

SMALL PETS BUTLER SOP

Revised AUGUST 2022

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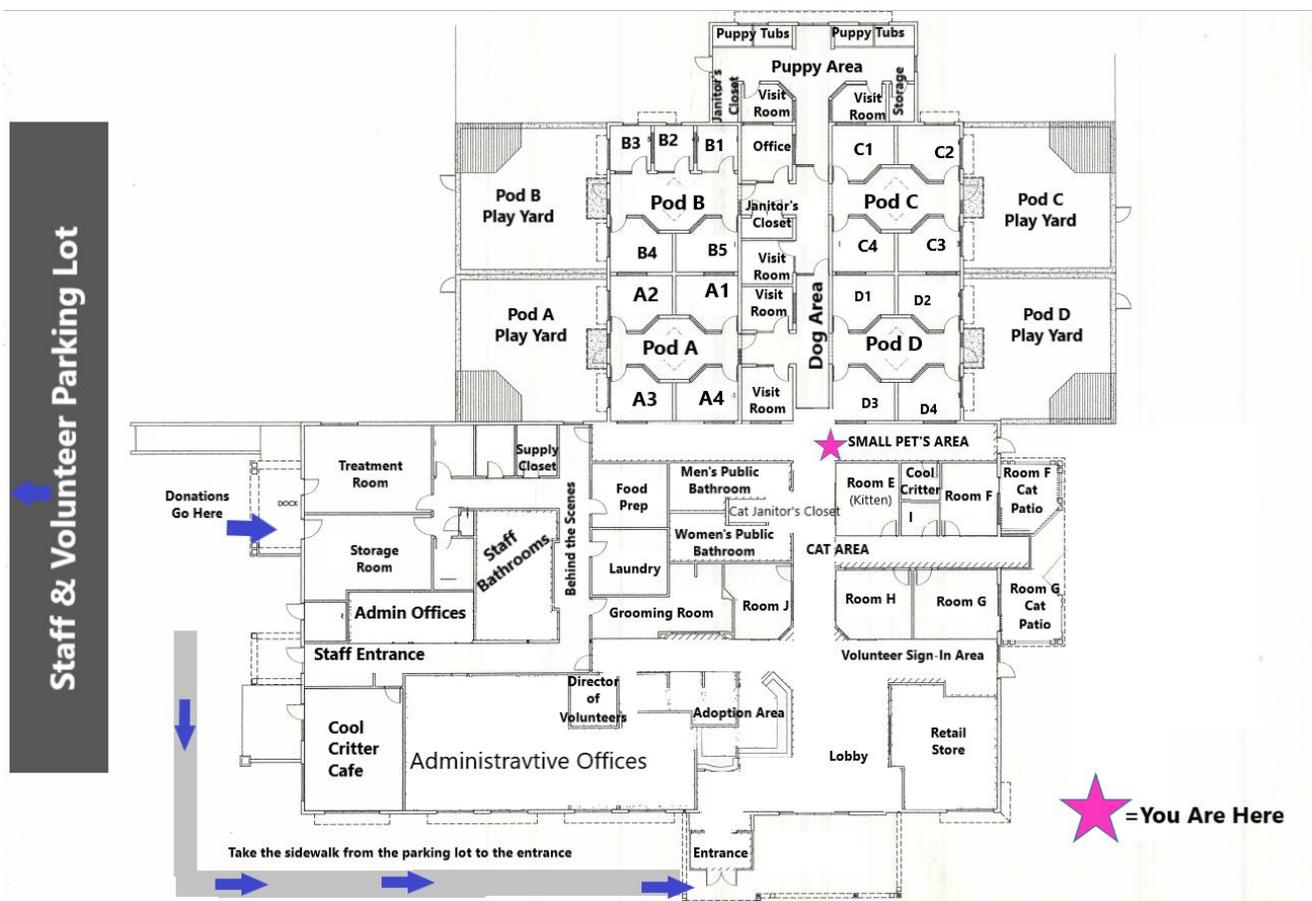
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<p>What is a Small Pets Butler?</p>	<ul style="list-style-type: none"> 🐾 Small Pets Butlers provide cleaning, exercise and socialization for rabbits, guinea pigs, and other small animals in the Small Pets Wing (as well as any small pets in the Grooming Room). 🐾 They also help educate visitors and potential adopters about these pets. 🐾 Small Pets Butlers supervise customer visits with the pets, but <i>only staff may conduct meetings between SPCA pets and customers' pets.</i>
<p>General Responsibilities:</p>	<ul style="list-style-type: none"> ✓ Follow Protocols in order to maintain the safety and health of our staff, volunteers and cat/kittens. ✓ Follow Instructions given by Animal Care Staff (Purples). ✓ Check in with a Purple when you are finished with your shift ✓ If you finish your tasks before the allotted time and you want to help more, please see a Purple for additional assignments. ✓ Honor and exemplify our Core Values with every action while you are at the SPCA. We are a community of volunteers, we support each other and the SPCA Staff.
<p><u>MORNING BUTLER RESPONSIBILITIES</u></p>	<ul style="list-style-type: none"> ✓ Replace linen and toy items if soiled ✓ Wipe clean all cages with Vinegar Solution ✓ Scoop litter boxes ✓ Provide clean fresh water ✓ Get bunnies and guinea pigs in Small Pets area out for playtime. ✓ Sweep and Mop the floor
<p><u>AFTERNOON BUTLER RESPONSIBILITIES</u></p>	<ul style="list-style-type: none"> ✓ Tidy ALL cages. ✓ Replace soiled items ✓ Scoop litter boxes ✓ Provide clean fresh water ✓ Get bunnies & guinea pigs out for playtime.
<p>Qualifications</p>	<p>Desire to be part of a team, community and the SPCA Family</p> <p>Ability to follow protocols & guidelines</p> <p>Good communication skills.</p> <p>Promotes the SPCA in a positive, kind, professional manner, embodying our core values!</p> <p>Ability to be on time and reliable.</p>
<p>Training</p>	<p>Completion of the Online Training Course.</p> <p>Completion of a Shadow Training Session with a Lead/M+66mentor Volunteer.</p>
<p>Goals</p>	<p>Provide a clean, safe & healthy environment for the Small Pets in our care.</p> <p>Provide enrichment for the Small Pets.</p> <p>To learn about small pets and get to spend time with them!</p>

