

DALLAS ANIMAL SERVICES CIRDC CLEAN BREAK PLAN

DECEMBER 2022



TIMELINE

PHASE ONE: PREP- DECEMBER 5-8

- Finalize Plan
- Order supplies
- Create and deliver training for staff
- Develop marketing and communications

PHASE TWO: GETTING TO 150- DECEMBER 9-11

- Push 150 dogs out to foster, adoption, and rescue
- Begin staging and cleaning

PHASE THREE: CLEAN BREAK- DECEMBER 12-21

- Clean break starts with two rooms
- Take over a new room each day until every room but quarantine is clear

PHASE FOUR: POST- DECEMBER 22-JANUARY 2

- Quarantine will be clear 21 days after the start of the clean break

PHASE ONE: PREP

TRAINING

Each team will schedule a one-hour training during prep week (more than one if needed to train staff on different schedules) to share the overall plan and review new operations and materials specific to that team.

Animal Care [CIRDC Training - Animal Care.pptx](#)

- Overview of how operations will work
- How to talk about CIRDC
- Review cleaning protocols
- Meet and Greet training for kennel staff assigned to **south side**
- How to use Waitwhile

Adoptions [CIRDC Training - Adoptions.pptx](#)

- Overview of how operations will work
- How to talk about CIRDC
- Adoption counseling guide (**north**)
- Adoption counseling guide (**south**)

Pet Support [CIRDC Training - Pet Support.pptx](#)

- Overview of how operations will work

- How to talk about CIRDC

Foster [CIRDC Training - Foster.pptx](#)

- Overview of how operations will work
- How to talk about CIRDC
- Fostering exposed population
- Fostering unexposed population

Volunteer [CIRDC Training - Volunteer.pptx](#)

- Overview of how operations will work
- How to talk about CIRDC

Medical [CIRDC Training - Medical.pptx](#)

- Overview of how operations will work
- How to talk about CIRDC
- Review cleaning protocols

Field [CIRDC Training - Field.pptx](#)

- Overview of how operations will work
- How to talk about CIRDC
- Review cleaning protocols

Greeters [CIRDC Training - Greeters.pptx](#)

- Overview of how operations will work

- How to talk about CIRDC
- Review script for encouraging finders to keep
- Review script for encouraging owners to keep
- Looking for symptoms on intake

COMMUNICATIONS

Materials to Develop

Communications Need	Deliverable	Status
Press release	Press Release - 150 for 150 - December 2022.docx	Sent to COM
Adoptions messaging	Adoptions Messaging.docx - WB edits done	Posting Friday, December 9th at 9:30 a.m. @Clingman, Marlo
Donation push for crates 160+ crates	Posted	Completed
\$150 for 150: Foster	150 for 150 Foster Messaging and Social Media Post.docx	Posting Thursday, December 9 th at 8:30 p.m. on Facebook page and in D90 Foster group @Clingman, Marlo
\$150 for 150: Rescue	150 for 150 Rescue Messaging.docx	Rescue team to send out via email Thursday, December 9 th at 8:30 p.m. @Sheek, Sarah
311 Scripts	311 Script Owner Surrender Dog Advisory - UPDATED 12-5-2022.docx	Approved by Jen, Marlo sending to Marcialyn 12/8 AM @Clingman, Marlo
	311 Script Stray Confined Dogs Advisory - Updated 12-5-2022.docx	Approved by Jen, Marlo sending to Marcialyn 12/8 AM @Clingman, Marlo
Clean Break Messaging: Foster	Clean Break Messaging - Foster.docx	Please review and finalize; should go out Thursday, December 8 th at 8:30 p.m. @Sheek, Sarah 8:30 is the earliest I anticipate having the photos uploaded to the folder
Clean Break Messaging: Rescue	Clean Break Messaging - Rescues.docx	Please review and finalize; should be posted to the D90 Rescue Facebook Group Thursday, December 8 th at 8:30 p.m. @Sheek, Sarah
Clean Break Messaging: Volunteer	Clean Break Messaging - Volunteer.docx	Please review and finalize; should be posted to the D90 Volunteer Facebook Group Thursday, December 8 th at 8:30 p.m. @Sheek, Sarah

Script for encouraging finders to keep	Script for Diverting Found Strays.docx	Approved by Jen Turner
Script for encouraging owners to keep	Script for Diverting Owner Surrenders.docx	Approved by Jen Turner
Script for diverting quarantines	Script for Diverting Quarantines.docx	@Barnes, Ann Please review for final approval
Diversion materials with QR codes		- in process
Clean Break training slide deck for staff, including how to talk about CIRDC		Trainings sent to each manager for final edits and approval
Dr. Boden CIRDC video		https://youtu.be/VCsh-z4u154
Outdoor and indoor signage		- in process
City Council Communications	City Council messaging (before press release)	MeLissa sending 12/8
Joint partner communications (Phase 4)		
MeLissa video for Dallas90 community	Video Script and Bullet Points	Review script drafted last week and update messaging as needed
City Announcement to engage COD staff	City Announcement.docx	Requested from COM
MeLissa Social Live Walkthrough Shelter	Ad Lib messaging re: specific animals in need and overall #150for150	

Communications Timeline

City Council Message: Wednesday 12/7

Press Release: Thursday 12/8

City Announcement: Thursday 12/8 and Friday 12/9 (with progress report)

Foster Messaging: Thursday 12/8

Rescue Messaging: Thursday 12/8

Signage Posting: Sunday 12/11

SUPPLIES

- Scrub pants (400 in each size)
- Orange shirts
- Blue shirts (if we don't have enough staff shirts)
- ~~Crates (30 M, L, XL)~~
- Rescue station (for **North side**)
- 9 Rescue Sprayers
- Hydrostatic sprayer (2 with battery chargers)

- 12 walkies
- 3 walkie charging decks
- Microchip scanners
- Chalkboard sandwich board with pens
- Stanchions
- Metallic sharpies

PHASE TWO: GETTING TO 150

TRAINING

Once we enter Phase Two, we will have a daily meeting with all staff (in person and virtual options available). We'll review the plan for the day and answer any questions. Supervisors and crew leads should also be doing daily huddles with their teams to ensure everyone understands their directives.

FOSTER

The foster team will have a staff member on standby to handle same day foster pulls for all current fosters. Fosters who pull on Friday, Saturday, and Sunday and foster until permanent placement or for a minimum of two weeks will receive \$150 from FODAS. They will receive a link to watch Dr. Boden's CIRDC video as well as the foster URI flyer.

RESCUE

Rescues will be notified of the 150 goal at the same time as the clean break. They will also receive \$150 for animals that they pull on Friday, Saturday, and Sunday along with communications about quarantining. As pickup appointments fill up, the rescue team can release pets from the rescue office.

ADOPTIONS

We will offer overtime to get extra adoptions staff on hand and push adoption counseling shifts to volunteers.

MEDICAL

Test a sampling of dogs at intake to see if it is coming in from the community.

TRANSITIONING

In preparation for opening Monday morning, we will need the remaining dogs consolidated in LFD, Blue, and corresponding VIP kennels. Playgroup will also work to pair 10+ day dogs.

