

Animals on Campus Policy

Scope

Illinois Institute of Technology campus has many animals that reside or visit the campus. These animals fall under many categories. Wildlife, feral animals, pets, Service animals, Emotional Support Animals, Therapy animals, and research animals. This policy will address care, treatment and access allowed these animals.

Illinois Institute of Technology bases this policy on the ADA (American with Disabilities Act) regulations and suggestions.

Definitions

Americans with Disabilities Act (ADA) - a law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

Assistance Animal: Any animal specifically designated by a qualified medical provider that alleviates one or more identified symptoms of an individual's disability. Such animal may afford an individual with a disability an equal opportunity to use and enjoy a dwelling, workplace, or other area, provided there is a nexus between the individual's disability and the assistance the animal provides. Assistance animals are also commonly known as emotional support animal (ESA), or comfort animals. Assistance animals are not service animals.

Certificate of Veterinary Inspection (CVI) - Known as a health certificate, an official document issued by a federal, state, tribal, or accredited veterinarian certifying that the animals identified on the document have been inspected and were found to satisfy the regulations pertaining to their intended movement – within the same state, between states, or internationally.

Employees – for the purpose of this policy, employees are faculty, staff, contractors, visitors, rental tenants.

Feral animals – Wild animals that are not owned or controlled by anyone, especially ones that belong to species which are normally owned and kept by people.

Handler: An individual with a disability who is the owner and user, or trainer of a service animal or assistance animal, or the owner or individual bringing an animal onto university property.

Miniature horse - Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.

Pests - A pest is any organism that spreads disease, causes destruction or is otherwise a nuisance. Some examples of pests are mosquitoes and rodents.

Pet - a domestic or tamed animal kept for companionship or pleasure.

Service Animal – Any dog or under certain circumstances a miniature horse specifically trained to perform a task for the benefit of an individual with a disability. The tasks performed by a service animal must directly relate to the individual’s disability. For purposes of this policy, a service animal-in-training is a service animal and may include a dog or a puppy, or under certain circumstances a miniature horse, that is being trained as a service animal.

Standard operating Procedure (SOP) - a set of step-by-step instructions completed by an organization to help handlers carry out routine operations with a service animal in a hazardous area.

Therapy Animal - provide affection and comfort to members of the public, typically in facility settings such as hospitals, assisted living, and schools. Therapy animals are not service animals.

University Property: For purposes of this policy, university property includes all areas owned or controlled by the university.

Wild Animals – Undomesticated animal species that live independent of people. Examples of wild animals include but are not limited to birds, rabbits, racoons, coyotes, squirrels, chipmunks.

Workspace: An area used or allocated for one’s work, as in an office or other like space where work or task are to be accomplished.

Wild Animals, Feral Animals, Pests

There are wild animals, feral animals and pests at Illinois Institute of Technology campuses. If these animals become an issue, put in a work request through HawkWorks and the department of facilities will address these animals.

Illinois Institute of Technology has regular extermination performed for pests. Illinois Institute of Technology has access to resources that can relocate injured or problem animals to a better environment.

Campus occupants must remember that wildlife will show natural behavior which may include hunting and consuming prey, protecting their habitat, and protecting their young. Unless these activities affect the health and safety of the Illinois Institute of Technology community, the facilities department will not interfere with natural wildlife behavior.

Research Animals

For information on the care and use policies at Illinois Institute of Technology, refer to Animal Subjects (IACUC) web page at <https://www.iit.edu/orcpd/about/animal-subjects>

Pets

Pets or other animals are not allowed in residence halls, even for visits. Service Dogs and/or Emotional Support Animals are not considered pets and are allowed, though a resident may be asked to show proof of Service Dog certification, etc. The only exception is fish, maintained to meet acceptable health standards in an aquarium or fishbowl (the tank must be 10 gallons or smaller and may be subject to approval by the University. The University is not responsible for any loss to personal items (including animals) due to interruption of service (e.g. electricity or heat). The University reserves the right to remove pets at the expense of the handler.

