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|  Ontario Veterinary College Health Sciences Centre Standard Operating Procedure | Number: HSC 46 2008 |
| | Effective Date: June 10, 2008 |
| | Revision Date: January 25, 2016 |
| Subject Matter: Animal Bites | Page 1 of 9 |

Statement:

If an animal bites a human within 14 days prior to admission at the Ontario Veterinary College Health Sciences Centre, “OVC HSC” or while a patient/resident of the OVC and the bite breaks the skin, this standard operating procedure, “sop”, must be adhered to for the health and safety of all involved individuals.

This standard operating procedure applies to OVC faculty, Veterinarians, staff, students, visitors, volunteers and, resident animals, animals encountered during Farm Service Clinic visits and to animals under the care of the OVC HSC; Companion Animal Clinic, Large Animal Clinic, Animal Cancer Centre, Equine Sports Medicine and Reproduction Centre, Hospital and OVC Smith Lane Animal Hospital.

Note: Animal scratches are excluded from this sop.

1. Responsibility for Managing Animal Bites

i. OVC Veterinary Students

- a. Phase 1, 2 and 3 veterinary students will be managed by Clinical Studies regardless of which Department is managing the course at the time the bite occurs.
- b. Phase 4 veterinary students will be managed by Clinical Studies, in conjunction with the OVC HSC.
- c. Medical treatment will be organized by Clinical Studies through Student Health Services.

ii. OVC HSC Staff, Interns, Visitors and Volunteers

- a. OVC HSC staff, interns, visitors and volunteers will be managed by the OVC HSC.
- b. Medical treatment for staff and interns will be organized through Occupational Health and Wellness.
- c. Medical treatment for visitors and non-University of Guelph student volunteers will be organized through the local health organizations.
- d. Medical treatment for University of Guelph student volunteers will be organized through Student Health Services.

iii. OVC Faculty, Graduate Students and Visitors

- a. OVC faculty, graduate students and visitors will be managed by the applicable department.
- b. Medical treatment for staff will be organized by the applicable department through Occupational Health and Wellness.
- c. Medical treatment for graduate students will be organized by the applicable department through Student Health Services.
- d. Medical treatment for visitors will be organized through local health organizations.

*Responsibility for Managing Animal Bites continued.....***iv. Managing Bites to Humans Prior to Animal Admission to OVC HSC**

- a. Animals admitted to OVC HSC who have bitten a human 14 days prior to admission must be handled following the same process outlined in this sop:
 - o the bite must be reported to the Public Health Department
 - o the requirement for quarantine applies
 - o Infection Control and the Attending clinician will determine if the animal is a rabies suspect
 - o Public Health Department will determine if rabies testing is required

2. Reporting of Bites

- i. All bites, breaking the skin, that occur at the OVC or during off-site visits must be reported to Occupational Health and Wellness regardless of the severity of the bite..
 - a. **Note:** All bites must be reported and consideration must be given as to whether medical attention is needed. Some bites appear innocuous, but cause serious problems. Bites that involve significant crushing, involve the hand, are in the area of joints or tendon sheaths, occur in a person with a compromised immune system, or are over a prosthetic joint or the genital area are prone to infection; and discussion with a physician about the need for antibiotic therapy must occur in all such cases. Cat bites are a particular concern.
- ii. If the bite occurs at the OVC, the University of Guelph *Incident Report* form and the Public Health Department's *Rabies Exposure Report* form must be completed and submitted to Occupational Health and Wellness within 24 hours of the incident.
 - a. **Note:** The *Incident Report* form will be received by both Occupational Health and Wellness and Environmental Health and Safety as they share the same fax number.
 - b. The attending clinician must notify Infection Control and a joint assessment of the risk of rabies in the biting animal will be performed.
- iii. The animal's case number and vaccination history must be documented in the *Incident Report* form.
- iv. The OVC clinician must review the medical record to determine the animal's vaccination status. If the status is unclear, the OVC clinician must consult with the client and/or referring veterinarian.
- v. The attending clinician is responsible for reporting the bite to the Public Health Department with the applicable administrative department responsible for confirming that the reporting has occurred.
- vi. If a bite occurs to a client, the attending clinician will recommend that the bitten person contact the appropriate Public Health Department.
- vii. If the bite occurred within 14 days prior to admission to OVC, the attending clinician or designate must inform the client of the client's responsibility to notify the Public Health Department. Euthanasia cannot be performed until the quarantine period ends unless approved otherwise by the Public Health Department. If the attending clinician believes that delaying euthanasia is inappropriate because of severity of disease and the Public Health Department cannot be immediately contacted, the animal may be euthanized with the body held until the Public Health Department specifies if rabies testing is required.
 - a. **Note:** All other applicable procedures as per the *Infection Control Manual* must be followed.