Green, Yellow, and corresponding VIP kennels will need to be deep cleaned. The break room will be set up in the grey annex, and medical's **north side** adoption exam and triaging area will be set up in the north cat room. Food and cleaning supplies will be stocked in yellow and green, and all other supplies will be retrieved from the warehouse daily.

PHASE THREE: CLEAN BREAK

STAFFING & HOURS

Open hours will remain the same. We are taking on light duty staff from other departments to assist with traffic flow in and outside of the building.



FRONT PARKING LOT

We will have four staff stationed out front each day to manage the flow of traffic. Two will stay close to the actual doors to act as bouncers, and two will be more flexible, stepping away from the doors to handle conversations with residents.

With staffing from other departments, we will also have staff stationed at the top of the hill passing out flyers based on what residents have come for:

- Dog adopters or those looking at both cats and dogs will get a URI flyer and instructions on going through the **north side** first and then exiting and going through the **south side**. Cat/pocket pet adopters will be sent to the **south side**. Hands will be marked upon entry into the **south side** and those adopters will not be permitted to enter the **north side**.
- Finders will be directed to wait in their cars and given a flyer with information about URI, information about helping lost pets get home, and a QR code to get on the waitlist. They will wait in their cars until the Greeter staff sends them a text. If the finder does not have a phone, they can wait on the benches out front & a greeter will add them to the list.
- Owner surrenders will also be directed to wait in their cars and be given a flyer with information about URI and a QR code to check in for their appointment. They will wait in their cars until the Greeter staff send them a text. If the finder does not have a phone, they can wait on the benches out front & a greeter will add them to the list.

The frontage road parking lot entrance will be blocked off by cones, signage, and the adoption van. Residents will be directed to the Westmoreland entrance.

As we call people up to surrender their/the pet:

- We will counsel one last time that we have illness in the building and keeping/holding the animal would be in their best interest. We can offer food and crates if that will help them keep their pet.
- Cats and pocket pets will be directed to the **south entrance**.
- Dogs will be split **north** and **south** based on signs of illness (**south**), reported illness within the past 21 days (**south**), or alumni status (within the past 21 days - **south**). Healthy dogs who have been out of the shelter for 21+ days will go **north**.

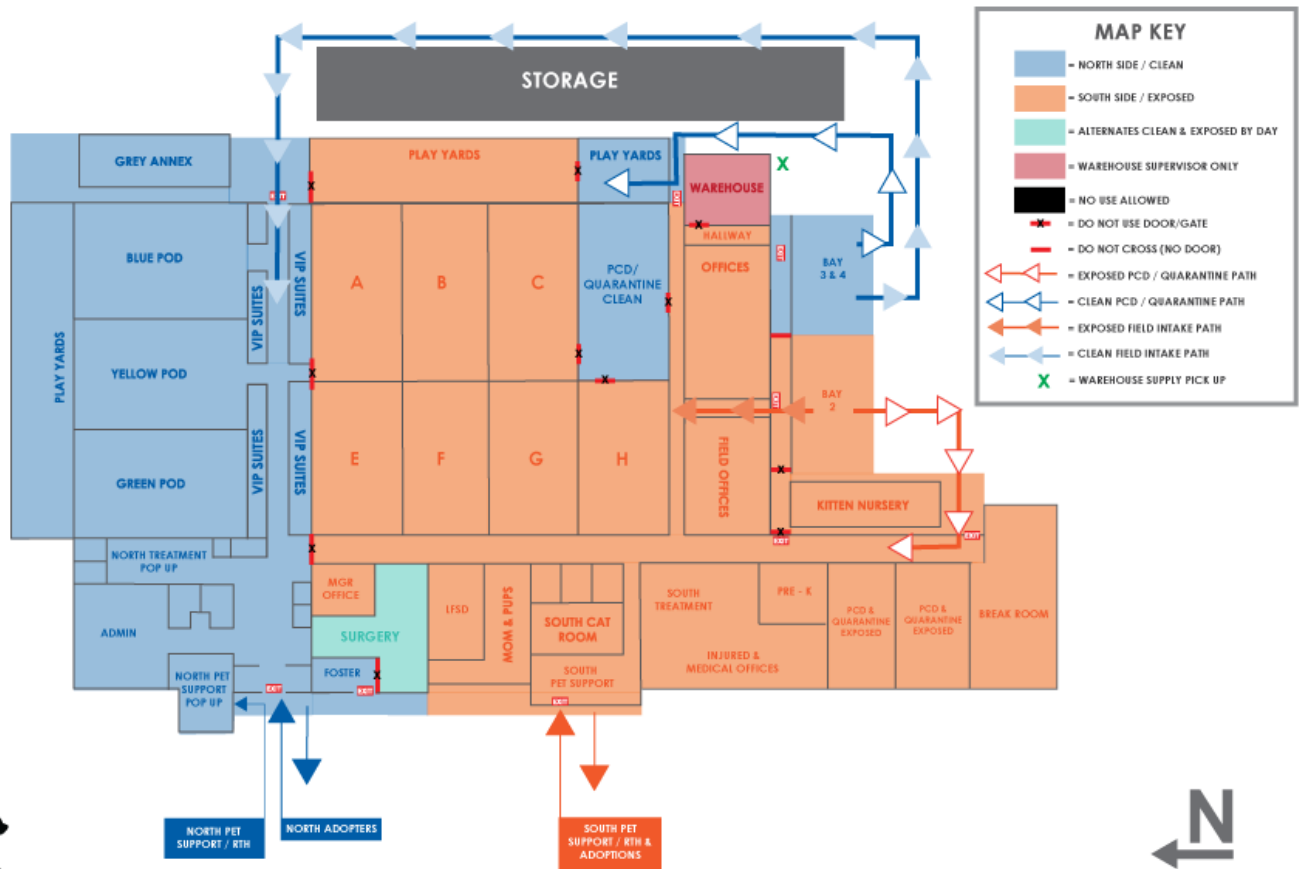
NORTH SIDE – BLUE (CLEAN)

Entering and exiting through **north side** entrance:

- Non-symptomatic and unexposed dogs from Field and OTC
- DAS Foster dogs in home for more than 2 weeks with no exposure or signs of illness
- Owner surrenders who have not been in the shelter within the past 21 days, are not showing signs of illness, and have no reported signs of illness in the past 21 days

The clean break will start with the Adoption Lobby, Admin, Green and Yellow, and VIP kennels 1-11 and 6A-28. Stanchions and signage should block off the rest of the VIP Hallway, and the doors from the unexposed area to the exposed area will be locked. As we expand, we will take over Blue and the rest of the VIP Hallway before moving into rooms 3(A), 2(E), 4(F), 5(B), 7(C), 6(G) (in that order). Maps and signage will need to be updated at each stage.

