

|  |
| --- |
| **RECTOR OF THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES****ORDER****ON APPROVAL OF THE PROCEDURE FOR BRINGING AND/OR KEEPING PETS ON THE PREMISES OF THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES** |
| Kaunas |

Pursuant to Clause 49 (2) of the Statute of the Lithuanian University of Health Sciences (hereinafter referred to as the "University"), taking into account the measures [4.2.3] and [4.10.3] provided for in the Implementation Plan of the University's Guidelines for the Strategic Development 2022–2026, Clause 63.3 of the Student Dormitory Regulations No. 2023-V-0209 of 03/08/2023 approved by the Order of the Rector of the University “Regarding the Approval of the Student Dormitory Regulations and Typical Agreement Forms”,

1. I hereby approve the Procedure for Bringing and/or Keeping Pets on the Premises of the Lithuanian University of Health Sciences (enclosed hereto).
2. I hereby delegate the Document Management Department to communicate this Order to the employees of the University, the Students Union, and the Communication Department of the University by preparing an information notice and publishing it on the internal network (Intranet) within 5 (five) working days from the date of signing of the Order.
3. I hereby instruct the Director of Administration and Finance of the University, Laima Matusevičienė, to implement control over execution of this order.
4. This Order shall enter into force on the date of its signature.

Rector Prof. Rimantas Benetis

Legal officer Rimantė Braukylaitė, email rimante.braukylaite@lsmu.lt, tel. 8 373 95385

APPROVED

Order of the Rector of the Lithuanian University of Health Sciences of -/-/2023 No.\_\_\_\_\_\_

# PROCEDURE FOR BRINGING AND/OR KEEPING PETS ON THE PREMISES OF THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

**CHAPTER I**

**GENERAL PROVISIONS**

1. The Procedure for Bringing and/or Keeping Pets on the Premises of the Lithuanian University of Health Sciences (hereinafter – the University) (hereinafter – the Procedure) governs the process and rules for the bringing and/or keeping of pets by the University employees, students, inhabitants of the University dormitories, and persons staying on the University premises on the premises managed, owned by and available to the University, including dormitories.
2. This Policy applies to all University employees, students, residents of the University dormitories, and persons staying on University premises where temporary accommodation may be provided.
3. This Policy shall not constitute grounds for bringing and/or keeping of pets on University premises where in-person learning activities take place.
4. This Procedure has been prepared in accordance with the Law of the Republic of Lithuania on the Care, Keeping and Use of Animals, Order No. A-2094 of the Director of Kaunas City Municipality Administration of 7 July 2015 “On Approval of the Rules for Keeping Animals in Kaunas City” (the “Rules for Keeping Animals in Kaunas City”) and Order No. B1-336 of the Director of the State Food and Veterinary Service of 2 May 2013 “On the Approval of the Description of the Procedure for Keeping Animals in Residential Areas of Municipal Territories” (hereinafter – the Description of the Procedure for Keeping Animals in Residential Areas of Municipal Territories).
5. Procedure definitions:
	1. **University premises** shall mean the premises managed by the University under ownership or held in trust, used, and/or available to the University.
	2. **Common areas** shall mean all common areas, except those used to access/exit residential or working premises.
	3. **Pet** shall mean a non-hazardous animal kept for aesthetic and social purposes.
	4. **Pet owner** shall mean a University employee or student who is the owner of the pet.
	5. **Bringing of a pet** shall mean a short-term transfer of a pet from its regular environment to the owner's workplace, temporary residence in a dormitory, or other temporary accommodation located on the University premises.
	6. **Keeping of a pet** shall mean the provision of living, nutrition, and animal hygiene conditions for a pet on the University premises.
	7. Other terms used in the Procedure shall be construed as defined in the Law of the Republic of Lithuania on Welfare and Protection of Animals, the Rules for Keeping Animals in Kaunas City, the Procedure for Keeping Animals in Residential Areas of Municipal Territories, and other legal acts.

