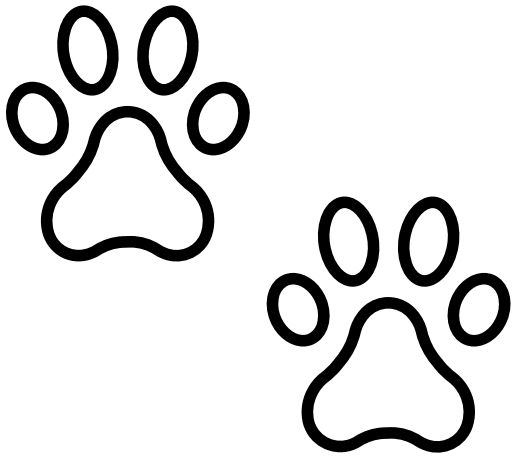
# McLennan Community College - Veterinary Technology Program

# Kennel Duty Handbook

This handbook is to serve as a guide for the Veterinary Technology students in performing kennel duty while in the program.



Laurel Shrawder, LVT/Program Director

## ANIMAL CARE RESPONSIBILITIES AND OTHER FACILITY INFORMATION

Students will be assigned to kennel duty by the Program Director or their VTHT instructor. A specific number of days is required for each student, both veterinary technician and veterinary assistant, in the Fall of the first semester. Ongoing kennel duty is required for all veterinary technology students throughout the year. This includes Fall, Spring and Summer I and Summer II semesters. ALL kennel students will be required to complete their kennel duty throughout the week-including weekends-even if you live out of the area, there are no exceptions.

If for any reason you cannot make it to a scheduled kennel duty shift, it is your responsibility to ensure that the animals are still cared for. You must contact another student to fill in for you. Switching kennel duty between students is allowed, but permission to do so must be approved by the Kennel Instructor/Supervisor in advance. However, the student whose shift is missed cannot choose when they make it up. That will be determined by the person they filled in for. Please inform the instructor who supervises kennel duty or, in the event they cannot be reached, one of the other program faculty of any schedule changes before they happen.

You are graded on completing your scheduled kennel duty and/or ensuring it is covered in the event you are unable to be here. The instructor may make exceptions to this policy in extreme cases, i.e., illness requiring hospitalization, death in the family, etc. However, arrangements need to be made in advance to cover the missed kennel shift.

The kennel cleaning rotation is designed to provide you with the "Hands On" experience essential to your education. We hope it will help you become the best animal caregiver that you can be.

- Kennel duty does not excuse you from attending class on time.
- Each day of kennel duty involves three daily checks on the animals, between 6:00 a.m.-8:00 a.m. (before class), at 12:00 noon (or as close to that time as possible), and between 4:00 p.m.-6:00 p.m. Dogs must be leash walked/out of runs/cages a minimum total of 30 minutes per day, with a minimum of a 10-minute walk for each dog each time they are walked.
- Weekend kennel duty involves checks twice daily, between 6:00-8:30 a.m. and between 4:00-6:00 p.m. on Friday, Saturday, and Sunday. **This also includes holidays.**
- **The use of cell phones is prohibited during kennel duty. Your attention needs to be paid to the patient, not your phone. Students found in violation of this will have kennel duty points deducted from the kennel grade.**

- Non-program students, family, or friends of program students are **NOT** allowed in any of the animal holding rooms at any time. Non-program students are only allowed in the facility with prior consent/permission from the instructors, and only during regular MCC hours.
- No animals are allowed in classrooms, offices, or labs without instructor permission.
- Students' animals are not allowed in the facility without permission obtained in advance.
- The veterinary technology animals are not allowed off the ranch without permission.
- Dogs must always be on a leash when outside of the kennel and outside in the kennel yard.
- Always pay attention to special instructions posted in the kennel, food prep room, and on the animal cages. These instructions can be particularly important, i.e., to withhold food from animals prior to surgery, or a special diet or treatment for an ill animal.
- Notify the 2nd year supervisor or Instructor when we get low on food or supplies. **Think ahead so that the kennel does not run out of items (food, cat litter, etc.).**
- Also please be sure adequate custodial supplies are in stock: paper towels, trash bags, disinfectants, soaps, etc.
- All equipment, supplies, and food are to remain in the Veterinary Technology building.
- Animals are not to be taken from the premises.
- Only approved toys and treats may be given. Toys allowed are only under supervision.
- Rubbermaid containers are used to store feed, litter, or other animal supplies. They are designated & labeled appropriately. All animal food and bedding (such as shavings for lab animals), must be kept in the original packaging and then placed in containers. Containers must be kept clean, both inside and out, with any loose food or shavings properly disposed of as needed.
- Before leaving each shift, all trash must be bagged and put in the garbage dumpster outside. This is located behind the building to the rear of the parking lot. Kennel floors need to be swept and mopped daily, ideally at the end of the day.
- All animal areas that contain trash cans should be lined with a new, clean, empty trash bag before you leave.
- RESTOCK the kennel rooms at the end of each shift to be ready for the next.
- Check the kennel duty check off list to make sure ALL duties are complete before leaving. Initial on check list that everything is done. Check with your kennel duty supervisor if you need clarification on duties.

