



## SF SPCA Transport Protocol During COVID-19 Outbreak

Transport from source shelters should be supported in implementing the recommendation to limit intake to only essential situations (e.g. sick, injured, or endangered). Transport may be considered when a source shelter lacks the capacity to provide necessary care for an animal admitted appropriately on an emergency basis. For example, some shelters may lack the medical capacity to provide necessary care for a sick or injured animal. Even in such cases, opportunities for care within the community should be sought prior to transport (such as at another shelter or private veterinary clinic). When local options have been exhausted, transport partners should observe the same precautions for maintaining social distancing and limiting personnel exposure as have been developed for the release of animals to adoption, foster, etc. We must acknowledge that each exception carries risks for humans. Transports should not travel to areas that do not yet have significant numbers of COVID-19 cases, or to states or communities that have asked for specific travel restrictions.

As an alternative, transfer between shelters in the same community is encouraged because it promotes live releases while maintaining recommended social distancing guidelines. Be respectful of #safeathome orders in each state and municipality. While shelters and clinics have been identified as essential organizations, not every service or function of a shelter is essential. It is our obligation to reduce our activities. When intake is decreased to essential only, the capacity to find a lifesaving outcome within the community is increased. This is why it is so essential to follow NACA guidelines for intake reduction and call response.

### Transport Best Practices During COVID-19 Outbreak

- ▶ All transporters should follow the [CDC Prevention Guidelines](#) and should maintain safe distances from other people; avoid touching eyes, nose, and mouth; and ensure all frequently-touched surfaces are sanitized daily.
- ▶ Transporters should wash their hands frequently following the [CDC Hand Washing Guide](#) and always wash their hands after handling frequently-touched surfaces such as gas pumps, steering wheels, door handles, doorknobs, phones, etc. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol should be used until the nearest handwashing station is accessible.
- ▶ Limiting groups of people congregating during transport preparation, departure, and arrival is crucial to prevent the spread of COVID-19.
- ▶ Only the people that are essential to physically unload or load the transport should be present during departure and arrival.
- ▶ All personnel involved in loading or unloading the transport van should be at least six (6) feet from each other at all times.
- ▶ No more than four (4) people should be working together at any given time during transport preparation and they must be separated by six (6) feet.
- ▶ All animals should be relatively clean before going on transport, and after handling animals or cleaning kennels, people should thoroughly wash their hands for at least 20 seconds.

**Transport  
Best  
Practices  
During  
COVID-19  
Outbreak  
Continued**

- ▶ All transport kennels should be thoroughly disinfected between animals and post transport, as should happen normally following best practices in sanitation. ([Sanitation in Animal Shelters](#))
- ▶ For lifting heavy kennels into vehicles, no more than three (3) people should be near each other during the process.
- ▶ During the load up of transport, people should place animals directly into the vehicle themselves, instead of making close contact by handing off animals or kennels to another person.
- ▶ Source shelters must disclose the animal's COVID-19 exposure status (e.g. known exposure, unknown exposure).

**Transfer  
Process**

1. Prepare the transport van.
2. Wash or sanitize hands.
3. Drive to the source shelter.
4. Call source shelter staff upon arrival.
5. Put on face mask and disposable gloves.
6. Unload donations in an area at least six (6) feet from source shelter staff.
7. Select cats with source shelter staff keeping a minimum distance of six (6) feet from the transporter.
8. Load cats into the transfer van following the measures described in the [section](#) above.
9. Select puppies with source shelter staff keeping a minimum distance of six (6) feet from the transporter.
10. Load puppies into the transfer van following the measures described in the [section](#) above.
11. Walk through the adult dog kennels and select candidates with source shelter staff keeping a minimum distance of six (6) feet from the transporter.
12. Source shelter staff place the candidates in a multi-dog play area with the transporter maintaining a minimum distance of six (6) feet from source shelter staff while animals are being moved.
13. Enter the multi-dog play area once source shelter staff have moved a minimum of six (6) feet away.
14. Interact with dogs and finalize selections.
15. Load dogs into the transfer van following the measures described in the [section](#) above.
16. Source shelter staff place animals' paperwork on a flat surface with the transporter maintaining a minimum distance of six (6) feet from source shelter staff.
17. Once source shelter staff has moved at least six (6) feet away from the paperwork, transporter collects the paperwork.
18. Leave the source shelter.
19. Remove face mask and disposable gloves.
20. Wash or sanitize hands.
21. Email the manifest to the SF SPCA.

**Steps  
Continued**

- 22.** Drive to the SF SPCA.
- 23.** Put on face mask and disposable gloves.
- 24.** Transporter and selected staff members unload cats and puppies, maintaining a minimum distance of six (6) feet from one another and wearing face masks and disposable gloves.
- 25.** Staff member takes animal to designated room maintaining a minimum distance of six (6) feet from other staff members.
- 26.** Staff member takes transport kennel to chemical yard for disinfecting maintaining a minimum distance of six (6) feet from other staff members.
- 27.** Staff member removes and discards gloves.
- 28.** Staff member washes or sanitizes hands.
- 29.** Transporter and selected staff members unload adult dogs, maintaining a minimum distance of six (6) feet from one another and wearing face masks and disposable gloves.
- 30.** Transporter and staff members take dogs immediately into Caroline's Park for a bathroom break, maintaining a minimum distance of six (6) feet from one another.
- 31.** Staff member takes animal to designated room maintaining a minimum distance of six (6) feet from other staff members.
- 32.** Staff member fits dog with collar.
- 33.** Staff member removes and discards gloves.
- 34.** Staff member washes or sanitizes hands.
- 35.** Transporter organizes paperwork for all new animals while staff members wait outside, maintaining a minimum distance of six (6) feet from one another and wearing face masks and disposable gloves.
- 36.** Once paperwork for the animal is ready, transporter places paperwork on a flat surface with the staff member handling the animal maintaining a minimum distance of six (6) feet from the transporter.
- 37.** Once transporter has moved at least six (6) feet away from the paperwork, staff member collects the paperwork and takes it to the correct location (e.g. animal's room, Shelter Medicine) maintaining a minimum distance of six (6) feet from other staff members.
- 38.** Staff member removes and discards gloves.
- 39.** Staff member washes or sanitizes hands.
- 40.** The transport van is sanitized.
- 41.** The transport kennels are sanitized.