# CHAPTER II

**RIGHTS AND DUTIES OF PET OWNERS**

1. All pet owners shall comply with the following duties:
	1. to care for the pet at all times and to ensure the welfare and protection of the pet on the University premises;
	2. to comply with the requirements of this Procedure and other legal acts governing the welfare and protection of pets;
	3. to ensure that the pets they bring and/or keep do not endanger the life, health of humans and other pets, and/or property;
	4. to not infringe the rights and legitimate interests of other persons;
	5. to register and tag the pet in advance as provided for in the procedure established by the Kaunas City Municipality Council prior to bringing/keeping the pet on the University premises, in accordance with the Rules for Keeping Animals in Kaunas City;
	6. to ensure that dogs, cats, ferrets, and/or other pets susceptible to rabies have received rabies vaccination prior to bringing or keeping the pet on the University premises, as laid down in the Requirements for Rabies Control approved by Order No B1-463 of 11 May 2007 of the Director of the State Food and Veterinary Service “On the approval of requirements for rabies control”, and carry the documents certifying the fact of vaccination of the pet against rabies;
	7. to ensure that the pet is vaccinated against major infectious diseases, de-wormed, and has an up-to-date, valid pet passport, if this is required by law pertaining to the species of animal concerned;
	8. to immediately report any pet(s) suspected of being infected, carrying, or suffering from rabies or any other contagious disease to the State Food and

Veterinary Service (hereinafter – the SFVS) or its territorial unit, or a private veterinary practice;

* 1. immediately notify the authority authorised by the Ministry of Health or the SFVT if a dog, cat or other pet susceptible to rabies has bitten, scratched or otherwise injured a person. If the pet has injured a person(s) in any form on the University premises,

immediately notify the Staff Health and Safety Department of the University by email darbusauga@lsmu.lt,, phone +370 37 327 227;

* 1. to ensure that the pets they lead, carry or otherwise use/transport in the common areas do not endanger other persons, pets, their health, life and property of persons and the University; in case of any damaged caused, to undertake to fully compensate for the damage;
	2. to immediately collect the pet waste and/or clean up after the pet (e.g., tufts of pet fur, feathers, etc.), to prevent odours, and to maintain general tidiness if a pet has fouled or otherwise soiled on the University premises or the grounds around the University premises, including common areas and facilities;
	3. not to keep or leave pets unattended in the common areas;
	4. to ensure that the pet does not disturb other people's peace, rest, work, etc.
1. Recommendations for all pet owners:
	1. Pet owners should get insurance coverage for their pets including the pet owner's third-party liability pet, if available.
2. **Prior to** bringing their pet to the University premises, the pet owners are additionally required to:
	1. make sure that the pet has been fully socialised and train it to obey commands (if applicable to the species). The pet must respond calmly to environmental stimuli such as strangers, a knock on the door, a stranger entering the room, being left alone, and wait calmly for its owner (i.e. not bark, yelp, jump at the door, chew on or otherwise damage the surrounding objects, or generally make any noise) when the owner leaves, and respond appropriately to commands;
	2. to obtain written consent to bring the pet to the workplace, dormitory or other temporary accommodation from the occupants of the premises, and to be able to present these consents at any time.
3. **When and/or prior to** keeping their pet on the University premises, the pet owners are additionally required to:
	1. not to leave the pet alone and unattended after leaving the temporary accommodation in the dormitory, other premises of temporary accommodation, or workplace, if this applies to the species concerned;
	2. to regularly and promptly collect and clean up the pet's excrement or other contaminants, and to change the contents of the excrement and other contaminant accumulation locations (e.g. cage, litter box, fish tanks) in order to prevent bad odours;
	3. to obtain written consent for the pet owner to keep the pet from the persons living in the same dormitory room, other temporary accommodation premises, or from the employees who will be working (staying) in the same room as the pet;
	4. to comply with the current version of the biosafety requirements laid down in the “Biosecurity and Biosafety Standard Operating Procedures”1 (current version) by the Councils of the Faculties of Veterinary Medicine and Animal Sciences of the LSMU Veterinary Academy.
4. Pet owners have the following rights:
	1. to bring and/or keep a pet on the University premises, subject to written approvals as set out in clauses 8.2 and 9.3 of these Regulations;
	2. to take the pet for a short walk outdoors during the pet owner’s work breaks, subject to the requirements laid down in clause 6.11 of this Procedure.

# CHAPTER III

**PROVISION OF APPROPRIATE CONDITIONS FOR BRINGING, KEEPING, AND CARING FOR PETS**

# SECTION I

**GENERAL REQUIREMENTS FOR BRINGING PETS**

1. Bringing of a pet shall be subject to the written consent of persons on the same premises, as set out in clause 8.2 of this Procedure. Prior to bringing a pet, the pet owner shall obtain the agreement regarding the pet presence from the persons on the premises at the same workplace. Persons shall not be obliged to give a reason for their refusal to provide the consent.
2. The number of pets to be brought by a single person is 1 (one) pet or a reasonable (typical) number for the species.
3. The period of time for which a pet may be brought shall be equal to the period during which the pet owner works or stays in a dormitory or other temporary accommodation premises.

