

PROCEDURE FOR POLICY 1.47 – Service Animals on Campus

A. GENERAL

- 1.00 In these Procedures, reference to “the Policy” shall mean the Accessibility Policy.
- 2.00 These procedures apply to all University Members or visitors bringing a Service Animal on to property owned or leased by the University (“University property”).
- 3.00 University property.

B. PURPOSE

- 1.00 The purpose of these procedures is to regulate Service Animals on University property and provide conditions that inform their presence and safety.

C. DEFINITIONS

- 1.00 The following definitions shall apply to these procedures:
- (i) Service Animal means an animal in the service of a person with a disability.
  - (ii) Custodian means an individual who, as a result of a disability, requires the assistance of a Service Animal on campus.
  - (iii) honorific appointments; and/or
    - x Otherwise subject to University policies by virtue of the requirements of a specific policy (e.g. Booking and Use of University Space) and/or the terms of an agreement or contract.
  - (iv) Responsible Office means the functional area designated with the responsibility to validate documentation, and to approve and manage the use of Service Animals on University property by University Members and visitors.

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### D. PROCEDURES

#### General

- 1.00 In order to provide an accessible learning and working environment, the University is committed to the development and implementation of procedures that enable the University community to understand and support the Custodian and their Service Animal while on campus. It is also important that both the Custodian and University Members understand their rights and their responsibilities in this regard.
- 2.00 Subject to the other terms of these procedures, Service Animals will generally have access to all buildings and facilities, including classrooms and laboratories, dining halls and campus eateries, unless such access poses a threat to the health and safety of the Custodian, others or the animal and that threat cannot be eliminated or reduced by reasonable modification to other policies and practices.
- 3.00 Appropriate alternative accommodations will be made to provide the Custodian with access if the Service Animal is not permitted on or in to a particular area.
- 4.00 Where hazardous materials are stored, Service Animals may be denied entrance or conditions may be imposed for the safety of the Service Animal, the Custodian or other University Members. Service Animals are generally not allowed in animal facilities or in laboratories where research animals are handled, in any containment level 2 facility or higher, where radioactive materials (open sources) are used, and/or where high hazard materials (i.e. poisonous chemicals) are used and represent a risk of exposure to the service animal. If a Custodian wishes to enter a laboratory with their Service Animal, they must contact their Responsible Office in advance. The Responsible Office shall contact the lab supervisor and Occupational Health and Safety Office and a Health and Safety Consultant will evaluate each case as it arises to determine the risk to people, animals or research.
- 5.00 Service Animals (nc)-8 (nt)-1.2 o0



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12.00 A Responsible Office shall require documentation that the Service Animal has been vaccinated and is properly licensed as required by Ontario law and/or a city by-law.

### Responsibilities of Custodians

13.00

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- x Assessing and resolving any complaints or issues related to the use of Service Animals on University property, and
- x Issuing any identification which identifies the animal as a Service Animal.