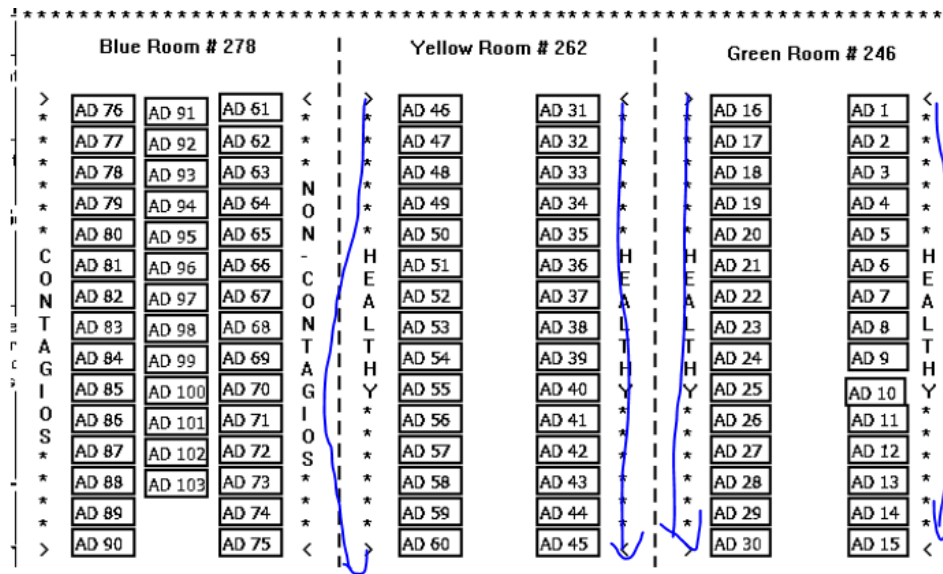
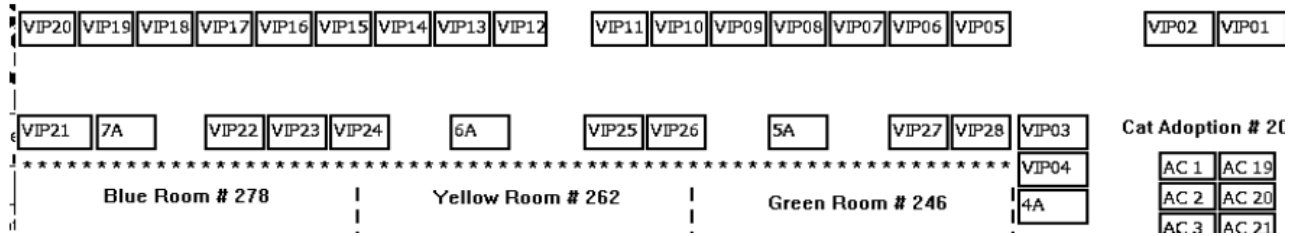
CIRD-C CLEAN BREAK MAP



REVISED:
12/12 3:00PM

Banks of kennels will be placed in Green, Yellow, and eventually Blue for unexposed small dogs. Dogs will be housed starting in Green, moving from AD1 to AD15 and then over to AD16 to AD30. The same pattern will be followed in Yellow. VIP Kennels will be filled last. Field & Pet Support will place healthy animals directly in the **north side** kennels by entering through the play yards. Once dogs are placed in a kennel, they will not leave that kennel until they are leaving DAS or moving to contagious/exposed.

During morning cleaning, the dogs from unexposed VIP can go out to the side yards, and the dogs from exposed VIP can go out the back yards. Once all of VIP is unexposed population, they can use all play yards (except PCD) during morning cleaning, but yards must be foamed at the end of the day each day to ensure they're ready for morning cleaning.



Medical will set up an adoption exam room and treatment area in the north cat room, and rounds will be completed by medical staff, supervisors, or managers three times per day to watch for symptoms of illness. If a dog begins to show symptoms, they will immediately be pulled out and placed in an exposed or contagious room. A bin should be used when transporting the sick pet, and the dog should also be leashed during transit. While half of blue is still exposed, the sick dog can pass through the VIP Hallway door into room 3(A), but once VIP is fully unexposed, staff will need to wheel the dog out the back door and through the staff parking lot to enter the exposed side of the building. The staff member moving that dog must change clothes and shoes before returning to the **north side** of the building. Only medical staff, crew leads, supervisors, and managers should be moving symptomatic animals from unexposed to exposed.

If an animal cannot be treated on the **north side** of the building, the entire treatment suite will need to be emptied and sanitized before the injured animal is wheeled over in a bin. The dog must be leashed, and staff will wheel the bin out the **north side** main entrance and in through the **south side** main entrance to access the treatment suite. If **south side** medical staff are going to treat the animal, they will first need to changed scrubs.

On alternating days, dogs from the unexposed area of the building will go to surgery. They will leave through the front doors, pass through the foster office, and be placed in the surgery kennels. On unexposed surgery day, the surgery staff will enter through the foster office and act as **north side** staff.



If a Dallas based adopter is interested in an unaltered pet who is not on stray hold, they can same-day foster the pet and return for surgery on an unexposed day.

There will be 2 pet support, 1 adoption, 1 pick-up person, and 1 supervisor/lead on the **north side**. The gray annex will be set up at a breakroom for **north side** staff, and they cannot enter the **south side** of the building.

The cleaning staff will need separate cleaning supplies on the **north side** of the building. We are bringing in a second cleaning staff person, so they will not need to change sides of the building during their shift.

PPE will still be required when handling a dog, and we will change PPE in between dogs. Adopters must also wear PPE for Meet and Greets.

SOUTH SIDE – ORANGE (EXPOSED)

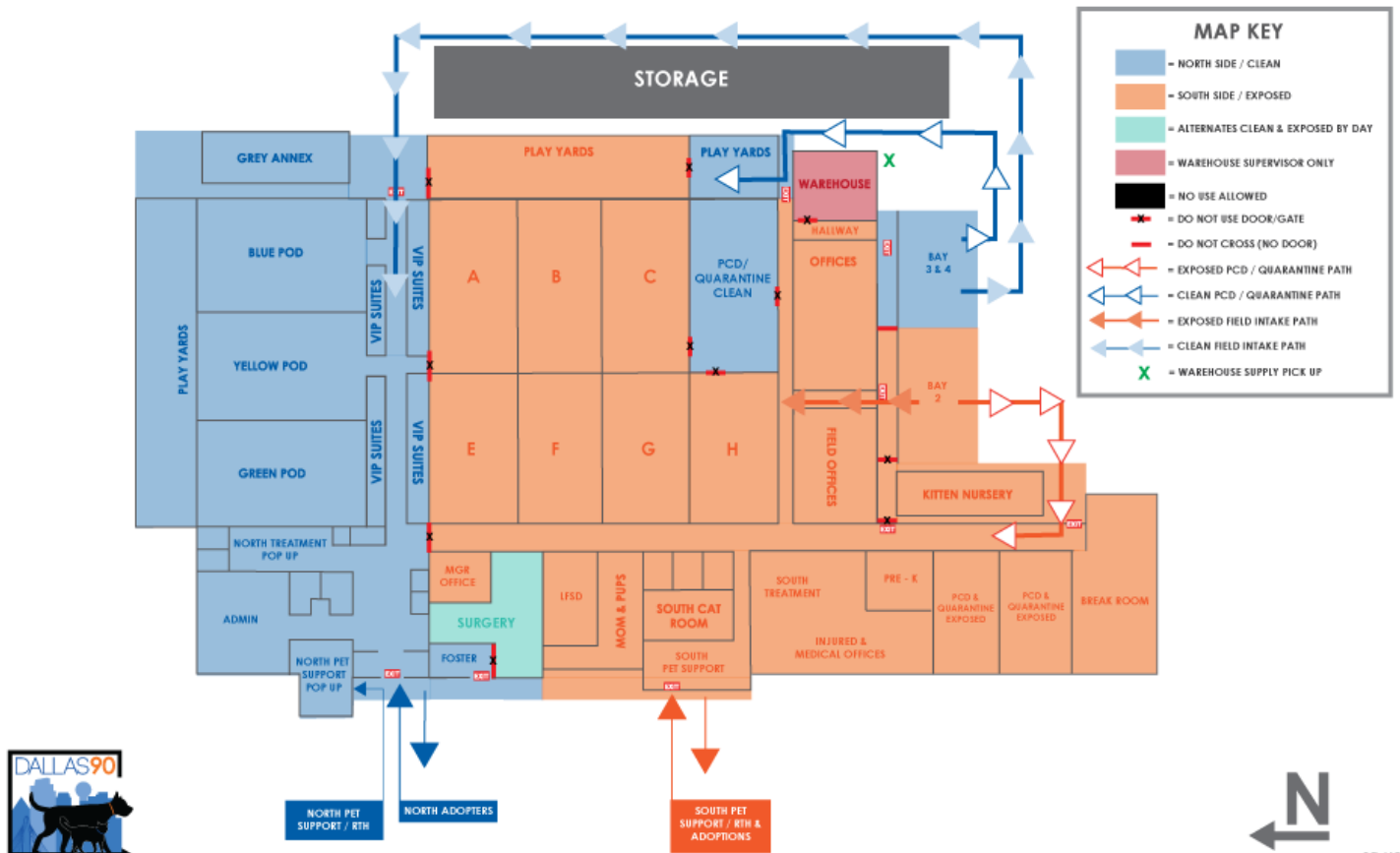
Entering and exiting through **south side** entrance:

- Cats
- Pocket pets
- Recent alumni (last 21 days)
- Dogs showing symptoms of illness or with exposure will enter through the **south side** entrance

All cats will be housed in the south cat room, and pocket pets will continue to be housed in the pocket pet room.

We will moving exposed population into 6(G) & 7(C) while also pushing dogs from 3(A) & 2(E) towards 4(F) & 5(B). Symptomatic dogs will be moved into LFD Contagious (H).

CIRD-C CLEAN BREAK MAP



Dogs off of stray hold will be eligible for meet and greets. Residents will check in at the supervisor cubicle to get information about eligible dogs and add themselves to the waitlist for a meet and greet. There will be three back of house staff assigned to the three back play yards to conduct meet and greets. They will be radioed as they are needed.

On the days that surgeries from this side of the building are happening, we will bring dogs into surgery through the LFD Hallway.

There will be 1 pet support, 2 adoption, 1 pick-up person, and 1 supervisor/lead on the **south side**. They will have access to the staff breakroom but should not enter the grey annex or cross over into the **north side** of the building.

PPE will still be required when handling a dog, and we will change PPE in between dogs. Adopters must also wear PPE for Meet and Greets.

Field

Entering Field Offices

The Field Officers cannot enter the Field Offices unless they are determined to be the designated person. Detail will be done in the bays. All other staff that works in the Field Offices must enter the building through a **south side** (“**Exposed**” area) door - see Canine Influenza Clean Break Map.

Supplies & Printers

Needed Supplies will be requested the night before via email at DASFieldManager@dallascityhall.com.

- The supplies will be in Bay 2 before your scheduled shift
- Contact your Direct Manager for emergency supplies, and they will create a plan for contactless delivery

Needed items from the Resource Center will be requested the night before via email at

DASFieldManager@dallascityhall.com.

- The items will be in Bay 2 before your scheduled shift
- Contact your Direct Manager for emergency items, and they will create a plan for contactless delivery

Healthy dogs going to adoptions (North side)

- Use adoptions printer
 - They will need to enter the area through the **North side** (“Clean Break Area”) via adoption play yards

Exposure Risk dogs

- The Designated person can use the printer in the field intake area

Injured dogs

- Medical personnel will print the kennel card

Bathrooms

- Field Officers can use the Admin bathroom by the adoption lobby
 - They will need to enter the area through the **North side** (“Clean Break Area”) via adoption play yards
- Other Field Staff and the Designated person can use the bathroom in the breakroom
- They can enter through any door to the exposed side of the building.

Uniforms

- All staff needs to bring an extra uniform with them to each shift. There may be circumstances where staff can change clothes after exposure and continue working.

Call Types

- Police Assist- Respond as normal
- Wildlife- DAS Wildlife Team will respond to all Wildlife calls except on the weekends
 - Weekends-Sick/Inj & Critical calls will be dispatched to ASOs



- Aggressive- Respond as normal
- Bites- Respond as normal
- Confined-
 - Stray Confined-
 - DAS Dispatch will use the script “Diverting Found Strays.”
 - If the finder still wants the dog picked up
 - DAS Dispatch will dispatch, and ASOs will respond based on priority
 - If the finder wants to keep the dog
 - DAS Dispatch asks them to call back if the situation changes
 - DAS Dispatch closes the call
 - Owner Surrender
 - The shelter will be going over all of the CIV info before scheduling a pick-up appt for the field
 - DAS Dispatch will ask the owner if the dog is showing any of the symptoms of CIV; see Signs of Canine Influenza
 - If no, DAS Dispatch will dispatch the call to any ASO.
 - If yes, DAS Dispatch will dispatch the call to the Designated person.
 - Other Confined- Respond as normal
- Lack of Care-
 - If the dog is sick or critical
 - DAS Dispatch will ask the caller if the dog is showing any of the symptoms of CIV; see Signs of Canine Influenza
 - If no, DAS Dispatch will dispatch the call to any ASO.
 - If yes, DAS Dispatch will dispatch the call to the Designated person.
- Loose-Respond as normal
- Welfare Check-Respond as normal

In the Field

- The ASO will determine the exposure risk of a dog by using “Signs of Canine Influenza Virus”
- If the ASO thinks the dog on the scene is showing symptoms of CIV.
 - The ASO does not touch the dog
 - The ASO does not place the dog in the truck.
 - The ASO must contact the designated person to assist in transporting the dog.
 - The ASO will wait at the scene until the designated person arrives to transport the dog.
 - The ASO needs to complete the AID and medical eval while waiting
- The designated person needs to dispatch to the scene immediately
 - The designated person should use the same “exposed van as the previously designated person, if possible.
 - The designated person cannot interact with healthy dogs for the rest of their shift.

Unloading at the Shelter

- There are designated “Clean” and “Exposed” Bays.