1 Biosafety requirements approved by the Councils of the Faculties of Veterinary Medicine and Animal Science of the Veterinary Academy

“Biosecurity and Biosafety Standard Operating Procedures” (Lithuanian version) [[https://lsmu.lt/wp-](https://lsmu.lt/wp-content/uploads/2022/05/biosaugos_svp_2021.pdf) [content/uploads/2022/05/biosafety\_svp\_2021.pdf](https://lsmu.lt/wp-content/uploads/2022/05/biosaugos_svp_2021.pdf)], (English version) [[https://lsmu.lt/wp-](https://lsmu.lt/wp-content/uploads/2022/12/biosecurity_2021.pdf) [content/uploads/2022/12/biosecurity\_2021.pdf](https://lsmu.lt/wp-content/uploads/2022/12/biosecurity_2021.pdf)].

1. The pet owner shall ensure that the sounds produced by the pet brought do not violate the provisions of the Law on Noise Management of the Republic of Lithuania and the Lithuanian Hygiene Norm HN 33:2011 “Noise Limit Values for Residential and Public Buildings and their Surroundings” approved by the Minister of Health of the Republic of Lithuania

by the Order No. V-604 of 13 June 2011 “On the implementation of the Lithuanian Hygiene Norm HN 33:2011 “Noise Limit Values for Residential and Public Buildings and their Surroundings”.

1. It is prohibited to leave a pet alone on University premises overnight, unless applicable otherwise in view of the natural species characteristics of the pet.
2. The pet owner shall ensure the cleanliness of the workplace and the dormitory room or other temporary accommodation in as much as applicable to their pet, i.e. not to allow the pet to scatter or leave its toys around, not to allow the pet foul (urinate/defecate) in places other than the designated areas, to pick up the pet's shed fur, feathers, etc., not to leave pet food, pet food bowls, etc. in an untidy manner. In case of unpleasant odours emitted by the pet, the pet owner take the necessary measures to remove them.
3. At the end work period or stay in the dormitory room or other temporary accommodation premise, the pet owner shall remove the pet food, drinks, and their containers, toys, and any other items relating to the pet or to the pet's needs, along with the pet.
4. The pet owner shall provide the pet with a place for it to rest and relax in the workplace, dormitory room, or other temporary accommodation premise, i.e. a bed, permanent access to water, and a complete feeding schedule at the pet's usual time.
5. The pet owner shall ensure that toys specifically designed to keep the pet occupied are available in the workplace, dormitory room, or other temporary accommodation premise, provided that the pet's play does not interfere with the employees' work.
6. When taken through common areas, the pet shall be led on a leash alongside the pet owner, if applicable, depending on the animal species. When encountering another person, the pet owner shall move the pet to the opposite side in relation to the person passing. The same principles apply when encountering a passer-by walking their pet on the pathways on the University. Safe distance shall be maintained with all persons.
7. After walking a pet in adverse weather conditions, the pet owner shall wipe its paws and dry its wet coat when entering the University premises.

# SECTION II

**GENERAL REQUIREMENTS FOR KEEPING PETS**

1. A pet may be kept in the workplace, dormitory room, or other temporary accommodation premise under the condition that the welfare of the pet can be provided in view of the natural characteristics of the pet species concerned and prior consent provided for in clause 9.3 of this Procedure has been granted. Persons shall not be obliged to give a reason for their refusal to provide the consent.
2. The number of pets kept by a single person is 1 (one) pet or a reasonable typical number for the pet species.
3. The pet may be kept for the duration that is equal to the period of time of the pet owner’s presence at the workplace premises or to the residence period specified in the accommodation contract for the pet owner's residence on the specific residential premises. It is prohibited to leave a pet alone and unattended, unless not required in view of the pet species, without ensuring the pet's well-being and proper keeping conditions.
4. The pet owner shall ensure that the sounds produced by the pet kept do not violate the provisions of the Law on Noise Management of the Republic of Lithuania and the Lithuanian Hygiene Norm HN 33:2011 “Noise Limit Values for Residential and Public Buildings and their Surroundings” approved by the Minister of Health of the Republic of Lithuania

by the Order No. V-604 of 13 June 2011 “On the implementation of the Lithuanian Hygiene Norm HN 33:2011 “Noise Limit Values for Residential and Public Buildings and their Surroundings”.