**If you or an animal makes a mess – CLEAN IT UP! Even if it is not your shift to work, you should always leave the facility cleaner than when you entered. Be sure to note this in the patient record.**

**PLEASE NOTE:**

Keeping the MCC Veterinary Technology Program Facility clean and sanitary is not only essential for the health and well-being of the animal patients (and you) but is required for United States Department of Agriculture (USDA) mandates, the Committee on Veterinary Technician Education and Activities (CVTEA) accreditation, the American Animal Hospital Association, (AAHA) and other government agencies. We are subject to unannounced inspections at ANY time, so the facilities and animals must be always maintained accordingly.

## KENNEL DUTY DRESS CODE

Clothing for kennel duty should provide enough coverage and protection to perform all the required duties during kennel duty safely. (Tank tops, spaghetti strap shirts, capris, shorts will NOT be allowed). NO logos on T-shirts that may be deemed as offensive are to be worn. Close-toed shoes are to be worn at **all** times.

## KENNEL DUTIES

### WEEKDAY KENNEL HOURS:

- Morning Kennels are to be done between 6:00am and 8:30am-**before student(s) is to be in class.**
- Evening Kennels are to be done between 4:00pm and 6:00pm **(cannot start earlier than 4:00 p.m. and only when classes are over for assigned student(s)**

### FRIDAY, SATURDAY, AND SUNDAY KENNEL HOURS:

- Morning Kennels are to be done between 6:00am and 8:30am-**no later.**
- Evening Kennels are to be done between 4:00pm and 6:00 **pm (cannot start earlier than 4:00 p.m.)**

### YEAR-ROUND KENNEL DUTY

- Kennel duty will be expected of students year-round, with the fall having the greatest number of animals. This includes weekends, holidays, and non-class time throughout the year. Students are expected to rotate this duty between them and as assigned.
- Keep all doors with access to outside locked when working inside for security. The equine room and dog room door automatically lock when you go outside.

- Kennel room lights are on automatic timers from 6:00 a.m. to 6 p.m.
- Dog runs:  Lights are not on timers- so be sure to turn them off before leaving at night or leave off unless needed.
- On Saturdays and Sundays: Check in with your kennel duty group. Follow the protocol noted above regarding not entering the building without a second person present. In the event it is needed, Campus Police may be.
- reached at (8911 from the campus phone in the equine treatment room) or (254) 299-8911 from your cell phone).
- Check for any special instructions posted on patient cages/cage cards, patient record, or dry erase boards.
- Arrive at an appropriate time. Enter through the back door of the building/Equine access door or the front doors. Do not enter the building until two students are present. There will be a second-year student that will serve as Kennel Duty supervisor. They will provide access to the building. BE SURE TO SIGN IN on the Sign in sheet.