Certificate of Veterinary Inspection (CVI)

According to the Illinois Department of Agriculture regulations, the Certificate of Veterinary Inspections (CVI) should be issued within 30 days of the Dog or cat entering the state of Illinois. The CVI should show the age, sex, breed and description of the animal and provide a complete destination name and address within Illinois. Animals must be free from any visible evidence of disease and cannot originate from an area under rabies quarantine. All dogs and cats 16 weeks of age and older shall be vaccinated against rabies and the date of vaccination and manufacturer information must be included on the CVI.

All psittacine birds entering Illinois must be accompanied by an entry permit and an official CVI

All domestic animals on campus

The handler is solely responsible for the health and well-being of the animal. It is strongly encouraged that all handlers fill out The Evacuation Assistance Request form (Appendix B) in case an emergency evacuation is required. The handler is responsible for supplying a hard sided shipping container/crate that minimally allows the animal to stand up and turn around. The shipping container must have the name and phone number of the handler, the name and phone number of a secondary contact, directions on care of the animal including the name of the animal, type and amount of food, how many times a day fed, location of CVI, food, water containers and food bowls. The handler should also have a care package that contains 2 days of food, a leash and collar if applicable, a copy of the CVI, any other special health care items such as medications,

bedding, etc. Handlers with birds should supply a cage cover. These items are needed for safe evacuation and possible temporary housing situations. We want to cause the least amount of stress to the animals in these types of situations.

The handler is responsible for the physical and financial care of the animal. Illinois Institute of Technology will not care for an animal if the handler is not available. The animal will be removed from campus to a safe habitat at the handler's expense.

The handler is responsible for assuring that the approved animal does not unduly interfere with the routine operation of the University, or cause difficulties for the university community. Sensitivity to community members with allergies and to those who fear animals is important to ensure the peace of the University community. Handlers may be required to relocate animals who make excessive noise or are aggressive. The University will investigate reports of abuse or neglect and involve local authorities as appropriate.

The Handler is responsible for properly containing and disposing of all animal waste in appropriate outside trash dumpsters.

The Handler is financially responsible for the actions of their animal that cause or result in bodily injury or property damage. This includes, but is not limited to, any liabilities or costs associated with any injury resulting from a bite or scratch and any replacement of furniture, fixture, appliance, carpet, window or wall covering etc. as well as cleaning costs considered above the normal cleaning provided for rooms.

Animals are not permitted in potentially dangerous facilities, facilities that cannot accommodate the animal's size, type and weight, facilities where the presence of the animal will compromise legitimate safety requirements necessary for safe operation of the facility.

Service Animal

Defined by the ADA as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. **Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals.** In addition to the provisions about service dogs, Illinois Institute of Technology has provisions for miniature horses that have been individually trained to do work or perform tasks for people with disabilities. Miniature horses will be allowed where they can reasonably be accommodated by the

facility. The assessment factors are (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

Any student who currently has a Service Animal or plans to bring a Service Animal on campus is encouraged to register with the Center for Disability Resources. Any employee who currently has a Service Animal or plans to bring a Service Animal on Campus is encouraged to register with Human Resources. Although registration is optional, a student or employee with a Service Animal may occasionally be asked to provide proof that the Service Animal has met all state or local vaccination requirements. Other than providing documentation of vaccinations, the University does not ask for other documentation for Service Animals, nor does the University require Service Animals to wear a vest, ID tag, or specific harness. If the animal is registered with the University, accommodation will be made in advance for emergency evacuation or other accommodation needed in the case of unforeseen events.

Any person who currently has a service animal is strongly encouraged to complete the Evacuation Assistance Request. This will allow first responders to be prepared to perform animal evacuation along with evacuating personnel.