- Bay 4 is the “Exposed” Bay; only the Designated person with Exposed dogs can use this bay.
- Bays 2 & 3 are the “Clean” Bays; the ASOs with healthy and injured animals use these bays.
- The ASOs will not do their regular intake vaccines in the bays
 - Intakes will be done in the North side (“Clean”) or South Side (“Exposed” area) areas
- Healthy dogs will be taken to North side (“Clean” areas); see “Canine Influenza Clean Break Map.”
 - Use Yellow and Green Pods
 - ASOs will enter through the play yards next to the blue pod
 - The ASOs will enter Yellow or Green Pods through their corresponding play yard.
 - Intake vaccines, preventative, a scale, and pain meds will be located in the North Cat Adoption Room
- Injured dogs
 - During Medical hours
 - Contact Medical for intake
 - Do not enter the shelter
 - After Medical hours
 - Use Yellow and Green Pods
 - ASOs will enter through the play yards next to the blue pod
 - The ASOs will enter Yellow or Green Pods through their corresponding play yard.
 - Intake vaccines, preventative, a scale, and pain meds will be located in the North Cat Adoption Room
- Exposed dogs
 - During Medical hours
 - Contact Medical for Intake
 - Do not enter the shelter
 - After Medical Hours
 - Only the Designated person can enter the shelter to place an exposed dog in a kennel
 - Intake will be done in Field Intake Room
- PCD or Quarantine Dogs
 - There will be “Clean” and “Exposed” Quarantine & PCD kennels; see “Canine Influenza Clean Break Map.”
 - ASOs can place dogs in the “Clean” areas
 - ASO’s must get Intake vaccines, preventative, a scale, and pain meds will be located in the North Cat Adoption Room
 - The Designated person can place dogs in the “Exposed” area
 - Designated person must do intake in the Field Intake Room



Lab-The A shift Lab Officer will be considered exposed and cannot return to the field after they complete lab. The C shift Lab Officer will be considered exposed and will become the Designated person for C shift.

Facilities- The Facilities Office is in the **North side** (“Clean” area) of the building; see “Canine Influenza Clean Break Map.” The Facilities Supervisor cannot enter the **North side** (“Clean” area) of the building for any reason. Any jobs on the “Clean” side of the building will be communicated to Paul Ramon. Any jobs being worked by other departments or outside vendors must be split by “**clean**” and “**exposed**” sides of the building. They can opt to work on different sides of the building on other days or assign additional staff to work on each side, but they must not cross the boundaries in a single day.

Bite Team- The Bite Investigators Office is in the **south side** (“Exposed” area) of the building; see “Canine Influenza Clean Break Map.” The Bite Investigators cannot enter the “Exposed” side of the building for any reason. The Bite Investigators will follow the same instructions as A shift

DD Team- The DD Desk is in the **south side** (“Exposed” area) of the building; see “Canine Influenza Clean Break Map.” Only the DD Supervisor can enter the **south side** (“Exposed” area). All other ASOs will follow the General Instructions

AGG OPs (A Team & B Team)- AGG OPs will follow the same instructions as A shift.

ARR- The ARR Team can enter the freezer, but no other parts of the building

Outreach- The Outreach Office is in the “Exposed” area of the building; see “Canine Influenza Clean Break Map.” The Outreach staff cannot enter the **North side** (“Clean” areas) of the building for any reason.

Management- The Field Management Office is in the **south side** (“Exposed” area) of the building; see “Canine Influenza Clean Break Map.” The Field Managers cannot enter the **North side** (“Clean” areas) of the building for any reason.

Administrative- The Field Admin is in the **south side** (“Exposed” area) of the building; see “Canine Influenza Clean Break Map.” The Field Administrative Staff cannot enter the **North side** (“Clean” areas) of the building for any reason.

MEDICAL

Medical will alternate surgery days, starting with exposed surgeries on Monday, December 12th and switching off days. There will be separate treatment suites in the **north** and **south side** of the building to provide intake exams and daily medications, with the north cat room acting as the treatment and adoption exam room for the **north side**. On exposed surgery days, surgery staff will enter the building through the **north side**, and on unexposed days, they will enter through the foster office.

The medical team will assign two staff members to the **north side** of the building, and vets will need to start their day on the north side before moving to the **south side**.

- The medical Review and M-Eval lists will need to be printed from a computer located in the **north side** of the building.

Each morning BEFORE entering the treatment area the veterinarian on duty MUST complete their exams on dogs listed on the Medical Review and M-Eval lists as well as complete a walkthrough of all exposed dogs on the adoption floor to assess overall health and condition.

If a pet is found to be displaying signs of URI a PCR sample should be pulled and prepared to send to Wisconsin Veterinary Diagnostic Lab (WVDL) for testing. A move out request should be entered in Chameleon to have the dog moved into the “exposed” side of the shelter.

Medications:

- All vaccines, medications and tests used for intake exams will be stores in the **north side** exam room.
- The top 25 medications used for daily treatments will be stored in the **north side** exam area in a shoreline locked with a padlock.

Heartworm evaluations and 1st injections are canceled for the next two months.

- For dogs currently under treatment and need their 2nd and 3rd injections will be scheduled on non-exposed surgical days and the foster kennels will be utilized for housing.
- For dogs that cannot wait for heartworm treatment due to signs of late stages of the disease, we will start the dog on their 30 days of Doxycycline and schedule their treatment.
 - All heartworm treatments for dogs that must proceed with treatment will be scheduled on non-exposed surgical days and the Foster Kennels will be utilized for housing.

Foster appointments will be conducted curbside as much as possible.

- If foster animal must come in for a drop off appointment, we will utilize the adoption van and station a staff member on the van.
- On unexposed surgery days, fosters who have been in the shelter in the last 21 days will be placed on the van, and fosters who have not, will be placed in the foster kennels.
- On exposed surgery days, we will place fosters who have been in the shelter in the last 21 days in the foster kennels, and fosters who have not on the van, unless we only have asymptomatic fosters who have been in the shelter in the last 21 days.
 - If all of the drop off appointments are exposed population but not showing symptoms, we will utilize the van to avoid further exposure.

We will be spot testing for distemper in the shelter and running Influenza and Distemper PCR tests on incoming dogs showing symptoms of URI.

RESCUE

Rescues will be pushed towards Doobert to help divert intake, and once we have a population of unexposed dogs, we'll be encouraging them to pull from that population if they aren't able to pull an exposed dog. We will attempt to coordinate 2-3 transports during phase three. Consider extending rescue \$150 stipend for select dogs or implementing wider rescue incentive plan.

FOSTER

Fosters will be encouraged to pull from the owner surrenders and 0 day stray hold dogs on the **north side** of the building. The foster team will have open hours in the late afternoon/evening each day with a



prepared list of ready to leave dogs with notes and locations. We will already have rabies tags assigned and folders prepared so that if a foster selects one of those dogs, we can expedite the checkout process.

For foster parents who believe their foster pet must have heartworm treatment while in foster care a HW assessment will be done through Anippanion before an onsite appointment is scheduled for them. Those that must come in will go through exposed to injured.

Getting rid of drop offs, adding 4 curbside appointments. All foster medical needs to be scheduled through Anippanion. If it's after 4 pm and cannot wait, email the foster team to see if we're able to schedule same day or the following day.

VOLUNTEER

Volunteers will be encouraged to sign up to assist with adoption counseling, P.U.P. Squad, Kennel Care, and Rescue Assistants.

WAREHOUSE

The warehouse is located on the exposed side of the building but will remain an unexposed area. Patrick will operate as an unexposed party. All packages and deliveries will be received and disbursed via the shipping rollup door. The warehouse access will be restricted and only accessible to Patrick or unexposed managers. Unit restocking on the unexposed side will continue to be performed by Patrick and operate as normal, while restocking of the exposed side will be performed by exposed side staff. Carts will be prepared with items for restocking of the various units and will be disbursed from the shipping rollup door.