## CANINE WARD

- Do an overall visual check of all dogs. You are looking for anything unusual (blood, diarrhea, vomiting, lethargy, gross injuries).
- If any of the above is found immediately notify your kennel supervisor and/or other kennel students.
- The Second-Year supervisor will contact the on-call instructor or Laurel Shrawder, LVT. They will provide information as to the patient's condition. They are to record everything in the patient's medical records.
- If the situation is minor (broken toenail, diarrhea but acting normal, etc.), be sure to clearly record it in the patient's medical record. Be sure the kennel supervisor is informed.
- Clean bowls for food and water are to be provided daily. **Only metal bowls or buckets** are to be used.
- Second year students will administer all medications, according to the Program Veterinarian's medication orders. They are responsible for recording it in the patient's record-date, time, route, medication, and dose.
- Feed dogs the appropriate diet and amount as indicated in their patient record. Provide both it and fresh water minimally once daily or as ordered by the Program Veterinarian. Record both amounts fed and eaten, and water consumed in the patient's medical record daily.
- Clean and wipe down counters daily. ALL surfaces are to be kept clean/dust free. This includes the shelves in each room.
- Remove dog to outside yard or walk dog on a secure leash. All dogs are to be double leashed. Be sure to keep kennel door shut securely when moving dogs to help prevent escape.
- They **must** have a **minimum of 10 minutes of exercise** out of the cage **three** times a day (**30 minutes total**). This is mandated by the United States Department of Agriculture, Animal Welfare Act. More than one dog may be walked at one time. However, they are to always remain on leash and are not allowed any physical contact while being walked. The time walked MUST be noted in the patient record.

- All dogs on the second or third level of cages MUST be lifted out of the cage and gently placed on the floor. NEVER allow an animal to jump to the floor.
- Remove everything from cage (cage grate [if present], bowls, blankets, newspaper) before cleaning.
- Remove all organic matter prior to disinfecting and cleaning.
- Disinfect & clean ALL food and water bowls daily and provide fresh, clean ones.
- If a kennel grate is used in a cage, remove it, place it in tub and spray off grate with sink sprayer. Scrub all surfaces with disinfectant and rinse thoroughly. Clean and disinfect the tub when done.
- Clean and scrub all surfaces of the cage and cage door to remove debris before disinfecting. Spray (with disinfectant), all 5 surfaces (top, bottom and 3 sides) of cage and cage door (inside and out) with appropriate disinfectant and wipe clean with paper towels. Make sure there is no caked-on debris or smudges left on the cage surfaces or door.
- Use the appropriate materials as designated for heavy cleaning and for disinfecting.
- Make sure cage and grate are dry. Place 3-4 full layers of newspaper on bottom of cage, being sure to cover entire cage floor. **DO NOT** use colored newspaper or flier inserts. Replace grate (if present). Then replace other items (clean bowls, blankets, acceptable toys).
- Special Note: If dog is ripping up blankets or toys, remove them and make a note in the patient record and a note on the cage card.
- Return dog to cage.
- Feed patients according to the patient record and Program Veterinarian's orders.
- It is advisable to walk the dogs after eating since dogs will often need to defecate (have a bowel movement) after eating.
- Clean up all feces from outside daily, whether in exercise yard or on campus grounds. Dispose of feces that have been placed in a plastic trash bag and remove to the dumpster at least once daily or more often if needed.
- Record all information required in the patient's chart.

## DOG RUNS /OUTSIDE KENNELS

- Remove dog to outside yard or walk dog on leash, after ensuring all outside access gates into the dog yard are secured.
- **Animals can be in the outdoor runs only if the outdoor temperature is between 45F and 85 F**. Use overhead fans as needed.
- Remove everything from runs (bowls, blankets). Dispose of any feces/food that is on top of the resting bench or in the run itself.
- **DO NOT WASH SPILLED FOOD OR SOLID WASTE DOWN DRAIN!!**
- Lift up resting bench and dispose of any solid debris. Scrub resting bench (both sides), replace bench and spray with disinfectants.
- Scrub all 3 walls and floor (including bench) with disinfectant.
- Thoroughly rinse walls and the resting bench with water hose.
- Rinse all debris under grates towards gutter at back of run.
- Make sure walls and bench are dry. Use a towel if needed to dry them. Then replace other items (clean bowls, clean blankets, acceptable toys).
- **Special Note:** If dog is ripping up blankets or toys remove them and make a note on the patient record and on the cage card.
- Clean up feces in outside yard every time the dogs are walked. If dog was walked outside of the yard, you must pick up all feces from campus grounds. Clear the drain of any debris such as food or feces and dispose of promptly. This is to be done daily and disposed of daily.
- Record all information required in the patient record.
- After all runs are cleaned, flush floor gutter, and clear the drain of any solid waste material, hair, etc. This is to be done **DAILY.**

