/> Add fresh food and water, clean bedding/newspaper, and toys
<b>Bird cages- deep cleaning</b>		
Use standard cleaning and disinfection procedures for cages	Weekly	<input type="checkbox"/> Move bird(s) to a clean cage <input type="checkbox"/> Remove and sanitize cage items (food and water dishes, toys, perches, etc.) <input type="checkbox"/> Remove cage tray, newspaper, bedding and any debris <input type="checkbox"/> Scrub entire cage with cleaning solution <input type="checkbox"/> Rinse surfaces with clean water (squeegee Plexiglas or plastic enclosures) <input type="checkbox"/> Spray disinfectant in cage and wipe with a clean paper towel <i>Allow the disinfectant solution to sit for recommended time</i> <input type="checkbox"/> Add fresh water, food, bedding and toys <input type="checkbox"/> Return bird(s) to cage- avoid overcrowding

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