ADMIN

Marketing Team

- Karla will remain on the **North side** of the building to gather content for social media. The exceptions will be days when she does ride-alongs with Jackie in Field. On those days, she will report to the **South Side** of the building. Once she returns to DAS from a ride-along, she will immediately leave and finish out the day working remotely.
- Jayme will report to the **South side** of the building to photograph our animals in Lost and Found. She can store her laptop and camera in the manager's office when not in use and utilize that space for uploading photos at the end of the day. She will be provided with a walkie talkie so she can be notified if the yard she is using for photography is needed for a meet-and-greet.

Accounts Payable/Accounts Receivable

- The administration office is located on the unexposed side of the building. Daily functions such as mail pickup and disbursement, collecting of fund for deposit will continue to be performed. Mail disbursement to occur via external pickup, Outgoing mail to be picked up at EOD via external pickup. All invoices and other non-electronic documents will be received in digital format for processing.

IT Services

- IT services will remain on the unexposed side of the building. All IT occurrences will be handled remotely. In cases where a remote resolve is not achievable to staff on exposed side of the

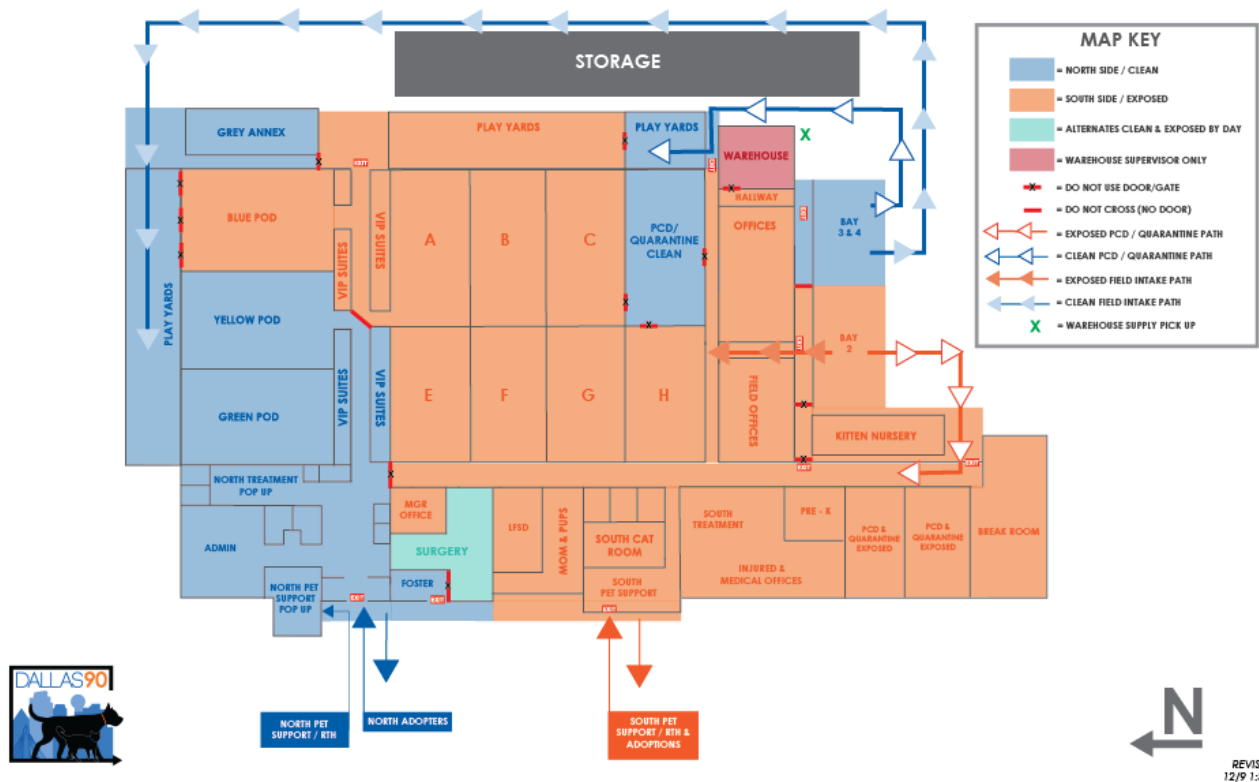


building, IT assistance will be scheduled during afternoon hours or prior to work shift. COD ITS should remain as the main source of IT assistance.

CLEAN BREAK CYCLE MAPS

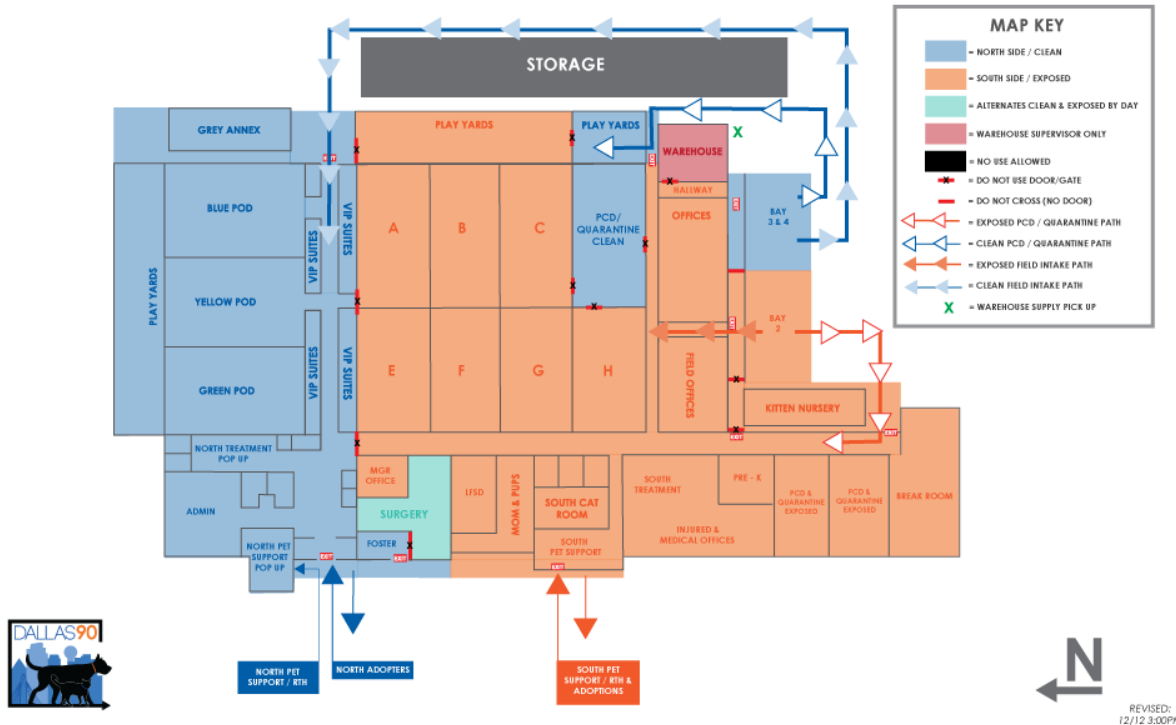
1.

