

Visitors in Animal Areas Information Form

Purpose: to provide instructions for the efficient and safe passage for visitors

Policy: Laurentian University regulations.

Responsibility: Visitors

Procedures:

1. A visitor to an animal area is designated as anyone not directly related to the animal studies being conducted therein.
2. This includes, but is not limited to staff and students, representatives of funding agencies or sources, family members or friends of those who have official business in an animal area, members of news media, representatives of federal/state regulatory agencies and salespersons.

Approval process:

1. If the request is for visitation to unspecified, or all, animal areas, permission to enter **must** be obtained from the Director of Animal Care or the Vice President, Research.
2. If the request is for visitation to a specified (by principal investigator, project title(s)) area, permission to enter must be obtained in writing from the principal investigator(s) whose animals are housed in the specified area as well as the above.
3. The only exception to written permission from the P.I. is when the visitor is personally escorted by the P.I.
 - a. Clause 2.a. still applies.
4. The above visitors must first sign the specified waiver of liability as well as a form on confidentiality.
5. Laurentian University personnel with reasons for entering animal areas such as maintenance, safety, security, and facility utilization may enter an animal area after notifying the Director of the Animal Care or the Vice President, Research.
6. These persons are recommended to first take the orientation tour so that they are familiar with the operations and procedures within the facility.

7. Confidentiality of course is expected and part of the university policies for employees.
8. Because of the potential for spreading animal diseases from one room to another, from a non-animal area to animals, and, more important, from animals to humans it will be necessary to know where a potential visitor has been prior to entering an animal area and what the current vaccination status is of the potential visitor.
9. Visitors will not be granted unrestricted access to all animal areas.
10. Additionally, visitors must agree to abide by requirements to wear protective garments, and visitors must abide by the Laurentian University policy regarding photography.
11. Visitors must be accompanied by an official of Laurentian University at all times while in an animal area.
12. Infractions of these policies may result in loss of access privilege.