


**Facilities Management**  
**Pets in the Workplace Standard Operating Procedures**

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| SOP #:    | EHS-018   | Revision: 1    |
| Dept:     | Environmental Health and Safety   | Date: 03/11/19 |
| Approval: |  | Date: 03/11/19 |

**1. PURPOSE**

CSU-Pueblo is actively concerned with the safety of all faculty, staff, students and guests on the CSU-Pueblo campus. Safety can only be effectively achieved with the cooperation of the entire campus community. This guideline is established to enhance the safety and health of faculty, staff, students, and visitors, and to reduce risk and disruptions to living, learning, and working environments at the University.

A poorly-trained pet poses obvious safety and sanitation concerns, but even a well-trained pet can be disruptive to the work and lifestyles of the entire campus community. Also, members of the CSU-Pueblo community are known to have allergies to animals.

**2. RESPONSIBILITIES**

2.A. Environmental Health and Safety (EHS) will be responsible for:

2.A.1. Assisting the Disability Resource and Support Center and the office of Residence Life & Housing with assistance animal accommodations.

2.B. All CSU-Pueblo Supervisors will be responsible for:

2.B.1. Utilizing CSU-Pueblo policy and this Standard Operating Procedure to guide safety decisions regarding pets and animals in the workplace.

### 3. DEFINITIONS

3.A. ASSISTANCE ANIMAL - An animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability.

3.B. SERVICE ANIMAL - A dog that is individually trained to provide support to a qualified individual with a disability.

### 4. PROCEDURES

4.A. Per CSU-Pueblo Policy: Assistance Animals in Residence Halls, animals are not allowed in the buildings or sports complexes at CSU-Pueblo except in the case of approved assistance animals in residence halls and service animals, or other university sanctioned working animals.

4.B. All requests for assistance animals as an accommodation in campus housing facilities must be submitted to the Disability Resource and Support Center and the office of Residence Life & Housing. A student may be able to have an assistance animal in campus housing as a reasonable accommodation if:

4.B.1. The student has a verifiable disability; and

4.B.2. The animal is necessary to afford the student with a disability an equal opportunity to use and enjoy a dwelling; and

4.B.3. There is an identifiable relationship or nexus between the disability and the assistance the animal provides.

4.C. Pets are not allowed on any playing fields or athletic fields of the University at any time, unless authorized by the University.

4.D. Animals associated with research and teaching must be conducted and approved by the CSU-Pueblo Institutional Animal Care and Use Committee.