In situations where it is not obvious that a dog is a Service Animal, University officials may ask the following two qualifying questions:

1. Is the Service Animal required because of a disability? (yes/no)
2. What work or task has the animal been trained to perform?

In most cases, a student with a Service Animal may bring their Service Animal into all areas of the University that are open to the public or to students. However, for safety reasons, certain areas are generally off-limits to Service Animals and all other animals, including the following:

- **Research Laboratories**

Chemicals found in many labs can be harmful to animals. Organisms naturally found on most dogs or other animals could negatively impact the outcome of research. If reasonable steps can be taken to have the service animal available in the lab, the handler will need to obtain a standard operating procedure (SOP) that is approved by the Department of Environmental Health and Safety, the Associate Vice President of Student Health and Wellness, and the Principal Investigator or Professor responsible for the lab. The handler must strictly follow the SOP. Illinois Institute of

Technology will judge if reasonable accommodations can be made to allow service animals in a laboratory. Each specific laboratory or research area requires its own SOP. Meaning a service animal may be allowed in one lab but not another. Miniature horses will not be allowed in laboratories.

- **Mechanical Rooms/Custodial Closets**

Such locations can have chemicals or machinery that could potentially harm animals, and animals may cause disruption to services provided in the location.

- **Other Potentially Dangerous Areas**

Any room, studio, or classroom with sharp metal cuttings or glass shards on the floor; hot material such as molten metal; excessive dust; or moving machinery may pose a danger to animals. When students with Service Animals must be in one of these restricted areas for a course requirement, students should contact their Dean of Students and the Associate Vice President of Health and Wellness, to discuss potential alternative arrangements.

Assistance Animal

An Assistance Animal is an animal that provides emotional support, well-being, or companionship that alleviates or mitigates symptoms of a disability. Unlike Service Animals, Assistance Animals are:

1. not individually trained to perform work or tasks;
2. not limited to dogs and can be other species of animal;
3. only permitted on campus with prior approval from Student Health and Wellness or Human resources in the case of faculty and staff; and
4. generally only permitted in University housing or Faculty/staff work area (not classrooms, labs, dining facilities, etc.)

Students need to refer to the following documents to bring in an assistance animal:

- Center for Disability Resources - <https://www.iit.edu/cdr>
- Residence Life Handbook - <https://www.iit.edu/sites/default/files/2021-07/Residence%20Life%20Handbook%202020-2021.pdf>
- Disability Housing Request form - https://www.iit.edu/sites/default/files/2020-10/cdr-disability_housing_request.pdf

Faculty, staff and tenants need to refer to the following documents:

- Faculty handbook

- Human Resources Employment Practices Policy F. 1.00 section 1.01
<https://www.iit.edu/hr/policies-and-procedures/employment-practices/f1-americans-disabilities-act-ada>

Therapy Animal

Therapy Animals provide affection and comfort to members of the public, typically in facility settings. Therapy animals are not service animals. Although most therapy pets are dogs, other species such as cats, rabbits, guinea pigs, and horses are good candidates. These animals are well trained, have good temperaments, and are people-friendly. Plus, they have a good work ethic.

Therapy animals will go to areas on campus where they have received an invitation. They will not be allowed in any hazardous areas such as chemical labs, machine shops, hot areas, areas that are too cold, etc.. Therapy animals will be attended by their handler. Their handler will keep their full attention on the therapy animal while it is performing its duties. Therapy animals will not work more than 2.5 hours a day. When the therapy animal is not working, and the handler is not in direct control of the animal, they will be housed in a hard sided animal carrier/crate that is large enough for the animal to stand up and turn around.

Therapy animals must be mild-mannered and calm. An overly active dog or cat that jumps up on a person can cause unintentional harm. Even a small scratch could present physical and emotional problems for a person. Handlers must be friendly and interactive. Their presence is an additional comfort to people.

People interacting with therapy animals must be gentle with the animals. Dropping a small dog or cat can hurt them. Squeezing a larger animal can be uncomfortable for the animal.