Time Commitment	At least one, 2-hour shift per month.
Shift Times	Shifts are Sunday-Saturday, 365 days a year including SPCA holidays!
Shift	Shift Time
MORNING BUTLERS (AM)	8AM – 11AM (Mondays & TBD)
AFTERNOON BUTLERS (PM)	5:30PM- 7:30PM (Daily)
Required Attire	Closed-toed shoes Long Pants
SMALL PETS AREA MAP	



HEALTH		
HAND SANITIZE	<ul style="list-style-type: none"> Help minimize the spread of diseases by using hand sanitizer or washing your hands before handling each animal (between each cage), use sanitizer. 	
HEALTH REPORTS WHITEBOARD	<ul style="list-style-type: none"> Labored breathing, wheezing or sneezing 	<ul style="list-style-type: none"> Refusing to eat (including not eating droppings)
	<ul style="list-style-type: none"> Discharge from eyes or nose 	<ul style="list-style-type: none"> Lethargic or crouched in the corner
	<ul style="list-style-type: none"> Rough or puffed-up coat, or hair loss 	<ul style="list-style-type: none"> Drooling or grinding of teeth (it's ok if rabbits grind their teeth when being petted)
	<ul style="list-style-type: none"> Pulling or scratching at ears a lot 	<ul style="list-style-type: none"> Ears cold to the touch (usually noticed when not eating and crouched in corner)
	<ul style="list-style-type: none"> Head tilting, limping, or losing balance 	<ul style="list-style-type: none"> Urine soaked hair around the perianal area indicating "urine scald" Diarrhea, loose poop or blood in urine
SAFETY		
Use Vinegar only	<ul style="list-style-type: none"> Use Vinegar only to clean the small pet's area. NEVER use Accel! 	
Do NOT open the side door to the outside.		
Rabbits and guinea pigs are FRAGILE.	<ul style="list-style-type: none"> It is extremely easy to break a rabbit's back! 	
	<ul style="list-style-type: none"> Avoid picking up a rabbit, but if you must, it's very important to cradle the back end of the rabbit when lifting or holding. 	
	<ul style="list-style-type: none"> Guinea pigs should be picked up with both hands, one supporting the front and the other supporting the back. If needed, use a hand towel to pick them up and transport them. 	
	<ul style="list-style-type: none"> Guinea pigs and rabbits may wiggle hard when picked up, so make sure you have a solid (but gentle) grasp on them to avoid dropping them. 	
Rabbits and guinea pigs cannot vomit, so hairballs can be deadly.	<ul style="list-style-type: none"> Make sure there is plenty of hay in their cages to help them pass the hair they shed. While you are socializing with the rabbit, groom off as much fur as possible. 	
Bunny and guinea pig teeth never stop growing.	<ul style="list-style-type: none"> it is very important they have plenty of hay and (unfinished) wood toys/branches to chew to control the growth of their teeth. 	
Rabbits or guinea pigs that don't live together should NOT be introduced without staff supervision.	<ul style="list-style-type: none"> If they accidentally meet and a fight happens, break it up by: <ul style="list-style-type: none"> Clapping, yelling, or making other loud noises to startle them. Throw a towel over one of them or use something (towel, broom, etc.) to separate them. 	
BITES	<ul style="list-style-type: none"> In case of a bite, please notify staff immediately. Do NOT touch another person's wound; instruct them to wash it thoroughly and give them the first aid kit. Scratches from claws do not apply. 	