CIRD-C CLEAN BREAK MAP

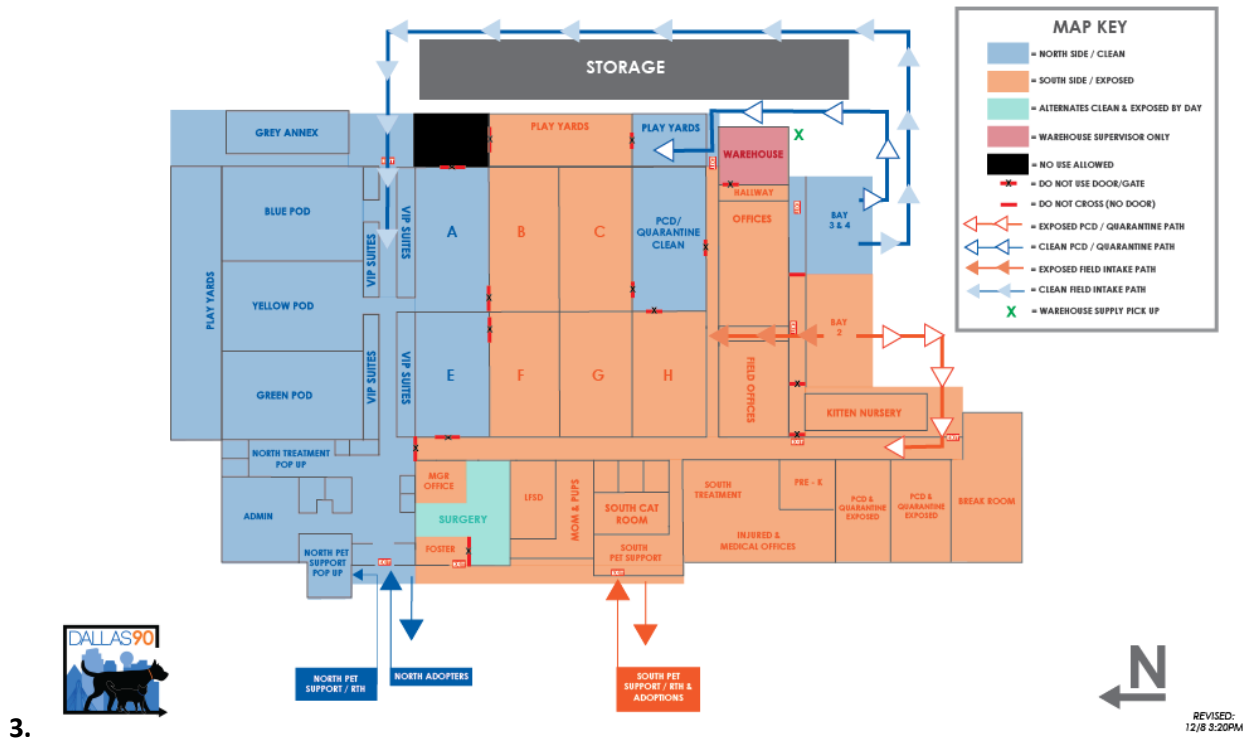


2.

CIRD-C CLEAN BREAK MAP



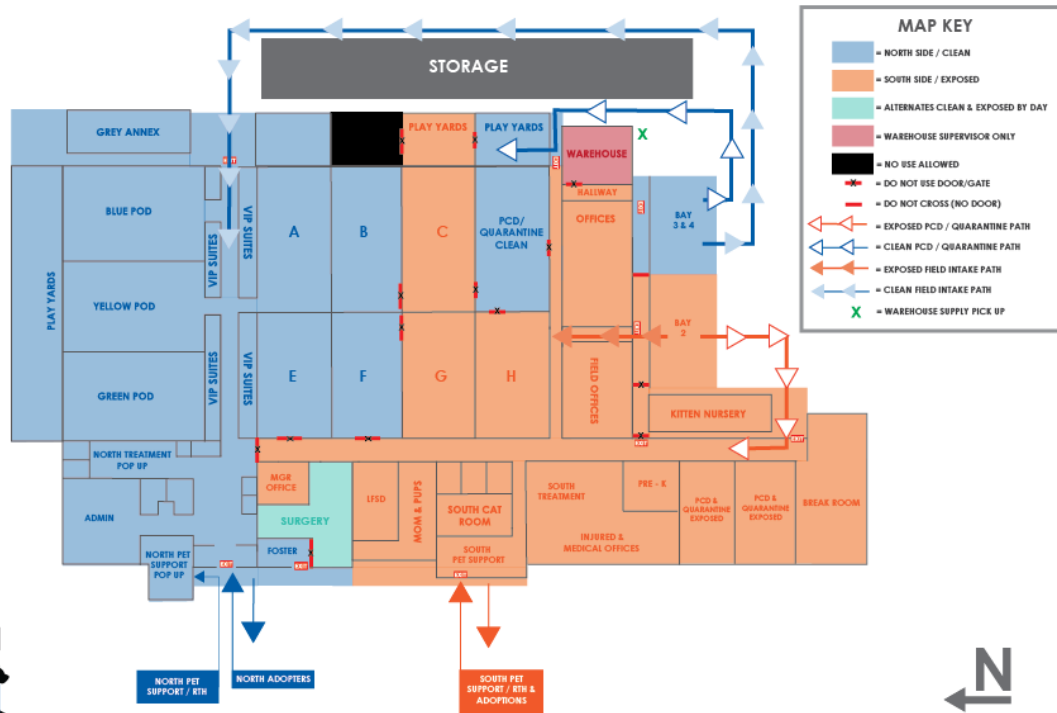
CIRD-C CLEAN BREAK MAP





4.