## FELINE WARD

- Do an overall visual check of all cats. You are looking for anything unusual (blood, diarrhea, vomiting, lethargy, gross injuries).
- Keep the door to the cat room closed when cats are being removed/moved to other cages to help prevent escape.
  - If any of the above is found, immediately address the issue. If it is serious/emergency/life threatening, immediately notify the Kennel Duty Supervisor, who will contact the instructor on call. Then do Basic First Aid, and record in Medical Record.
  - If the situation is minor (sneezing, diarrhea but acting normal, etc.) you should only have to record it in the patient medical record. Notify your kennel duty supervisor.
- Use clean bowls for food and water daily, as well as daily cleaning of, disinfecting and replacing litter boxes**. Only metal bowls are to be used for food and water.**
- Second year students will administer all medications, according to the Program Veterinarian's medication orders. They are responsible for recording it in the patient's record-date, time, route, medication, and dose.
- Feed cats the appropriate diet and amount as indicated in their patient record. Provide fresh water daily.
- Remove everything from cage (bowls, blankets, litter box, newspaper).
- Empty litter box daily. Disinfect and clean thoroughly. Replace with a fresh, dry litterbox and litter (approximately 2 scoops of clay litter). Scoops are to always remain in cat litter tubs). If a cat only defecates, it can be removed without emptying the contents of the litterbox.
- Remove/Wipe out ALL CAT LITTER before washing in sink or placing in dishwasher.
- Spray all 5 surfaces of cage and cage door (inside and out), with appropriate disinfectant and wipe clean with paper towels.
- Make sure cage is completely dry. Place 3 or 4 full layers of newspaper on bottom of cage, covering the entire surface. Then replace other items (bowls, blankets, litter box, acceptable (approved) toys). Again, **NO** colored newspaper or fliers.
- Return cat to cage.

- Record all information required in patient medical record.
- Clean and wipe down counters daily. ALL surfaces are to be kept clean/dust free. This includes the shelves in each room.

## CANINE AND FELINE WARD FLOORS

- Sweep floors with broom designated for use in that ward. Use designated dustpan to sweep up debris and dispose.
- This includes the floors in kennel rooms, and the "orange" colored floors outside the kennel rooms.
- Fill mop bucket with disinfectant and hot water. Mop floor with designated mop. Follow posted dilution instructions correctly!
- Change mop water as it gets dirty while mopping.
- When finished, pour dirty mop water down the drain gutter in the kennel area, or in drain in the equine area. (The tub in the kennel is to be used for bathing animals only.) Rinse out mop bucket with hot water.
- Rinse out mop head and hang to dry. Launder the mop head a minimum of once a week or sooner if needed and replace mop head with a clean one. Wash dirty mop head in washer with bleach added to water. The amount of bleach to use is posted by washing machine. Allow washed mop heads to air dry.
- All floors are to be swept at a minimum of once daily and mopped daily. Typically, mopping at the end of the day is better than at the beginning.

## LAUNDRY

- The washer and dryer are in the stall alley in the building.
- If you are not familiar with how to operate either the washer or dryer, be sure to ask for assistance.
- Never leave the washer or dryer running when you leave the building. Turn them off and the next shift can finish.
- Put away all clean linen in the appropriate location.

- Surgery items and towels are to be returned to Room 120. Kennel towels and blankets are placed in the designated cabinets in the Equine area.
- *ALL SURGERY laundry is to be washed and dried separately from all kennel laundry. Surgery towels are pink or peach in color. These towels are to be laundered separately from both kennel laundry and surgical attire, which includes surgical gowns, huck towels, drapes, etc.*
- Kennel laundry requires both laundry soap and bleach to be used with each load. There is signage in the laundry room by the washer regarding how much bleach to use.
- DO NOT OVERLOAD the washer. Blankets-limit to 2 per load. Only fill the washer tub one-half (1/2) full of towels. The same applies to drying items. Do not overfill the dryer. Clean the lint filter before each new load to help reduce the risk of the dryer overheating/fire hazard.
- **Surgery attire, huck towels, cloth drapes, and any washable surgery items, are to be washed separately from surgery towels or kennel towels/blankets as well. NO BLEACH IS USED ON THESE ITEMS!**
- Dryer cannot be pushed into wall. This blocks the vent hose and is a fire hazard. Be sure to clean the dryer lint trap before each load of laundry is dried. Be sure to check the dryer vent hose for lint accumulation as well.