LIFE SPAN	<ul style="list-style-type: none"> Rabbits can live 8-14 years Guinea pigs can live 6-10 years.
	<ul style="list-style-type: none"> Initial costs are about \$250-\$300, This includes x-pen, flooring, grooming tools, and bowls; Annual costs are about \$1000-1200 (excluding emergencies).
Pet ownership costs:	
Must be seen by qualified vet	<ul style="list-style-type: none"> See list: http://trianglerabbits.org/health/vet.html
Rabbits need toys to help wear down teeth and provide mental stimulation	<ul style="list-style-type: none"> Please ensure they have a variety of toys in their cages, including a small paper bag with hay, toilet paper roll with a stick and hay, and chew toys.

Rabbits can be litter-box trained and are very clean.

Many rabbits like to have a buddy, but some can be very territorial.

BEHAVIOR

Rabbits have a **BLIND SPOT** in front of their noses and may startle if you put your hand there. Pet them from above their heads.

Bunnies and guinea pigs are PREY animals	<ul style="list-style-type: none"> They do not enjoy being held or picked up and may fight, scratch, or bite to get away.
	<ul style="list-style-type: none"> Please play with them on the ground and do not try to hold them.
	<ul style="list-style-type: none"> Allow rabbits to come out and go into the cage or carrier on their own, possibly with a small treat as incentive.
	<ul style="list-style-type: none"> See safety tips above for proper way to pick up guinea pigs.
Give rabbits space if displaying these behaviors:	<ul style="list-style-type: none"> Growling or grunting: possibly angry or scared.
	<ul style="list-style-type: none"> Turning to move away (Bunny Butt) flicking their back feet.
	<ul style="list-style-type: none"> “Boxing” behavior: Sitting on back legs with front legs raised, ears pointing up.
	<ul style="list-style-type: none"> Back legs thumping on ground with a raised tail, tense facial muscles, and dilated pupils.
	<ul style="list-style-type: none"> Standing tense with body lowered, head tilted upwards, mouth open and teeth visible.
	<ul style="list-style-type: none"> Ears pointed out to the sides (at 10 and 2 o’clock position; a.k.a. “airplane ears”), tail raised and pupils dilated.

PROTOCOLS: Important Reminders

It is very important that all protocols are followed. The health, safety and enrichment of the small pets depends on following the protocols. This also helps to identify gaps in the protocols and training.

Checklists	<ul style="list-style-type: none"> □ As the tasks are completed initial the item on the checklist out the checklist during your shift.
	<ul style="list-style-type: none"> ★ It is the best way to communicate with staff and other volunteers to know what was done during the shift.
	<ul style="list-style-type: none"> ★ Remember: Some days we cannot get to everything, it is okay!
	<ul style="list-style-type: none"> ★ Please do not initial the task if it wasn't completed, it is so important that everything is accurate when communicating with staff and other volunteers!
Play with and socialize the pets	<ul style="list-style-type: none"> ★ During the shift, it's important to play with and socialize the pets, keeping in mind the behavior notes below.
	<ul style="list-style-type: none"> ★ Each rabbit and guinea pig should be given at least 20 minutes of playtime (30-45 minutes is ideal) in the hall of the Small Pets wing.
	<ul style="list-style-type: none"> ★ Please do your best to get all rabbits and guinea pigs out to play during your shift, and remember to check on small pets in the Grooming Room as well.
	<ul style="list-style-type: none"> ★ At the end of your shift, find a purple to let them know you have finished.
Ask for Help	<ul style="list-style-type: none"> ★ Don't be afraid to ask for help or ask questions if you are unsure about something ask!

Restock Supplies

Most of the supplies you will need are in the Cool Critters room and cabinets in the Small Pets wing (except clean litter boxes, which are in the food prep room).

