

Dogs at Work Employee Guide



Congratulations! Your company has made the decision to become pet-friendly, which means you and your favorite four-legged commuter can enjoy spending the day together at your desk! However, before you start packing your pup's favorite toys in your briefcase, there are a few things you'll need to do. All dogs who enter the office must first be approved. The approval process is easy and was created to ensure that all dogs coming to work are well-trained and responsible members of the office!

● Step One: Canine Good Citizen Testing

Canine Good Citizen (CGC) testing was started by the American Kennel Club in 1989 to reward dogs who are well behaved in the home and community. The test includes several basic commands that lay the foundation for a well-trained dog.

Owners may choose to prepare for CGC testing on their own at home or enroll in a training class. Certified evaluators are also available all across the United States. Use the CGC Evaluator Directory at www.webapps.akc.org/cgc-evaluator/#/ to locate where testing takes place in your community!

● Step Two: Renter's/Homeowner's Insurance Liability

Another requirement for your dog to be approved is for you to obtain renter's or homeowner's insurance (minimum of \$100,000 liability) to cover any incident that may occur with your dog. Proof of insurance is required when submitting your application form.

● Step Three: Health Requirements

To ensure that all dogs in the office are healthy, you will need to show proof that your dog is up to date on vaccinations for DDHP, Rabies, and Bordetella. Your dog will also need to be on a year-round parasite maintenance program.

● Step Four: Submit Application

Once your dog has passed their CGC testing, you've gathered veterinary paperwork showing proof of vaccination and parasite maintenance program, and you have your renter's/homeowner's insurance paperwork, you're ready to start filling out your application!

You'll need to choose a "buddy" for your dog before submitting the application. This buddy should be a coworker who sits near you in the office. They will need to agree to take responsibility of your dog should you go to a dog-free zone or step away from your desk for an extended period.

● Step Five: Desk ID Certificate

If your dog meets all the requirements, then they will be approved! All approved dogs will receive a desk certificate which will need to be posted outside of your cubicle or office.

**Congratulations! Your dog is now
ready to come to work with you!**



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