  **Important note to remember for fire safety:** Always clean out the lint filter/trap prior to each load.

## KENNEL FOOD AND WATER BOWLS/BUCKETS

- **ALL** food and water bowls/water buckets are to be emptied/disinfected and washed daily. Water is to always be clean. For example, if cat litter or food gets in it, empty it and replace it with fresh. Be sure to note doing so in the patient record as monitoring daily water intake is part of patient care and medical record keeping.
- Remove any organic debris first. Organic debris includes feces, vomit, blood, urine, etc. Disinfect with designated products, allow to soak for appropriate contact them. Then wash ALL used dishes with soap and water (inside and out), rinse, and dry, and return to appropriate shelves each day.

- Dishes that fit in the dishwasher in the cat room will be washed and disinfected in the dishwasher at least once weekly. Soak dishes prior to placing them in the dishwasher to remove any caked-on debris.

- **NOTE: The program currently has 7 goats, 4 horses and 1 donkey that reside at the facility year-round. At no time are the program animals to have contact with the shelter cats/dogs or vice versa.**

- **The program cats (if Vet Tech acquires more in the future) are to be kept shut in their cages (in the Equine area) during the day (When the shelter animals are here). They may be let out at the end of the day when Kennel duty is done unless otherwise indicated.**

## EQUINE AREA

- The equine area is to be swept regularly (the "orange" colored areas daily), -more often if needed.
- All counters are to be wiped down as needed.
- Keep the area organized/neat.
- When in use for lab class, students in the class will be responsible for ensuring it is thoroughly cleaned.

## LARGE ANIMAL AREA (BY CROWD ALLEY/SQUEEZE CHUTE) & PASTURE WATER TROUGHS

- The outside concrete area is to be swept weekly.
- Ensure there are adequate hay bales always stacked on pallets (a minimum of 2-3)
- Those areas used in lab class, students in the class will be responsible for ensuring it is thoroughly cleaned.
- Second year kennel supervisors are responsible for checking the (3) water troughs and performing a daily visual assessment/check of all program equines and goats.

## KENNEL SUPPLIES

- All extra kennel paper towels, trash bags and newspapers are stored in the equine cabinets (they are labeled to indicate location of items) Extra newspapers are in boxes in the alley stall, labeled "Vet Tech Feed and Supplies."

- Second year kennel students are responsible for monitoring supplies of:

    1. Paper towels
    2. Trash bags (both grey and clear ones)
    3. Dish soap
    4. Kennel disinfectant
    5. Cat litter
    6. Dog and cat food
    7. Laundry soap
    8. Bleach
    9. Sponges and other items needed in cleaning.

    You will report the need for any of these items (IN ADVANCE) to the Kennel Instructor/Program Director. Please note certain supplies cannot be acquired after hours (i.e., 7:00 a.m. on a Sunday), so please monitor all supplies carefully**.**

## PATIENT HANDLING

- **For patient health and to prevent the spread of illness, infection or nosocomial diseases, students MUST wash (and/or disinfect) hands between each patient.**
- **Reusable gloves will be provided for student use when cleaning cages or runs.**
- **If any patient develops a health issue or disease that the Program Veterinarian deems to be potentially, or is contagious, exam gloves, and other PPE will be put in place for patient handling/contact. These patients are to be kept and handled separately from the other patients. Kennel students will be assigned to handle these patients during their assigned kennel duty.**
- **ALL shelter animals are required to have a TPR (Temperature, pulse, and respiration) and weight performed daily when housed at the facility.**

- **Program cats are required to have the same performed each Wednesday, (or more often as determined by the program veterinarian). The 2nd year students will perform this. (IF THE PROGRAM ACQUIRES MORE PERMENANT CATS)**

## A KEYNOTE TO REMEMBER:

- IF IT IS NOT RECORDED IN THE PATIENT MEDICAL RECORD, IT IS VIEWED AS "IT NEVER HAPPENED," in a court of law. Correct and accurate documentation of patient care is not only a legal requirement but provides essential information and communication about each patient.

