

## General Staff Policies

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### **Purpose:**

To describe the general policies for all staff working within the ACF.

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### **Procedure:**

- 1) Food, including candy and gum, and/or beverages is prohibited in the ACF animal facilities. Food and beverages are permitted only in the staff office.
- 2) Loyola University's goal is to provide a smoke free environment on campus. Smoking is prohibited in all enclosed University facilities including the ACF. Violation of this policy will be addressed through the Human Resources progressive disciplinary policy.
- 3) Electronic devices are prohibited in all animal care or support areas unless used for animal enrichment. These devices are only allowed in offices, locker rooms and staff lounges. Permission to use these devices in operating rooms, procedural rooms, necropsy rooms, and other laboratories must be obtained from the ACF Manager.
- 4) If animal care staff become ill, they are required to report the illness to the ACF Manager. If this illness resulted from animal contact, Occupational Health must also be notified. Employees who report to work and are determined by the ACF Manager to be a health threat to the animal colonies will be immediately removed from duty.
- 5) Indiscriminate or negligent behavior by any LUC personnel which may threaten the health of any research animal is regarded as a serious infraction and will lead to disciplinary action. Negligent behavior by same personnel in protecting themselves (not wearing PPE) will also lead to disciplinary action.
- 6) To protect the health of the animals housed in the animal quarters, "non-research" animals are prohibited from all animal facilities. This prohibition includes "pets" of any species.
- 7) Children are generally not permitted in any animal housing, procedure areas or laboratories. Special permission may be granted on a case by case basis by the ACF Manager.