At the start of your shift	<ul style="list-style-type: none"> ★ Check the notebook hanging in Cool Critters Room for pertinent info.
	<ul style="list-style-type: none"> ★ Please review the last few entries so you will know of any issues with the pets. <ul style="list-style-type: none"> ○ In the notebook, please indicate which animals you had out to play and any concerns or suggestions.
At the end of every shift:	<ul style="list-style-type: none"> • Restock supplies in cabinets and in the Cool Critters rooms.
	<ul style="list-style-type: none"> 🐾 Remember, we are all a team and we want to make sure that everyone has what they need.

BUNNY PROTOCOLS: AM SHIFT

FOOD	Pellets	<p>★ Only staff and Lead Volunteers may feed the pets.</p> <p> If any of the pets don't have food, please notify Animal Care staff (purple shirts) immediately</p> <p> If the bunny was fed and the bowl is empty, clean the food bowl- you can put snacks and treats in the bowl for them.</p>	
	Fresh Fruit (Treats) & Veggies	Bunny Healthy Veggies	
		<input type="checkbox"/> Alfalfa Sprouts	<input type="checkbox"/> Endive*
		<input type="checkbox"/> Beet Tops	<input type="checkbox"/> Basil*
		<input type="checkbox"/> Bok Choy*	<input type="checkbox"/> Turnip Greens*
<input type="checkbox"/> Broccoli		<input type="checkbox"/> Cucumber	
<input type="checkbox"/> Carrot Tops*		<input type="checkbox"/> Green/Red Leaf Lettuce*	
<input type="checkbox"/> Celery Leaves only		<input type="checkbox"/> Tomato	
<input type="checkbox"/> Cilantro*		<input type="checkbox"/> Spinach*	
<input type="checkbox"/> Collard Greens*		<input type="checkbox"/> Romaine*	
<input type="checkbox"/> Kale*		<input type="checkbox"/> Dandelion*	
<input type="checkbox"/> Mint*	<input type="checkbox"/> Clover*		
<input type="checkbox"/> Parsley*	<input type="checkbox"/> Mustard Greens*		
<p>** Carrots are considered a treat so please do not give them large amounts of carrots. It is best for bunny buddies to bring in green veggies. They get more carrots than they need. *'s indicate favorites. NO ICEBURG LETTUCE!</p>			
BUNNY TREATS – Fruits			
<input type="checkbox"/> Apple (no seeds)	<input type="checkbox"/> Papaya		
<input type="checkbox"/> Banana	<input type="checkbox"/> Peach		
<input type="checkbox"/> Blueberries	<input type="checkbox"/> Pear		
<input type="checkbox"/> Carrots	<input type="checkbox"/> Pineapple		
<input type="checkbox"/> Grapes	<input type="checkbox"/> Plums		
<input type="checkbox"/> Melon	<input type="checkbox"/> Raspberries		
<input type="checkbox"/> Orange (with peel)	<input type="checkbox"/> Strawberries		
<p>** Dried Fruits & Veggies make great snacks and they last much longer. Dried Fruits are extra high in sugar so very limited amounts!!</p> <p>**You may bring in items from your yard or garden as long as they are not treated with pesticides or herbicides.</p> <p>**Branches can make nice treats and are great for their teeth, however, several are toxic unless dried (mostly fruit trees). It is best to purchase them to be safe. Also, remember most baskets sold in stores are coated with chemicals.</p>			
Hay	<p>1. Replenish hay racks, toilet paper rolls, small paper bags, small boxes, etc. with plenty of Timothy hay in each.</p>		
	<p>★ Since hay is the most important part of their diet, they should always have plenty.</p>		

WATER	Water Bottles	1. Rinse out and refill water bottles for all of the small.
		2. Check all nozzles and water bottle holders to ensure that they working properly and replace if necessary
		3. Rabbits should have water bowls in addition to water bottles, so please wipe down and refill water bowls with watering can in closet.
		2. Since rabbits drink about 20 ounces a day, their water bowls must be clean and filled.
	Water Bowls	1. Dump out water from bowl.
		2. Rinse bowl with water.
		3. Wipe down bowl using the vinegar spray.
		4. Rinse bowl with water
		5. Refill bowl with water

CLEANING BUNNY CAGES

★ **Before you start cleaning cages: Secure the hallway by pulling the gate shut.**

★ *If an animal escapes from the play area, gently guide them back to the play area or cage by walking behind them and herding them or using treats to lure them (please ask staff what treats are appropriate).*

★ *Only use the Vinegar Solution when cleaning, NEVER use Accel~ Unless you are deep cleaning*