3. Infection Control Manual

- i. The OVC HSC *Infection Control Manual* supersedes this SOP as applicable to the case.
- ii. The *Infection Control Manual* is available on the OVC web site.

4. Teaching/Research Animals

- i. If a Teaching/Research animal bites a human, the *Teaching and Research Animal Incident Report* form (form number 45119) must be completed and distributed as indicated on the form.
- ii. The *Teaching and Research Animal Incident Report* form is available via Patient Care or Animal Housing.
- iii. All other processes, as described within this document, apply to bites by Teaching/Research animals.

5. Notifying a Client that their Animal has Bitten a Human

- i. If a client owned animal bites a human at the OVC HSC, the attending clinician must be notified and the process(es) described within this SOP must be initiated.
- ii. As a courtesy, the attending clinician or her/his designate must notify the client that their animal has bitten someone as the Public Health Department will contact the client.

6. Animal's Medical History

- i. The vaccination status of OVC HSC client animals must be documented in the *History* form within the OVC HSC medical record, "StringSoft" The vaccination status of teaching/research animals must be documented in the teaching/research medical record.
- ii. If the bite occurred independently of the OVC HSC, and within 10 days of admission, the history of the incident must be documented in the medical record.

7. Quarantine

- i. An animal that has bitten a human while a patient of the OVC HSC or has bitten a human within 10 days of admission to OVC HSC, must be quarantined at the OVC HSC or at the client's home, as per the direction of the attending clinician and Public Health Inspector.
- ii. If a client owned animal is discharged from the OVC HSC for quarantine at home, the attending clinician or designate must inform the Public Health Department. The Public Health Department will monitor the animal until the quarantine period ends.
Note: The OVC HSC cannot require a client to quarantine their animal at the OVC HSC or prevent discharge of the animal during the quarantine period. However, the attending clinician must ensure that the Public Health Inspector involved in the case is notified prior to discharge of any quarantined animal.
- iii. The quarantine period is 10 days from the date that the bite occurred for most species: cats, dogs, ferrets, horses, cattle. Contact the Public Health Department to confirm the quarantine period for other species.
- iv. Day 0 of the quarantine period begins on the date that the bite occurred.

Quarantine continued....

- v. When an animal is quarantined at the OVC HSC, Companion Animal Clinic cases must be quarantined within a cage and Large Animal Clinic cases must be quarantined within a stall as determined by the attending clinician and the Infection Control Practitioner or Chief of Infection Control. Details on isolation procedures for rabies suspects are present in the *Infection Control Manual*.
- vi. Quarantine cage/stall cards must be used for any animal quarantined at the OVC HSC.
- vii. The start and end date of the quarantine period must be indicated on the cage/stall card.

8. Animals Identified as Rabies Suspects

- i. The attending clinician or designate, in consultation with Infection Control, will determine if the animal is a rabies suspect. If yes, the *Infection Control Manual* protocol must be adhered to.
- ii. *Logging of human contact:*
If an animal is identified as a rabies suspect, all contact with the animal must be recorded on the *Rabies Suspect* form, form number 451011.