People shall not feed the therapy animal unless the handler gives them permission and approves the treat.

To minimize problems, the handler will desensitize animals to common handling: rubbing ears, patting heads, etc. The handler should stay close to the therapy animal to ensure safety of all concerned.

If the therapy animal shows any kind of stress, the handler will immediately remove the animal from the situation. It is the priority of the handler to look out for the animals' physical and mental health and wellness.

Therapy animals have to be healthy and clean. They cannot introduce pathogens to the environment. Dogs and cats should be bathed and brushed to reduce dander which can be problematic for people with allergies. All animals should be up-to-date with their

immunizations and be free of internal (intestinal worms) and external (fleas, ticks, lice, mites) parasites.

APPENDIX A

Evacuation Assistance Request

IIT is committed to ensuring the safety of employees, faculty, staff, students and all visitors to our campus buildings. This commitment includes identifying employees with medical condition, impaired mobility, or require Service/assistance animal who may need special assistance in the event of and during an emergency evacuation.

If you require any assistance to safely exit a campus building in the event of an emergency evacuation, please complete this form. Providing this information is entirely voluntary. When completing this form, please do not submit information concerning anyone other than yourself. The information you provide will be kept confidential and used only by the Emergency Response Team, and police and fire officials responding to a building emergency. If you no longer require assistance or your assistance needs change, please submit an updated form at your earliest convenience.

If you have any questions, please contact the Facilities Department at 312-567-3320 or iitfiresafety@gmail.com. If you are faculty or staff, you may also contact IIT Human Resources at 312-567-3318 or hr@iit.edu. If you are a student, please contact Gary Walley, Director, Disability Resources, at 312-567-5744 or gwalley@iit.edu.

* Indicates required question

Full Name* _____

Classification: *

- Employee
- Student
- Tenant
- Visitor
- Other _____

Employer/Department _____

Email Address* _____

Building* _____

Building Address _____

Room Number _____

Impairment Type

- Temporary/Short Term
- Permanent

Additional Notes if needed (please do NOT provide medical details): _____

Will a Service Animal/ Assistance Animal possibly require evacuation?

- Yes
- No

I hereby certify that all information provided is true and accurate, and pertains only to myself _____

I no longer need assistance and would like to be removed from the Evacuation Assistance List.

- Please remove me from the list.

Agreement for Service and Emotional Support Animals Living in IIT Residence Halls

This Agreement must be completed once a resident has been determined qualified to have a service animal or emotional support animal (ESA) living in IIT Residence Halls or the Office of Residence Life or by the Center for Disability Resources, such determination is conditioned upon the resident's on-going agreement to satisfy the following requirements:

- I. The resident is responsible for ensuring all veterinarian's recommended vaccinations are completed and documented. Proof of vaccination is required before moving the animal into the Residence Hall/Greek House. IIT reserves the right to request an updated verification at any time during the animal's residency. Dogs and cats must be accompanied by a Certificate of Veterinary Inspection (CVI) issued within 30 days of entering the campus showing age, sex, breed and description of the animal and the address where the animal will be residing in Illinois.
- II. If the service or ESA animal is a dog or cat, the student is responsible for ensuring the animal is spayed or neutered. Proof of spaying/neutering is required before moving the animal into the Residence Hall/Greek House.
- III. The resident is responsible for all care and costs associated with maintaining the service or ESA animal in good health. The University will investigate reports of abuse or neglect and involve local authorities as appropriate. A resident who is found to be abusing or neglecting their animal will be subject to discipline and may be removed from University housing.
- IV. The resident is responsible for supplying a hard sided shipping container/crate that minimally allows the animal to stand up and turn around. The shipping container must have the name and phone number of the resident, the name and phone number of a secondary contact, directions on care of the animal including the name of the animal, type and amount of food, how many times a day is fed, location of CVI, food, water

containers and food bowls. The resident should also have a care package that contains 2 days of food, a leash and collar if applicable, a copy of the CVI, any other special health care items such as medications, bedding, etc. Residents with birds should supply a cage cover. These items are needed for safe evacuation and possible temporary housing situations. The University aims to reduce stress to the animals in the event safe evacuation and temporary housing is necessary.