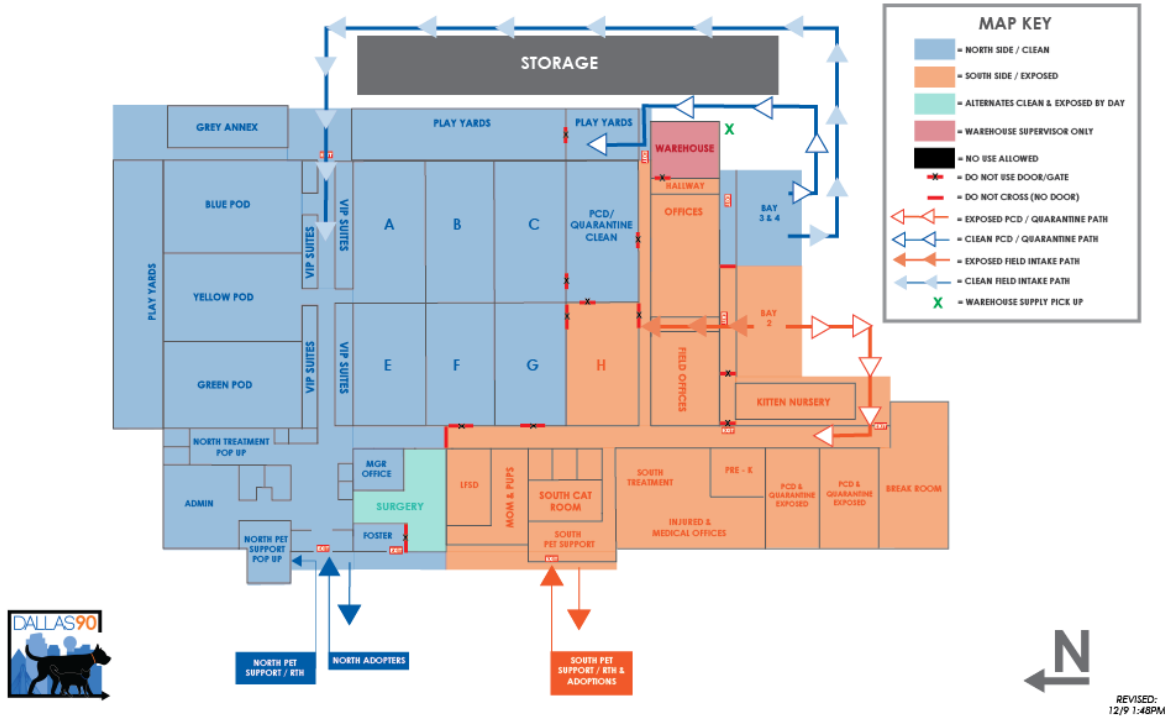
CIRD-C CLEAN BREAK MAP



REVISED:
12/9 1:45PM

5.

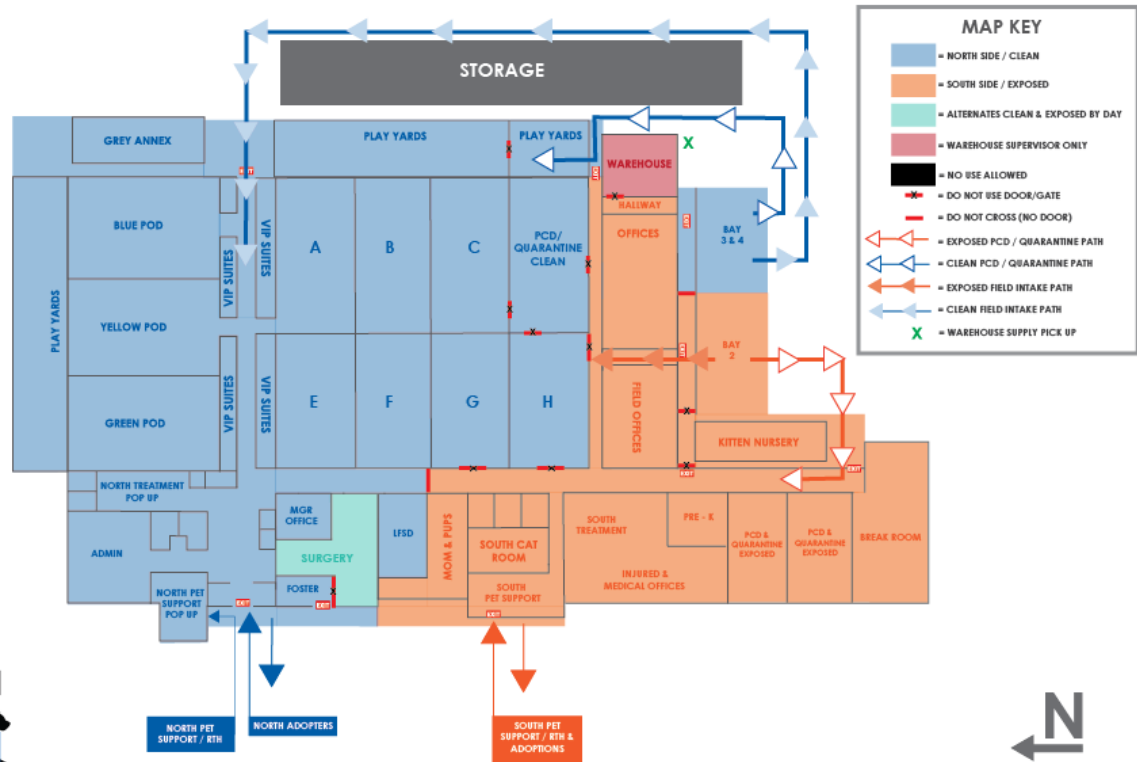
CIRD-C CLEAN BREAK MAP





6.

CIRD-C CLEAN BREAK MAP

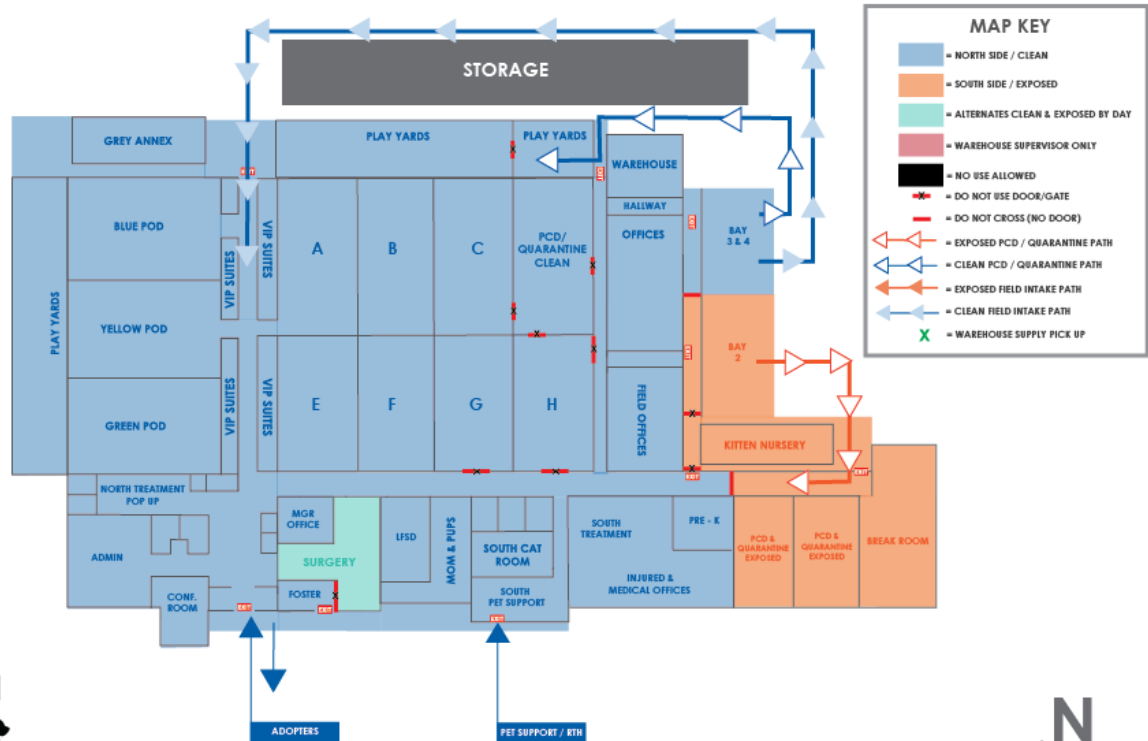


REVISED:
12/8 3:20PM



7.

CIRD-C CLEAN BREAK MAP



REVISED:
12/9 1:48PM