9. Requirement for Post Mortem Examination**i. Animals that have Died or been Euthanized**

- a. The Public Health Department must be contacted to determine if an OVC HSC patient and OVC Teaching/Research animal that has bitten a human and dies or is euthanized within 10 days of the bite must be tested for rabies. This applies to bites that occurred while at the OVC or bites that occurred prior to admission.

ii. Rabies Suspects

- a. If the animal is a rabies suspect, the Public Health Department must be contacted to authorize rabies testing via the Animal Health Laboratory, "AHL". The animal must be made available to the OVC Pathobiology/AHL for processing rabies testing if the animal is a rabies suspect.

iii. Vaccination History

- a. If an animal dies or is euthanized within 10 days of the bite, a post mortem examination must occur as per the Public Health Department requirements even if the animal's rabies vaccination is current.

iv. Quarantine period

- a. A post-mortem examination must occur if the animal dies or is euthanized during the quarantine period.
- b. If an animal was not quarantined after the bite occurred, a post-mortem examination is still mandatory as per OVC and/or Public Health Department requirements.

v. Post Mortem Examination

- a. The post mortem examination will consist of, at a minimum, removal of the brain and submission for rabies testing.

Requirement for Post Mortem Examination continued...

vi. Clients Who Decline Post Mortem Examination

- a. If an animal dies or is euthanized within 10 days of the bite and the client declines a post mortem, contact the Clinic Head and/or the Chief of Infection Control.
- b. The Public Health Department will have ultimate authority and can mandate testing be performed regardless of whether the client provides consent. Efforts will be made to educate the client so that testing does not have to be ordered by Public Health Department, but if the client refuses to provide consent, the Public Health Department will be contacted to determine the appropriate course of action. To ensure consistency and accuracy of communication, the attending clinician will discuss the case with the Clinic Head and Chief of Infection control to determine who will have the lead role in discussion regarding rabies testing with the client.

10. Cost of Rabies Testing

- i. The cost of rabies testing including sample collection, processing and shipping, will be fully at the expense of the submitter unless approval is obtained from the Public Health Department in advance.

11. Handling of the Carcass

- i. Animal Housing must identify the carcass as a rabies suspect by labelling the body tag with a neon-green coloured body tag.
- ii. The Animal Health Laboratory *Necropsy Submission* form must accompany the carcass. The history of the animal having bitten a human must be documented on the form.

The Animal Health Laboratory/Pathobiology pathologist will submit the appropriate specimens to the Canadian Food Inspection Agency for rabies examination.

12. Disposal of Body/Private Cremation

- i. Private cremation cannot occur until the appropriate specimens (may include but not limited to brain and spinal cord) are removed from the body.
- ii. Bodies of animals that are being tested for rabies will not be released for burial or cremation until negative rabies results are obtained.
- iii. The Animal Health Laboratory policy for release of the body for disposal/cremation applies.

13. Review of the Incident

- i. If the bite occurs at the OVC, the applicable OVC Department and/or Environmental Health and Safety will decide if the incident necessitates a review.

14. Release of OVC HSC Patient Information

- i. The vaccination history of an OVC HSC patient/resident can be released to the Public Health Department without owner authorization as per the Health Protection Promotion Act, *Rabies Regulation* and *Communicable Diseases* sections. *Reference: OVC HSC Policy CO.07.2008.*
- ii. Release of an animal’s vaccination history to the Public Health Department can only be done by an OVC HSC clinician in conjunction with OVC HSC Medical Records.

15. Completion of Required Forms

- a. As soon as possible, the following forms must be completed and submitted as applicable:

| Form Name | Requirement for Form Completion | Responsibility for Form Completion | Distribution of Completed Form |
|--|---|---|---|
| University of Guelph <i>Illness or Injury Incident Report</i> | When a human has been bitten on UoG premises (includes faculty, staff, students, visitors, volunteers, clients) | Individual who has been bitten or applicable supervisor if individual unable to complete form | Home department of bitten individual must fax completed form to Occupational Health and Wellness, (Occupational Health will notify Student Health Services and Environmental Health and Safety as required) 519-780-1796 (Occupational Health fax number) |
| Public Health Department <i>Rabies Exposure Report</i> | When a human has been bitten by an animal | Attending clinician or veterinarian designate | Home department of bitten individual must fax completed form to Public Health Department 1-855-934-5463 (Public Health fax number) |
| OVC HSC <i>Teaching & Research Incident</i> (form number 451119) | When a human has been bitten on UoG premises by a teaching or research animal (includes faculty, staff, students, visitors, volunteers) | Individual who has bitten or supervisor if individual unable to complete form | Individual bitten or applicable supervisor must submit completed form to OVC HSC Risk Manager |
| OVC HSC <i>Rabies Suspect</i> (form number 451011) | When Infection Control and/or the Attending clinician has identified an animal as a rabies suspect | Attending clinician or designate | Attending clinician or designate must file completed form in animal's medical record or submit to OVC HSC Medical Records |

16. Failure to Comply with SOP

- i. Failure to comply by faculty/Veterinarians or staff will be addressed by the applicable supervisor in accordance with the applicable collective agreement or promulgated policies and procedure.
- ii. Failure to comply by students may result in an investigation by the Associate Dean Academic.

17. Contact Numbers:

Public Health Department

- Wellington-Dufferin-Guelph Office, Duty Inspector, (regular business days, 0830 to 1630) **telephone 519.822.2715 extension 2673**
fax 855-934-5463
- After Hours On-Call Office – 1.877.884.8653
(this is an answering service who will contact the manager on call for Public Health)

Occupational Health and Wellness, University of Guelph

- extension 52647
- fax 519.780.1796

Student Health Services, University of Guelph

- extension 52131
- fax 519.836.7431

Dr. Scott Weese, Chief of Infection Control, OVC

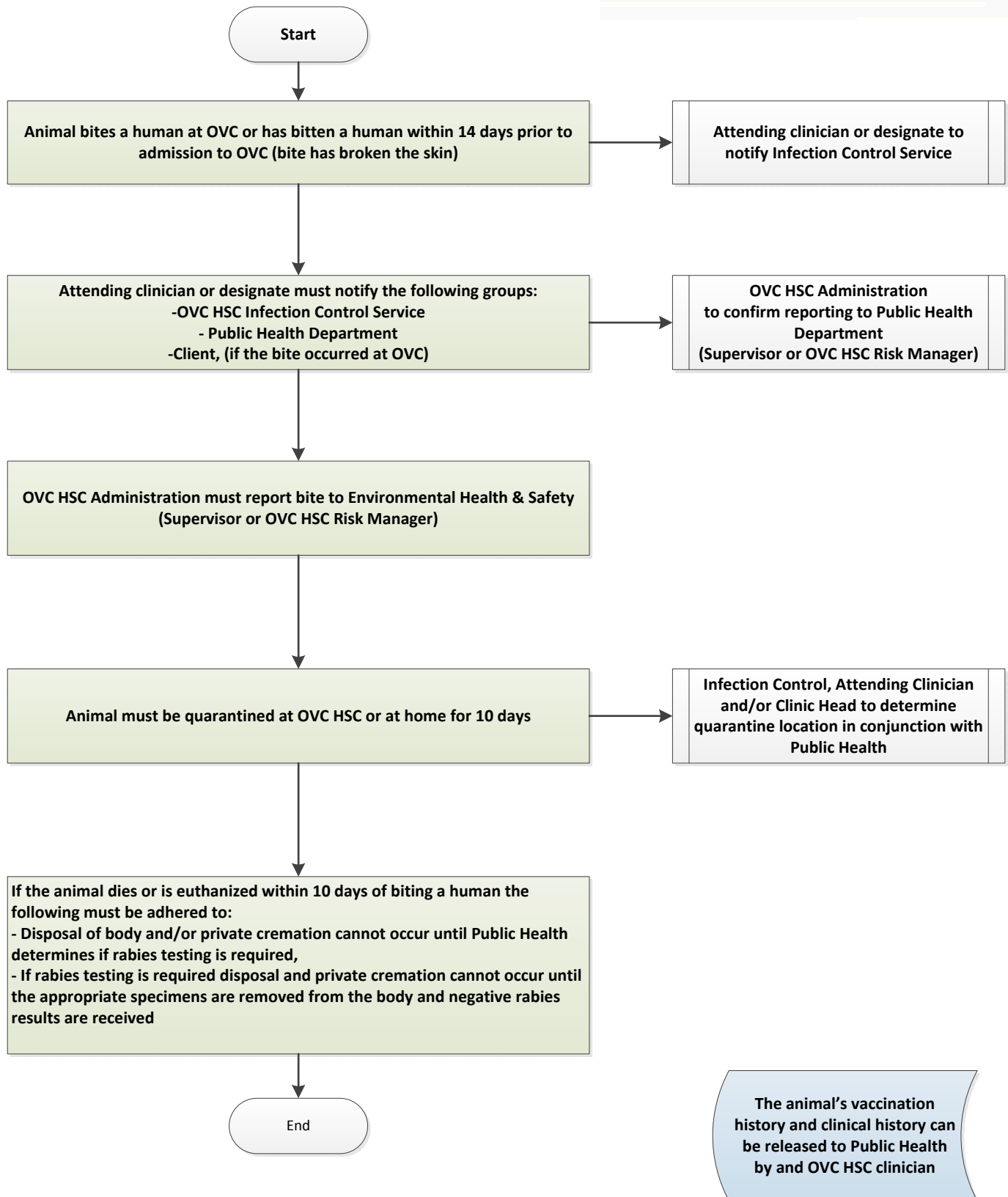
- 519.826.0048, home
- 519.835.0322, cell phone
jsweese@uoguelph.ca