★ **Do NOT pick up rabbits unless it is an emergency.**

<input type="checkbox"/>	1. Remove from the cage:
<input type="checkbox"/>	1. Nesting box
<input type="checkbox"/>	2. Litter box
<input type="checkbox"/>	3. All toys, bowls, etc.
<input type="checkbox"/>	2. Sweep the shelves off:
	1) If the pillow case is soiled:
<input type="checkbox"/>	1. Replace the pillow case.
<input type="checkbox"/>	2. Shake off pillow case into the garbage can before placing it in the laundry
<input type="checkbox"/>	3. Wipe off the shelf (both sides) with Vinegar Solution
	2) If the pillow case is not soiled:
<input type="checkbox"/>	1. See the checklist to see when the pillow case was changed last. Flip the pillow case, see checklist to see if the pillow case was replaced or flipped and use your best judgement.
<input type="checkbox"/>	2. If the pillow case has not been changed in two days, you MUST replace the pillowcase.
<input type="checkbox"/>	5. Remove newspaper from bottom of the tray.
<input type="checkbox"/>	6. Remove Bottom Tray
	1) Pull out the cage from the wall
	2) Slide the tray out of the side of the cage.
<input type="checkbox"/>	7. Sweep the bottom tray.
<input type="checkbox"/>	8. Wipe down the top and bottom of the tray with Vinegar Solution
<input type="checkbox"/>	9. Wipe down the white divider on the cage with Vinegar Solution.
<input type="checkbox"/>	10. Sweep behind the cage & mop (if time allows).
<input type="checkbox"/>	11. Replace the newspaper on the bottom of the cage-
	★ Please Do Not place new newspaper over the old soiled newspaper.
<input type="checkbox"/>	12. Change the litter box.
<input type="checkbox"/>	1) When changing the litter box, dump the dirty litter into the trash.
<input type="checkbox"/>	2) Clean the bottom of the litter box with the vinegar spray bottle.
<input type="checkbox"/>	3) Place several sheets of newspaper on the bottom.
<input type="checkbox"/>	4) Place about one-inch layer of shredded paper on top of the newspaper.
	★ For long-haired rabbits, use pelleted pine litter or “Yesterday’s News” instead of shredded newspaper.
	★ Never use pine or cedar shavings for any small animal!
<input type="checkbox"/>	13. Sweep the cardboard house from the cage.
	★ Replace the cardboard house if it is soiled or chewed.
<input type="checkbox"/>	14. Replace small towels in the bottom of the cage.
	1) Remember to shake out small towels to remove hair and droppings before placing in the laundry.
	2) Use plain, cotton hand towels or small bath towels with no embroidery, fringe, or holes and place them back into their cardboard houses.

- | | |
|---|---|
| □ | <p>15. Return or replace all non-plastic toys in rabbits' cages (phone books, paper bags with hay, toilet paper rolls with hay, wood chews, toss toys, etc.).</p> <ol style="list-style-type: none">1) Do not leave plastic toys inside a cage, as they are choking hazards meant for supervised play only.2) All rabbits should have several wooden chew toys, at least one willow stick, a willow or ball, a pine cone, etc. and multiple hanging toys. |
|---|---|

Bunny Playtime

★ ONLY let out one animal at a time or two animals in two separate areas.

SECURING THE PLAY AREA	<input type="checkbox"/>	1) The play areas <i>must be large enough</i> for the pets to be able to exercise, so please make the play area at least half the hallway length (not just a few feet in front of the cages).
	<input type="checkbox"/>	2) Use several fences/gates to secure the rabbits and guinea pigs. Remember that rabbits can jump high and squeeze in, around, over, and under tight spaces!
	<input type="checkbox"/>	3) For the pets' safety, the large, beige mesh fence affixed to the wall of the Small Pets wing should be secured and locked before any small pets are let out for playtime.
	<input type="checkbox"/>	4) Next, put one of the gates (folding metal or plastic) in front of the mesh fence so that the small pets don't chew on or go under it.
	<input type="checkbox"/>	5) Use the additional gates to block off two play areas in the hall, setting up the gates on either side of the door to the Cool Critters room to create a neutral area where you can easily go in and out of the room for supplies, but the small pets cannot go into the closet.
		<ul style="list-style-type: none"> ★ Animals from separate cages should never come in contact with each other at any time. ★ Tuck the gates between cages (with no more than two-three inches of space per cage) to secure them. Use a clip if necessary. ★ If needed (if any of the pets start to act territorial): <ol style="list-style-type: none"> 1) Place a sheet and an additional gate (such as the small purple one) in front of rabbits still in cages so that the animal out for playtime does not see or contact them.
SETTING UP THE PLAY AREA	The play area set up for the rabbits should be in front of their cages so that the rabbits can walk out of their cages and into the play area. Guinea pigs will need to be picked up out of their cages and placed in the play area (see Safety section for handling instructions). The play area should include:	
	<input type="checkbox"/>	1) Clean mats/rugs/blankets on the floor to prevent slipping on the tile.
	<input type="checkbox"/>	2) Ensure they have access to at least one litter box with a bit of hay inside. (keep cage door propped if possible).
	<input type="checkbox"/>	3) Several large, cardboard boxes and tunnels arranged so that the pets can run through them.
	<input type="checkbox"/>	4) Provide plastic toys that they can explore and scent, which include balls, and plastic eggs. <ul style="list-style-type: none"> ○ These toys can be found in the Cool Critters room in the plastic shelving unit.
	<input type="checkbox"/>	6) While the rabbits are in the play area, their cage door should remain open so that they can go back into their cage as needed.
	<input type="checkbox"/>	7) If a rabbit is timid, close the cage door during playtime so that s/he stays out (this helps with their socialization).
	If an animal escapes from the play area, gently guide them back to the play area or cage by walking behind them and herding them or using treats to lure them (please ask staff what treats are appropriate). Do NOT pick up rabbits unless it is an emergency.	
Once their playtime is over, gently lead rabbits back into their cages (and put guinea pigs back in theirs) and then put a new pet into each of the play areas so that they can have playtime next.		