1. The pet owner shall ensure the tidiness of the workplace or place of residence in relation to their pet, i.e. not to allow the pet to scatter or leave its toys around, not to allow the pet to urinate/defecate anywhere other than in pet’s litter box located in the place of residence, to pick up the pet's shed fur, feathers etc., not to leave pet food, pet food bowls, etc. in an untidy manner and in non-designated locations.
2. The pet owner shall ensure that medicines, food, drinks, containers thereof, pet toys, and other items related to the pet itself or to the pet maintenance are kept in an orderly manner. Medicines, food, and drinks shall be stored in closed containers and/or packaging, and must be sealed, odour-proof, non-expired, and suitable for the pet. Toys and other items relating to the pet itself or to the pet's needs shall be kept in a designated box, which shall be covered.
3. The pet owner shall provide the pet with a place for it to rest and relax, i.e. a bed, permanent access to water, and a complete feeding schedule at the pet's usual time.
4. The pet owner shall ensure that toys specifically designed for the pet's occupation are available, provided that the pet's play does not disturb other persons in the same room during the period of the pet owner’s absence from the place of residence.
5. If the pet urinates/defecates outdoors, it shall be walked outdoors according to the pet’s needs. The pet’s excrement shall be collected immediately by the person walking the pet.
6. The pet owner shall regularly and promptly collect and clean up the pet's excrement or other contaminants, and to change the contents of the excrement and other contaminant accumulation locations (e.g. cage, litter box, fish tanks) in order to prevent bad odours, insects, and ensure tidiness of the workplace or place of residence. After the pet has fouled outside or in the litter box, the pet owner shall wipe the pet's paws to ensure cleanliness of the University's premises.
7. When taken through common areas, the pet shall be led on a leash alongside the pet owner. When encountering another person, the pet owner shall move their pet to the opposite side. The same principles apply when encountering a passer-by walking their dog on the pathways on the University. Safe distance shall be maintained with all persons.
8. After walking a pet in adverse weather conditions, the pet owner shall wipe its paws and dry its wet coat when entering the University premises.
9. The additional fee (if any) determined by the Rector shall be paid for keeping a pet in a dormitory room.

#  SECTION III

**PET REGISTRATION FOR KEEPING ON UNIVERSITY PREMISES**

1. Pet owners intending to keep their pet on the University premises shall register the pet by sending an email to gyvunai@lsmu.lt with a fully completed and signed form as set out in the Annex to the Procedure.
2. The following information shall be provided when registering the pet to be kept:
	1. pet owner’s full name;
	2. pet location, i.e. room number of the pet owner's workplace, residence;
	3. pet species, breed;
	4. number of pets;
	5. number of pet passport/microchip/subcutaneous tattoo (if applicable to the pet);
	6. written consents for the pet owner to keep the pet from the persons living in the same dormitory room, other temporary accommodation premises, or from the employees who will be working (staying) in the same room as the pet kept.
3. The pet owner is responsible for the accuracy of the information provided for the registration of pets kept on the University premises.
4. Permission to keep pets on the University premises shall be granted within 10 (ten) working days from the same email address: gyvunai@lsmu.lt. The permission to keep pets on the University premises shall be valid from the date of issue until its revocation. In the event of any refusal (in any form) to provide consent to keep a pet from any persons living in the same dormitory room, other temporary accommodation premises, or from any of the employees to be working (staying) in the same room as the pet, the permission to keep pets on the University premises shall automatically become null and void. In case there is a change of any occupants of the same dormitory room, other temporary accommodation premises, or a change of any employees working in the same room as the pet, the pet owner shall obtain new permission to keep the pet on the University premises, and the previous permission shall become null and void.
5. If it has been detected that the pet owner has provided inappropriate or untrue information about the pet kept on the University premises, without complying with other requirements of this Procedure, the pet owner shall immediately cease keeping the pet on the University premises.