Infection Control Practitioner, OVC

- 226-924-5919

18. Legislative References:

- Section 2(1) of Ont. Reg. 557/90 requires anyone who has information concerning an animal bite or other animal contact that may result in rabies in humans, to report that information to the Health Unit (Medical Officer of Health) as soon as possible.
- Section 2(2) Section 2(2) of Ont. Reg. 557/90 requires the owner or person having care or custody of the animal to provide the Health Unit with information and assistance as required.
- Section 41(5) of the Health Protection and Promotion Act (R.S.O. 1990) allows for the Health Unit to request copies of vaccination certificates, etc. as required; Section 42(1) of the Health Protection Promotion Act requires clinics to provide this information.





Rabies Exposure Report

Complete and Fax ASAP to: 1-855-934-5463

Reported by: _____ Date: _____

Phone Number: _____ Date of Incident: _____

| Owner/Animal Information | Victim Information |
|--|---|
| Owner Name: _____ | Victim Name: _____ |
| Address: _____ | Address: _____ |
| Phone Number: _____ | Phone Number: _____ |
| Type of Animal: Cat <input type="checkbox"/> Dog <input type="checkbox"/> Bat <input type="checkbox"/> | DOB: _____ Sex: M <input type="checkbox"/> F <input type="checkbox"/> Weight: _____ kg/lb |
| Other <input type="checkbox"/> _____ | Name of Guardian: _____ |
| Details of Incident: _____ | Type of Exposure: Bite <input type="checkbox"/> Scratch <input type="checkbox"/> |
| _____ | Handling <input type="checkbox"/> Other <input type="checkbox"/> Unknown <input type="checkbox"/> |
| _____ | Location of Wound: _____ |

| Check box if rabies post-exposure prophylaxis started at hospital <input type="checkbox"/> | | | |
|--|------------|-------------|-----------------|
| | Lot Number | Expiry Date | Number of Vials |
| Vaccine Issued | | | |
| Immune Globulin Issued | | | |

The information on this form is collected under the authority of the *Health Protection and Promotion Act* in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and the *Personal Health Information Protection Act*. This information will be used for the delivery of public health programs and services; the administration of the agency; and the maintenance of health-care databases, registries and related research, in compliance with legal and regulatory requirements. Any questions about the collection of this information should be addressed to the Privacy Officer.