V. The resident is responsible for properly containing and disposing of all animal waste in appropriate outside trash dumpsters.

VI. All animals must be contained to the resident's assigned Residence Hall/Greek House room and must not be taken into other rooms within the Residence Hall or Greek House such as the bathroom, lounges, or laundry facilities or into other buildings on campus. Service animals or ESA other than dogs also must be appropriately caged while transported in or out of the Residence Hall.

Service animals in the resident's assigned Residence Hall/Greek or Greek House including dogs and cats, shall be contained in a hard sided carrier that is large enough to allow the animal to stand up and turn around, when the resident is not present in the room. When the resident is unavailable this will: reduce stress to the animal in case repairs or maintenance need to be done in the resident's room; protect workers from animals; greatly reduce the chance of the animal escaping out the door when someone enters, and allow for quick emergency evacuation of the animal by others in case of fire or tornado.

VII. While on campus all animals must be accompanied by the approved resident. The resident should supply the name of a backup person who is trained to handle the specific animal and the animal is familiar with in case of an emergency that makes the resident unavailable, i.e. resident gets ill and cannot provide full care for the animal. All dogs must be leashed at all times on campus.

VIII. The student's residence hall room may be inspected for fleas, ticks or other pests as

needed. The Office of Residence Life staff will schedule the inspection. If fleas, ticks or other pests are detected through inspection, the Residence Hall or Greek House will be treated using approved fumigation methods by a University-approved pest control service. The student may be billed for the expense of any pest treatment. If the problem reoccurs, the resident's Room & Meal Plan Contract may be terminated.

IX. The resident is responsible for assuring that the approved animal does not unduly interfere with the routine operation of the Residence Hall or Greek House, or cause difficulties for students who reside there. Sensitivity to residents with allergies and to those

who fear animals is important to ensure the peace of the residential community. In its sole discretion, the University may require residents to relocate animals who make excessive noise or are aggressive. The University will investigate reports of abuse or neglect and involve local authorities as appropriate. A resident who is found to be abusing or neglecting their animal will be subject to discipline and may be removed from University housing.

X. The resident is solely financially responsible for the actions of their animal that cause or result in bodily injury or property damage. This includes, but is not limited to, any liabilities or costs associated with any injury resulting from a bite or scratch and any replacement of furniture, fixture, appliance, carpet, window or wall covering etc. as well as cleaning costs considered above the normal cleaning provided for rooms.

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Agreement for Service and Emotional Support Animals Living in IIT Residence
Halls

XI. The student must notify The Office of Residence Life and the Center for Disability Resources in writing if the animal is no longer needed as a service animal / ESA or is no longer in the Residence Hall/Greek House. To replace one animal with a different animal, the student must file a new request with the Center for Disability Resources.

XII. The student agrees to continue to abide by all other Residence Life policies.

XIII. Should the animal be removed from the premises for any reason, the resident is expected to fulfill her/his housing obligations for the remainder of the housing contract.

XIV. The Office of Residence Life has the authority to relocate a student and the Service animal or ESA as necessary in accordance with the Office of Residence Life guidelines.

Any violation of the above guidelines may result in immediate removal of the animal from

IIT. If this occurs, the student may appeal the decision through Disability Resources.

With my signature below, I verify that I have read, and agree to abide by all the terms and requirements outlined above.

Resident Name (Please Print) Date

Resident Signature Date

Resident ID Number Resident Hall and Room Number:

Resident's ESA Name & Description (Please Print)

Office of Residence Life Staff Member Date

Consistent with applicable law, the above student has provided documentation that supports a request for a service animal.

Center for Disability Resources Director Date

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