# SECTION IV

**MONITORING OF THE PROVISION OF APPROPRIATE CONDITIONS FOR PETS**

1. The implementation and enforcement of the requirements set out in this Procedure with regard to a pet brought in or kept on the University premises shall be supervised and controlled by the employee's immediate supervisor (if the pet has been brought in and/or kept by employees) or by the building administrator (if the pet animal has been brought in and/or kept by students).
2. The persons referred to in clause 40 of the Procedure who exercise the function of controlling compliance with the Procedure shall have the following rights:
	1. to enter the University premises where the pets are kept to check the pet owner’s compliance with the requirements set out in the Procedure;
	2. to enter the University premises where the pets are brought in to check the pet owner’s compliance with the requirements set out in the Procedure;
	3. to request that the pet owner present the documents, information or explanations concerning the pet, pet well-being, and provision of the necessary and appropriate conditions for the pet;
	4. to report to the Head of the Building Maintenance and Repair Service of the Infrastructure Management Department of the University on cases of non-compliance by the pet owner with the requirements set out in this Procedure (in the case of keeping and/or bringing in of a pet);
	5. to submit reports, statements, recommendations, and proposals to the Rector of the University on cases of non-compliance with the requirements set out in this Procedure by a pet owner.
3. Mandatory preventive inspections shall be performed in the event of complaints or other negative circumstances regarding pets brought in or kept on the University premises.

# CHAPTER IV

**PET-FREE UNIVERSITY PREMISES**

1. In view of the strict hygiene requirements and compliance with them, the following University premises shall be established as pet-free, i.e. the premises where the presence of pets is prohibited:
	1. laboratories;
	2. dissection hall;
	3. vivarium;
	4. museums;
	5. Human Resources Department;
	6. Staff Health and Safety Department;
	7. wards (including laboratory facilities) and isolation wards of the VA Large Animal Clinic (this requirement shall not apply to the patients);
	8. Biological Research Centre;
	9. 636, Training room, Hlab92, Educational Laboratory Building (ELB);
	10. 638, Training room, Hlab93, Educational Laboratory Building (ELB);
	11. Wild Animal Rescue Centre (all rooms except staff rooms 105–108);
	12. places marked by a sign with a red dog crossed with a red line on a white background;
	13. places where personal and animal health services are provided.

# CHAPTER V RESPONSIBILITY

1. Persons who have violated the Procedure shall be liable in accordance with the laws of the Republic of Lithuania.
2. The owner of a pet brought in or kept in violation of the requirements set out in this Procedure shall be prohibited from bringing or keeping the pet on the University premises. The decision to prohibit the bringing in or keeping of the pet shall be taken by the employee’s immediate supervisor or by the Head of the Building Maintenance and Repair Service of the Infrastructure Management Department. The decision shall be communicated to the pet owner against signature or by e-mail (vardas.pavardė@lsmu.lt). If the pet owner disagrees with the decision, he/she has the right to appeal against the decision to the Rector of the University within 10 (ten) working days from the date of sending the decision to the pet owner. The resolution shall be sent by e-mail (vardas.pavardė@lsmu.lt).
3. The pet owner shall be fully responsible for the behaviour of the pet and the consequences of such behaviour, and for compensation for damages.
4. The pet owner shall be liable for any damage caused by the pet and shall compensate for the damage in full to the person who has incurred the damage and/or the University.

# CHAPTER VI

# FINAL PROVISIONS

1. This Procedure shall be approved by an order of the Rector of the University and shall enter into force on the date of its approval.
2. The Procedure may be amended, revised, supplemented, etc., as necessary, by order of the Rector of the University.

Annex to the Procedure for Bringing and/or Keeping Pets on the Premises of the Lithuanian University of Health Sciences

(full name, email address provided by Lithuanian University of Health Sciences)

(dormitory number, room number / department name, room number)

# PET REGISTRATION FORM FOR PET KEEPING ON UNIVERSITY PREMISES

(date)

(place)

|  |  |  |
| --- | --- | --- |
| 1. | Full name of the pet owner |  |
| 2. | Pet location where the pet is to be kept, i.e. room number of the pet owner's workplace, residence |  |
| 3. | Species, breed of the pet |  |
| 4. | Number of pets |  |
| 5. | Number of pet passport/microchip/subcutaneous tattoo (if applicable to the pet) |  |
| 6. | Written consents for the pet owner to keep the pet from the persons living in the same dormitory room, other temporary accommodation premises, or from the employees who will be working (staying) in the same room as the pet kept | * All necessary consents have been obtained and are enclosed to this form
 |

ENCLOSED:

1. Written consents for the pet owner to keep the pet from the persons living in the same dormitory room, other temporary accommodation premises, or from the employees who will be working (staying) in the same room as the pet kept,\_\_\_sheet(s);

# I hereby certify that the information provided on this Pet Registration Form for Pet Keeping on University Premises is correct.

 (full name) (signature)