- All documentation in the written medical record MUST be done in black ink, with attention to spelling and legibility. Notes to be included in the medical record include things such as:

    1. Signalment of the patient (breed, species, gender, reproductive status)
    2. Weight
    3. Vital signs, such as temperature, heart rate, respiratory rate, mucous membrane color, and capillary refill time
    4. Owner information-name, address, and contact phone number
    5. Type of food fed
    6. Amount of food fed
    7. Amount of food eaten/not eaten
    8. Amount of water provided.
    9. Amount of water drunk (spilled water also needs to be noted)
    10. Urination-note color, frequency. Any concerns need to be reported to supervisor.
    11. Bowel movements. This includes color, consistency, and frequency.
    12. Activity-is the patient bright/alert/responsive (BAR), or lethargic, depressed, etc.
    13. Note any vomiting, bowel movement changes such as diarrhea or changes in behavior. Report this to the second-year supervisor, who is then responsible for reporting it to the Kennel Instructor and/or Program Veterinarian.

## FOOD STORAGE AT THE MCC VETERINARY TECHNOLOGY PROGRAM

All animal food (when opened) is required to be kept in the original packaging. The United States Department of Agriculture (USDA) mandates this, to show identification of the product, expiration date, milling or manufacturer date, and other pertinent information specific to the product. When placing in the labeled Rubbermaid-type storage containers in the animal rooms, please ensure the entire bag is placed in the container-and never emptied into it. The rule of thumb is "First in, First out." Any existing, open bags need to be fed before opening a new one.

All canned food MUST be dated when opened and placed in the refrigerator in the Cat Room. Sharpie pens will be provided for this purpose when needed. Any open food must be used within 24-48 hours. Any remaining product should be discarded. The program does not typically feed canned food, but there may be occasions where it is warranted for patient need.

Extra bags of food are to be kept in the same type of labeled Rubbermaid-type containers in the Storage Room, next to the dog room.

As veterinary staff, it is essential to your patient's health, and yours, to understand the following: **The Following Information is taken from JAAHA.org, Infection Control, Prevention and Biosecurity Guidelines**

## PRINCIPLES OF INFECTION CONTROL, PREVENTION AND BIOSECURITY

### *ROUTES OF TRANSMISSION:*

Infection control and prevention depend on disrupting the transmission of pathogens from their source, (such as the infected animal or human), to new hosts (animal or human) or locations.

Understanding routes of disease transmission and how it contributes to the spread of organisms allows for the identification of effective prevention and control measures.

*The transmission of microorganisms can be divided into the following five main routes: direct contact, fomites, aerosol (airborne), oral (ingestion) and vector borne.* Some microorganisms may be transmitted by more than one route.

### *DIRECT CONTACT TRANSMISSION*

Direct transmission occurs through direct body contact with the tissues or fluids of an infected individual. Physical transfer and entry of microorganisms occur through mucous membranes (e.g., eyes, mouth), open wounds or abraded skin. Direct inoculation can occur from bites or scratches. Examples include rabies, *Microsporum (fungal infections, such as ringworm), Leptospira spp.,* and staphylococci, including multidrug resistant (MDR), species methicillin-resistant *Staphylococcus aureus* and *Staphylococcus pseudintermedius (*MSRP).

### *FOMITE TRANSMISSION*

Fomite transmission involves inanimate objects contaminated by an infected individual that then encounter a susceptible animal or human. Fomites can include a wide variety of objects such as exam tables, cages, kennels, medical equipment, environmental surfaces, and clothing. Disease examples include parvovirus and feline calicivirus infections.

### *AEROSOL (AIRBORNE) TRANSMISSION*

Aerosol transmission encompasses the transfer of pathogens via small particles or droplet nuclei. Aerosol particles may be inhaled by a susceptible host or deposited onto mucous membranes or environmental surfaces. This can occur from breathing, coughing, sneezing, or vocalization of an infected individual, but also during certain medical procedures (e.g., suctioning, bronchoscopy, dentistry, inhalation anesthesia). Small particles may remain suspended in the air for extended periods and be disseminated by air currents in a room or through a facility. However, most pathogens pertinent to companion animal veterinary medicine do not survive in the environment for extended periods or do not travel great distances due to size and as a result require proximity or contact for disease transmission. Examples of common aerosolized pathogens include *Bordetella bronchiseptica* (kennel cough), canine influenza and canine distemper virus.

