

PET-FRIENDLY OFFICE DIY SYSTEM



Tool #1 YOUR DIY QUICK START GUIDE



PetFriendly
OFFICE.COM

How to use this *DIY SYSTEM*.

Dear hero to your pet-loving employees,

Congratulations on choosing the “Do-It-Yourself” approach to establishing and maintaining a pet-friendly office!

I’m Pam Foster, creator and Chief Pet-Friendly Officer here at PetFriendlyOffice.com.

Consider me as your friendly guide whose “soul mission” is to help you make quick work of your awesome plan to include pets in the workplace.

You already know that more and more of the workforce is made up of people who consider their pets to be their best friends.

And while companies need employees to return to the office, many talented workers aren’t ready to spend days apart from their pets.

Your pet-loving employees and job candidates will thank you for allowing their pets to come to the office.

Use this Quick Start Guide to familiarize yourself with the different materials in this *DIY SYSTEM*.

IMPORTANT NOTE: Standards for Pets in the Workplace

During my research to create this *DIY SYSTEM*, I was surprised to find that **there are no nationally or federally mandated standards on pets in the workplace.** Not currently.

OSHA (the Occupational Safety and Health Administration) is a U.S. Department of Labor agency. [On its website](#), it states: “*OSHA does not have any specific standards prohibiting the presence of pets in the workplace. We recommend that you contact your State and local health departments to determine if they have any regulations that pertain to your situation.*”

Instead, your workplace standards are entirely up to you!

Every business, including yours, is challenged with creating a personal policy by combining the best practices along with local regulations and legal considerations.

So where do you even start? Right here!

You're the main reason why I established PetFriendlyOffice.com as a central hub for standards and procedures.

I created your *DIY SYSTEM* materials after an in-depth evaluation of the very best practices I found across all kinds of industries and sources.

Your DIY Policy Template includes suggestions or prompts based on the main aspects of pets in the workplace ... a starting point to customize:

- Eligibility and Health Requirements
- Behavioral Expectations
- Owner Responsibilities
- Designated Areas and Restrictions
- Allergies and Accommodations
- Administrative Procedures and Policy Enforcement

Exception: There ARE federal standards/requirements for allowing service animals in the workplace. On the [ADA \(Americans with Disabilities Act\) government website](#), it states, *"Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is allowed to go. For example, in a hospital it usually would be inappropriate to exclude a service animal from areas such as patient rooms, clinics, cafeterias, or examination rooms. However, it may be appropriate to exclude a service animal from operating rooms or burn units where the animal's presence may compromise a sterile environment."* You'll want to read through that website and then contact your local attorney about specifics for your company.

If you ever have questions, you can always email me at pam@contentclear.com.*

Here's to your pet-friendly success!

Pam Foster
Your Chief Pet-Friendly Officer
PetFriendlyOffice.com

*PetFriendlyOffice.com is a division of ContentClear Marketing.

STEP 1.

Get familiar with your *DIY SYSTEM's* 6 essential tools.

These tools are listed in the ideal order to use them, starting with this Quick Start Guide. You'll find that the tools help you consider every aspect of pet-friendly office success ... so you can then follow an easy, systematic path.



Tool #1: QUICK START GUIDE

You're here!



Tool #2: MASTER CHECKLIST and IMPLEMENTATION ROADMAP

With this comprehensive document, check off everything you'll want to consider and complete for your pet-friendly office. Then, map out your steps for launch.



Tool #3: EMPLOYEE SURVEY TEMPLATE

Ask employees what they'd love for a pet-friendly office, as well as any concerns. The answers will help you design a program everyone's good with.



Tool #4: POLICY TEMPLATE

I based this on professional policies I've seen from different companies, and it may be your favorite tool.



Tool #5: EMPLOYEE AGREEMENT/APPLICATION TEMPLATES

Employees will appreciate these forms for clarity and reassurance that all pets are "cleared" as healthy, well-behaved office members. The forms include an application, an Employee Pledge, and an acknowledgement/accommodation form for employees with allergies or discomfort around pets.



Tool #6: EMPLOYEE COMMUNICATION TEMPLATES

You won't have to start from scratch when keeping employees informed! Use these templates for smooth communication and total clarity.

STEP 2.

Customize the tools any way you wish, for your company and specific employee needs.

Use the tools in order to quickly get your mission in order.

You have a number of variables in your workplace, including type of company, type of building lease or ownership, work environment, local regulations, employee expectations, and more.

Start with **Tool #2: MASTER CHECKLIST and IMPLEMENTATION ROADMAP** to review and complete every relevant item for your policy and implementation success.

Then create, finalize, and launch your pet-friendly office system with target dates for each step.

Keep going until you've created exactly what you want for your company and employees.

You're on your way at last!

Pam Foster
PetFriendlyOffice.com

PLEASE NOTE: If you're truly swamped and really just want me to do the heavy lifting on this ... we can follow my [Pet-Friendly Office CONCIERGE SYSTEM](#) and get it done while you focus on other urgent matters. I can even guide you through choosing and implementing additional pet-related benefits. [Contact me to set up a FREE 20-Minute conversation.](#)