POST-PLAYTIME CLEANUP	<input type="checkbox"/>	<u>***Before you leave, please clean the play area and return items to their storage places.</u>
	<input type="checkbox"/>	1. Ensure that all cage doors are latched properly and secured with metal hooks or clips.
	<input type="checkbox"/>	2. All cages should be spaced about two inches from each other to prevent contact between pets.
	<input type="checkbox"/>	3. Fold gates and return them to where they were found (pile them neatly).
	<input type="checkbox"/>	4. Air out mats/blankets on floors and sheets covering cages, bringing the soiled ones to the laundry room and replace with clean ones.
	<input type="checkbox"/>	5. Clean/return all plastic toys to the appropriate bin (all are labeled) and sweep off cardboard boxes/tunnels.
	<input type="checkbox"/>	6. Sweep floor and spray the walls and/or floor with vinegar where pets have urinated.

Guinea Pig PROTOCOLS: AM SHIFT

FOOD	Pellets	<p>★ Only staff and Lead Volunteers may feed the pets.</p> <ul style="list-style-type: none"> ● If any of the pets don't have food, please notify Animal Care staff (purple shirts) immediately 																																								
	Fresh Fruit (Treats) & Veggies	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th colspan="2" style="text-align: center; padding: 5px;">Healthy Veggies</th> </tr> </thead> <tbody> <tr><td style="padding: 2px;"><input type="checkbox"/> Alfalfa Sprouts</td><td style="padding: 2px;"><input type="checkbox"/> Endive*</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Beet Tops</td><td style="padding: 2px;"><input type="checkbox"/> Basil*</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Bok Choy*</td><td style="padding: 2px;"><input type="checkbox"/> Turnip Greens*</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Broccoli</td><td style="padding: 2px;"><input type="checkbox"/> Cucumber</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Carrot Tops*</td><td style="padding: 2px;"><input type="checkbox"/> Green/Red Leaf Lettuce*</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Celery Leaves only</td><td style="padding: 2px;"><input type="checkbox"/> Tomato</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Cilantro*</td><td style="padding: 2px;"><input type="checkbox"/> Spinach*</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Collard Greens*</td><td style="padding: 2px;"><input type="checkbox"/> Romaine*</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Kale*</td><td style="padding: 2px;"><input type="checkbox"/> Dandelion*</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Mint*</td><td style="padding: 2px;"><input type="checkbox"/> Clover*</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Parsley*</td><td style="padding: 2px;"><input type="checkbox"/> Mustard Greens*</td></tr> </tbody> </table> <p>** Carrots are considered a treat so please do not give them large amounts of carrots. It is best for bunny buddies to bring in green veggies. They get more carrots than they need. *'s indicate favorites. NO ICEBURG LETTUCE!</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th colspan="2" style="text-align: center; padding: 5px;">TREATS – Fruits</th> </tr> </thead> <tbody> <tr><td style="padding: 2px;"><input type="checkbox"/> Apple (no seeds)</td><td style="padding: 2px;"><input type="checkbox"/> Papaya</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Banana</td><td style="padding: 2px;"><input type="checkbox"/> Peach</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Blueberries</td><td style="padding: 2px;"><input type="checkbox"/> Pear</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Carrots</td><td style="padding: 2px;"><input type="checkbox"/> Pineapple</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Grapes</td><td style="padding: 2px;"><input type="checkbox"/> Plums</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Melon</td><td style="padding: 2px;"><input type="checkbox"/> Raspberries</td></tr> <tr><td style="padding: 2px;"><input type="checkbox"/> Orange (with peel)</td><td style="padding: 2px;"><input type="checkbox"/> Strawberries</td></tr> </tbody> </table> <p>**You may bring in items from your yard or garden as long as they are not treated with pesticides or herbicides.