### *ORAL (INGESTION) TRANSMISSION*

The ingestion of pathogenic organisms can occur from contaminated food or water as well as by licking or chewing on contaminated objects or surfaces. Environmental contamination is more commonly due to exudates, feces, urine, or saliva. Examples of diseases acquired via oral transmission include feline panleukopenia and infections caused by *Campylobacter, Salmonella, Escherichia coli, and Leptospira.*

### *VECTOR-BORNE TRANSMISSION*

Vectors are living organisms that can transfer pathogenic microorganisms to other animals or locations and include arthropod vectors (e.g., mosquitoes, fleas, ticks) and rodents or other vermin. Vector-borne route of transmission in climates where these pests exist year-round and may be brought into the practice by an infested patient. Examples of vector-borne diseases include heartworm disease, *Bartonella* infection, Lyme disease (borreliosis), and plaque.

### *ZOONOTIC TRANSMISSION*

It is important to remember many animal diseases are zoonotic (capable of being transmitted from animal to humans) and therefore pose a risk for the healthcare team as well as the clients. The transfer of these agents can occur by the same five (5) routes of transmission described above.

# PERSONAL PROTECTIVE EQUIPMENT (PPE)

This includes the use of special clothing and equipment to protect staff and patients who may be exposed to known or suspected pathogens. PPE places a barrier between staff and an exposure risk (e.g., infected animal, diagnostic specimens) and with appropriate use, helps prevent the spread of pathogens between animals and within the practice. The use of PPE is considered an effective means of controlling exposures because it relies on human factors such as staff compliance and proper education and training. PPE use remains critical for effective infection control and should be used when indicated.

OSHA requires employers to provide appropriate PPE required for each specific job in the workplace.

## SEQUENCE FOR DONNING AND DOFFING PPE

| Donning PPE (Putting on) | Doffing PPE (Taking off) |
|---|---|
| 1. Perform hand hygiene | 1. Remove shoe covers (if applicable) |
| 2. Put on shoe covers (if applicable) | 2. Remove gown and gloves together* |
| 3. Put on gown | 3. Perform hand hygiene. |
| 4. Put on mask/respirator (if applicable) | 4. Remove eye protection (if applicable) |
| 5. Put on eye protection (if applicable) | 5. Remove mask/respirator (if applicable) |
| 6. Put on gloves | 6. Perform hand hygiene. |

*If gloves are removed first, hands must only touch the uncontaminated surfaces of the gown, typically behind the neck (ties) and at the back of the shoulders. The gown is then peeled down off the body and arms. Balling or rolling in the contaminated surfaces (front and sleeves). This is difficult to do, however, without contaminating the hands. The preferred method for doffing a disposable down and gloves is, therefore, to break the ties at the neck by pulling on the upper portion of the gown with the hands still gloved, balling or rolling in the contaminated surfaces, and pulling the gloves off inside-out as the hands are withdrawn from the gown's sleeves. The gown and gloves can then be placed in a disposal receptacle together.

**PPE** should be considered a last line of defense for hazards that cannot be overcome with other preventative measures. Nevertheless, given the inherent risk of exposure to pathogens in veterinary practices, the proper use of PPE is a critical component of an

ICPB program. (Infection, Control, Prevention, Biosecurity). The purpose is to reduce the risk of contamination of clothing, reduce pathogen exposure to skin and mucous membranes of personnel, and reduce transmission of pathogens between patients. Common examples of PPE include lab coats, scrubs, gloves, eye protection, facemasks, and shoe covers. The type of PPE used will vary with procedure and suspicion for an infectious disease and its route of transmission. Some form of PPE should be worn in all clinical situations, including any contact with animals and their environment, and should not be worn outside of the work environment. Lab coats and scrubs should be laundered daily or when contaminated (e.g., contact with an infectious patient). Gloves, gowns, and shoe covers should not be reused-even when attending to the same patient. Correct removal of PPE is critical to limit contamination of clothing and skin and mucous membranes.

Gloved hands should not be used to contact surfaces that will be touched with non-gloved hands, with care taken to avoid contamination of personal items (e.g., cell phones, phones, pens, medical records).

# SAMPLE PROTOCOL FOR ENTERING AND EXITING AN ISOLATION (OR SIMILARLY DEDICATED) AREA

## ENTERING AND EXITING ISOLATION ROOMS

1. Before entering the isolation area, remove practice outwear (e.g., laboratory coat and any equipment (e.g., stethoscopes, scissors, thermometer, watch, cell phone) and leave outside the isolation unit/anteroom.

