

## Attachment 4: Guidance to Animals in VUMC Buildings

### What Animals are Allowed at VUMC?

- **No animals of any type are allowed in any VUMC-owned or leased buildings with the following exceptions:**
  - Service animals required by patients or visitors
    - Can only be dogs or miniature horses and handler must fill out the Service Animal Information Form prior to entry.
  - Service animals for employees that have been approved as a reasonable accommodation
    - Can only be a dog or miniature horse.
  - Animals utilized in teaching or research.
  - Animals professionally trained for emergency response or law enforcement.
  - Service dogs in training when accompanied by a trainer (only permitted in buildings open to general public-no inpatient areas)
  - Facility Dogs only with an approved VUMC staff handler
  - Volunteer pet teams (therapy dogs) only with an approved handler wearing a VUMC volunteer vest and badge.
  - Animals for demonstration/entertainment preapproved by VUMC. These animals must be met at the screeners desk to be escorted inside to the planned destination (no inpatient areas).
- **Personal pets and emotional support animals are not allowed in any VUMC-owned or leased buildings.**

### Animal Screening

- If a visitor or patient enters a VUMC building with a **dog or miniature horse**, stop them and ask the following:
  - **Is this a Service Animal?**
    - If no, they must fall into one of the other categories listed above to be granted entry. Otherwise, they are not permitted entry and must be turned away.
    - If yes, ask the following question below.
  - **What work or task has the animal been trained to perform?**
    - If an appropriate answer is provided and the animal is behaving calmly, the service animal and visitor are allowed into the building.
    - If there is question to whether this animal qualifies as a service animal based on the provided response, staff may contact the applicable Administrative Coordinator or the Office of Legal Affairs for assistance.
    - *Staff cannot ask for documentation, training records, or about the persons specific disability when questioning about the service animal.*
- If a visitor or patient enters a VUMC building with an animal that is **not a dog or a miniature horse**, they would **only** be granted entry if they are present for pre-approved demonstration/entertainment. In that case, they must meet at the screeners desk to be escorted inside to the planned destination (no inpatient areas).

### Escalation and Resources

- If a visitor is calm and would like to ask additional questions regarding our animal policy, you can contact the following resources:
  - Administrative Coordinator -615-497-0760
  - Office of Legal Affairs – 615-936-0101
  - Office of Infection Prevention – 615-835-1205
  - Office of Clinical and Research Safety -615-322-2057
- If a visitor has escalated to an inappropriate or threatening behavior contact the following resources:
  - Vanderbilt University Police Department (Main campus/OHO) - 615-322-247 or 911
  - Local police department or 911 (Offsite Clinics)
  - Administrative Coordinator 615-497-0760
  - Office of Legal Affairs – 615-936-0101
  - Office of Infection Prevention – 615-835-1205
  - Office of Clinical and Research Safety -615-322-2057 or 615-875-3779 (after hours)