</p>	Healthy Veggies		<input type="checkbox"/> Alfalfa Sprouts	<input type="checkbox"/> Endive*	<input type="checkbox"/> Beet Tops	<input type="checkbox"/> Basil*	<input type="checkbox"/> Bok Choy*	<input type="checkbox"/> Turnip Greens*	<input type="checkbox"/> Broccoli	<input type="checkbox"/> Cucumber	<input type="checkbox"/> Carrot Tops*	<input type="checkbox"/> Green/Red Leaf Lettuce*	<input type="checkbox"/> Celery Leaves only	<input type="checkbox"/> Tomato	<input type="checkbox"/> Cilantro*	<input type="checkbox"/> Spinach*	<input type="checkbox"/> Collard Greens*	<input type="checkbox"/> Romaine*	<input type="checkbox"/> Kale*	<input type="checkbox"/> Dandelion*	<input type="checkbox"/> Mint*	<input type="checkbox"/> Clover*	<input type="checkbox"/> Parsley*	<input type="checkbox"/> Mustard Greens*	TREATS – Fruits		<input type="checkbox"/> Apple (no seeds)	<input type="checkbox"/> Papaya	<input type="checkbox"/> Banana	<input type="checkbox"/> Peach	<input type="checkbox"/> Blueberries	<input type="checkbox"/> Pear	<input type="checkbox"/> Carrots	<input type="checkbox"/> Pineapple	<input type="checkbox"/> Grapes	<input type="checkbox"/> Plums	<input type="checkbox"/> Melon	<input type="checkbox"/> Raspberries	<input type="checkbox"/> Orange (with peel)	<input type="checkbox"/> Strawberries
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WATER	Water Bottles	<p>1. Rinse out and refill water bottles for all of the small.</p> <p>2. Check all nozzles and water bottle holders to ensure that they working properly and replace if necessary</p> <p>3. Rabbits should have water bowls in addition to water bottles, so please wipe down and refill water bowls with watering can in closet.</p> <p>4. Since rabbits drink about 20 ounces a day, their water bowls must be clean and filled.</p>																																								

Cleaning Guinea Pig Cages

<input type="checkbox"/>	1. Replace all linens.
<input type="checkbox"/>	2. Remove newspaper.
<input type="checkbox"/>	3. Spray and wipe down the cage with vinegar.
<input type="checkbox"/>	4. Add two layers of newspaper
	5. Place a cotton towel that reaches from one end of the cage to the other
	6. Place a final layer of fleece on top that reaches from one of the cage to the other.
	🗨 Please do not use quilts or pillowcases for their cages (they do not absorb as well as fleece and it is a safety issue).

Guinea Pig Playtime

★ ONLY let out one animal at a time or two animals in two separate areas.

SECURING THE PLAY AREA	<input type="checkbox"/>	8) The play areas <i>must be large enough</i> for the pets to be able to exercise, so please make the play area at least half the hallway length (not just a few feet in front of the cages).
	<input type="checkbox"/>	9) Use several fences/gates to secure the rabbits and guinea pigs. Remember that rabbits can jump high and squeeze in, around, over, and under tight spaces!
	<input type="checkbox"/>	10) For the pets' safety, the large, beige mesh fence affixed to the wall of the Small Pets wing should be secured and locked before any small pets are let out for playtime.
	<input type="checkbox"/>	11) Next, put one of the gates (folding metal or plastic) in front of the mesh fence so that the small pets don't chew on or go under it.
	<input type="checkbox"/>	12) Use the additional gates to block off two play areas in the hall, setting up the gates on either side of the door to the Cool Critters room to create a neutral area where you can easily go in and out of the room for supplies, but the small pets cannot go into the closet.
		<ul style="list-style-type: none"> ★ Animals from separate cages should never come in contact with each other at any time. ★ Tuck the gates between cages (with no more than two-three inches of space per cage) to secure them. Use a clip if necessary. ★ If needed (if any of the pets start to act territorial): <ul style="list-style-type: none"> 2) Place a sheet and an additional gate (such as the small purple one) in front of rabbits still in cages so that the animal out for playtime does not see or contact them.