2. Gather any necessary supplies and medications before putting on PPE.

3. Wash hands or use alcohol hand rub, and then put on booties, gown, and gloves before entering the isolation room. (See Sequence of PPE)

4. Attend to the patient in isolation as needed. DO NOT bring treatment sheets, pens or electronic devices such as laptops, cell phones, or tablets into the isolation room.

5. Clean and disinfect any equipment used while caring for the patient.

6. Before leaving the isolation room, remove PPE (as noted above); remove booties last as stepping out of the isolation room and avoid touching the outer surfaces of the boots. Clean and disinfect non-disposable PPE (e.g., eye protection). Place used disposable PPE in the trash container lined with a biohazard bag in the isolation room. DO NOT SAVE DISPOSABLE PPE FOR REUSE. Avoid contact with external portions of the door while exiting the isolation room.

7. Wash hands with soap and water and then disinfect any surfaces (e.g., doorknobs) that may have accidentally been contaminated when the room was exited. Make any needed chart entries. Wash hands before leaving the anteroom (as applicable).

## HAND HYGIENE

Hand hygiene, using soap and water or an alcohol-based sanitizer (AHS), is the responsibility of all individuals involved in healthcare. Generally considered the most important way to prevent infections in healthcare, hand hygiene should be the subject of considerable attention to availability, encouragement, and compliance auditing or monitoring. Effective hand hygiene kills or removes microorganisms on the skin while maintaining skin integrity (i.e., prevents skill chapping and cracking).

The objective is to reduce the number of microorganisms, particularly those that are part of the transient microflora of the skin, because these are easily shed and include the majority of opportunistic pathogens. In most circumstances, either method of hand hygiene (soap and water or AHS) is effective if performed appropriately and when indicated in the practice.

In practice, hand hygiene should occur.

- Immediately before and after patient contact, especially invasive procedures.
- Before and after contact with items in the patient's environment.
- After exposure to bodily fluids (e.g., discharge, specimen handling)
- Before putting on gloves and especially after glove removal
- After using the restroom
- Before eating.

## PATHOGENS OF GREATEST INFECTION CONTROL CONCERN FOR A SMALL ANIMAL HOSPITAL

- Adenovirus (canine)
- *Bordetella bronchiseptica (*kennel cough)
- Calicivirus (feline)
- *Chlamydophilla (*feline)
- Distemper virus (canine)
- Herpesvirus (feline)
- Influenza virus (canine, novel)
- *Leptospira interrogans*
- *Microsporum canins*
- Parainfluenza virus (canine)
- Parvovirus (canine, feline)
- Respiratory coronavirus (canine
- *Salmonella spp*
- Multi-drug-resistant organisms
    - ✓ *Acinetobacter* spp.
    - ✓ *Escherichia coli*
    - ✓ *Enterococcus* spp.
    - ✓ *Staphylococcus* spp.
    - ✓ *Pseudomonas* spp.

## USE OF DISINFECTANTS

Understanding the information on a disinfectant product label is essential for effective disease organism removal and the safety of those handling the product. ALWAYS read the product label before use. It is a violation of federal law to use a product inconsistent with its labeling.

Correct use and dilutions are essential for it to work correctly. (End of JAAHA.org information)

## MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets (MSD's) are provided in the facility and are available for student review. They are in (2) binders in the equine area. These provide information about the products, use of, safety, hazards, information in the event of an adverse reaction, including disinfectants that are used in this facility.

## SHARPS CONTAINERS

**ALL** used needles, scalpel blades, swedged-on suture material (needles are pre-attached to the suture material), broken microscope slides or cover slips, are to be disposed of in labeled sharps containers only. These containers are red in color, with either a clear-type or white plastic top. They have a Biohazard symbol on them that looks like the example below.

<u>Sharps containers are in the following rooms</u>:

Rooms 107 (Anatomy room), 114-116 (animal rooms), 119 (Lab room), 120 (Patient exam/treatment room), 121 (Pharmacy) 123 (Surgery room), and the Equine area room.

They are to be filled to no more than 2/3$^{rd}$ full and then replaced. There is a BIOHAZARD box they are to be placed in when full. They are to NEVER be placed in regular waste.