

Task Number	Task Title	Description of Task
1	Introduction	<p>This procedure describes the arrangements concerning the collection, transportation and drop off of dogs within private vehicles owned by carers. It is the responsibility of the Centre Manager to ensure that vehicles are suitable before transporting dogs. It is the responsibility of the owner to ensure that the dog(s) wear an ID tag which included the owners contact details.</p> <p>Dog Carers will be trained in this procedure as part of their induction training, as well as identifying signs of stress and anxiety in dogs, including travel anxiety. Carers should be articulate in observing posture and body language for identifying the signs of stress and fear as a result of travelling.</p>
2	Suitable Vehicle	<p>Dogs are transported in a vehicle in such a way that ensures they are kept separate from the driver and passengers in a contained area to prevent injury to all parties, should the vehicle become involved in a collision. This is achieved by the provision of a properly installed dog guard, by the installation of a secure cage(s) or dog harnesses.</p> <p>The vehicles contain an area for the dog that is large enough to allow the dog(s) to assume a relaxed position and permit them to turn and re-position themselves at will. The vehicle temperature and ventilation will be the same throughout the vehicle. This will be achieved by ensuring that air conditioning or another means of temperature control/ventilation extends throughout the whole vehicle. Vehicles should be kept clean and disinfected after each use.</p> <p>Due to well-planned journeys, dogs are be kept in vehicles for a minimal length of time, however in the event of delays, Carers will always carry water and a bowl in their vehicle. In the event of a delay toilet breaks and water will be provided.</p> <p>All vehicles used for the transportation of dogs will be vacuumed and disinfected on a weekly basis.</p>
3	Unattended vehicles	<p>When a Carer needs to collect or drop off a dog while others are in the vehicle and are left unattended for a short time, the Carer will ensure that:</p> <ul style="list-style-type: none"> • The provision of suitable and adequate ventilation; • the vehicle is kept secure. <p>The vehicle will never be left unattended for more than a few minutes (the time it takes to collect or drop off a dog at its home). In order to minimise the time dogs are spent inside vehicles, journeys are carefully</p>

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		planned and pick-ups and drop-offs are only offered for those clients within a 5-mile radius of the Alpha Dog site.
4	Bookings	<p>Clients requiring collection and drop off of their dogs may provide Alpha Dog Daycare Centre with a key to access their property. To protect the identify and address of the client, each key will be attached to a keyring stating only the clients first initial, surname and dogs name, for example 'A Jones: Poppy'. Carers will be issued with keys for the clients that they are responsible for that week at the beginning of the week. Carers are required to keep all keys in a lock box in their homes and never left in their vehicle overnight. All keys will be returned to the Centre Manager at the end of each week. See OP02. At the time booking, clients will arrange a safe zone within their home or garden where dogs can be collected without the risk of escape, while adhering to social distancing rules.</p>
5	Pick ups	<p>Carers will always knock on the clients door before entering, even if the client is expected to be out. If there is no answer, the Carer should enter the house using the key provided and announce themselves even if the house is thought to be empty. The Carer will follow any specific instructions that may be given by the owner.</p> <p>As a biosecurity measure to prevent the spread of coronavirus, Alpha Dog Canine Daycare Centre shall issue each dog with its own collar, lead and tag, which shall not be shared with other dogs. Between uses collars and leads will be disinfected and stored in sealed, individually labelled plastic bags.</p> <p>When dogs are collected (following social distancing guidelines) Alpha Dog staff will wear surgical gloves and will use our own assigned collar and lead. Once secured, each dog will be misted with L10 disinfectant.</p> <p>The dog will be attached to the lead and the collar check to ensure that it is sufficiently tight to prevent escape (2 fingers fitting snug, but not tight, between the collar and the neck). Only when the dog is secured to the lead should the external door be opened. It is paramount that the Carer ensures that the exit door is locked before leaving. The dog will be secured in the vehicle before driving off.</p> <p>When dogs are collected the carer will observe the dogs in their home for signs of illness. If the dog appears ill or displays any unusual behaviour then they will not be transported on-site. Owners will be contacted immediately to inform them of the suspected ailment.</p>

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6	Movement of Dogs on-site	<p>Dogs will be transported in a pre-cleaned vehicle directly to site. Once the dogs arrive on-site, the entrance gate will be shut immediately after entering. Once on-site dogs will be walked through the foot bath (containing diluted HiBiScrub) before entering the daycare barn. All dogs will be taken from the vehicle to the daycare barn on leads, closing the gate on the ramp and the daycare barn door securely behind them. Only once the dogs are in the daycare barn with the door closed should they be unclipped from their leads.</p> <p>At the end of each dogs' session, before each dog returns home, they are misted with F10 and walked through the foot bath before being transported home.</p> <p>When putting dogs in vehicles to return them home, they will always be taken on a lead to the vehicle and be secured in the vehicle with all doors closed before the entrance gate is opened.</p>
7	Drop offs	<p>With staff wearing surgical gloves, dogs 'daycare' collars and leads are removed in a pre-arranged (with owner) safe zone and returned into their home.</p> <p>Carers will always knock on the clients door before entering, even if the client is expected to be out. If there is no answer, the Carer will enter the house using the key provided and announce themselves even if the house is thought to be empty. The Carer will follow any specific instructions that may be given, for example, which room to leave the dog in, doors to be closed/light left on etc. The Carer will ensure that the dog is clean and dry and water available before being left. It is paramount that the Carer ensures that the exit door is locked before leaving.</p>
8	Lifting into the vehicle	<p>Where possible the dog should be encouraged to get into the cage/vehicle unaided as this provides the best protection for the handler as well as the dog. Where a dog does need to be lifted it should have front paws placed on the ledge of the vehicle and then assisted in by placing a hand on its rump. Alternatively it can be lifted with an arm around its rear and front legs and placed in the vehicle. However both procedures place the dog very close to the handler's face. If there are concerns that the dog may attempt to bite the handler it should not be transported. A dog should never be 'handbagged' or 'scruffed' (i.e. lifted by grabbing the skin on the dog's back and/or neck).</p> <p>There are 'dog ramps' available from Alpha Dog which may assist with moving dogs and are likely to be safer and less stressful for the animal.</p>

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		They can also be especially useful for moving large or heavy dogs into a vehicle for transport.