SETTING UP THE PLAY AREA	The play area set up for the rabbits should be in front of their cages so that the rabbits can walk out of their cages and into the play area. Guinea pigs will need to be picked up out of their cages and placed in the play area (see Safety section for handling instructions). The play area should include:	
	<input type="checkbox"/>	1. Clean mats/rugs/blankets on the floor to prevent slipping on the tile.
	<input type="checkbox"/>	2. At least one litter box with a bit of hay inside.
	<input type="checkbox"/>	3. Several large, cardboard boxes and tunnels arranged so that the pets can run through them.
	<input type="checkbox"/>	4. Provide plastic toys that they can explore and scent, which include balls, and plastic eggs. a. These toys can be found in the Cool Critters room in the plastic shelving unit.
	<input type="checkbox"/>	5. While the rabbits are in the play area, their cage door should remain open so that they can go back into their cage as needed.
	<input type="checkbox"/>	6. If a rabbit is timid, close the cage door during playtime so that s/he stays out (this helps with their socialization).
If an animal escapes from the play area, gently guide them back to the play area or cage by walking behind them and herding them or using treats to lure them (please ask staff what treats are appropriate). Do NOT pick up rabbits unless it is an emergency.		
Once their playtime is over, gently lead rabbits back into their cages (and put guinea pigs back in theirs) and then put a new pet into each of the play areas so that they can have playtime next.		
POST-PLAYTIME CLEANUP	<input type="checkbox"/>	<u>Before you leave, please clean the play area and return items to their storage places.</u>
	<input type="checkbox"/>	1. Ensure that all cage doors are latched properly and secured with metal hooks or clips.
	<input type="checkbox"/>	2. All cages should be spaced about two inches from each other to prevent contact between pets.
	<input type="checkbox"/>	3. Fold gates and return them to where they were found (pile them neatly).
	<input type="checkbox"/>	4. Air out mats/blankets on floors and sheets covering cages, bringing the soiled ones to the laundry room and replace with clean ones.
	<input type="checkbox"/>	5. Clean/return all plastic toys to the appropriate bin (all are labeled) and sweep off cardboard boxes/tunnels.
	<input type="checkbox"/>	6. Sweep floor and spray the walls and/or floor with vinegar where pets have urinated.

Hamster, Gerbil, Rats, and other small pets PROTOCOLS: AM & PM SHIFT

<input type="checkbox"/>	1. Please see staff for instructions.
<input type="checkbox"/>	2. If cleaning is needed, those small pets can be placed in a ball, which can be found in the grey plastic cabinets in front; they have their own separate playtime toys

AT THE END OF YOUR SHIFT	<input type="checkbox"/>	1. Restock and replenish items in the cabinet or in the Grooming Room.
	<input type="checkbox"/>	2. Make sure that every cage is secured.
	<input type="checkbox"/>	3. Sweep the hallway floor.
	<input type="checkbox"/>	4. Mop the hallway.
	<input type="checkbox"/>	5. Check with a Purple before you leave.

Questions or concerns? Please [ask](#) our Animal Care staff (purple shirts) and they'll be happy to assist you!

Thanks so much for your help!

BUNNY PROTOCOLS: PM SHIFT

FOOD	<input type="checkbox"/> Hay	<ol style="list-style-type: none"> 1. Replenish hay racks, toilet paper rolls, small paper bags, small boxes, etc. with plenty of Timothy hay in each. 	
		<ul style="list-style-type: none"> ★ Since hay is the most important part of their diet, they should always have plenty. 	
WATER	<input type="checkbox"/> Water Bottles	<ol style="list-style-type: none"> 1. Rinse out and refill water bottles for all of the small. 2. Check all nozzles and water bottle holders to ensure that they working properly and replace if necessary 3. Rabbits should have water bowls in addition to water bottles, so please wipe down and refill water bowls with watering can in closet. <ul style="list-style-type: none"> • Since rabbits drink about 20 ounces a day, their water bowls must be clean and filled. 	
		<ol style="list-style-type: none"> 1. Dump out water from bowl. 2. Rinse bowl with water. 3. Wipe down bowl using the vinegar spray. 4. Rinse bowl with water 5. Refill bowl with water 	
		<ol style="list-style-type: none"> 1. Spot-clean the cages as needed. Remove heavily soiled items, and replace bedding if necessary. 	
		<ol style="list-style-type: none"> 1. <u>If a cage is empty</u>, please clean and prepare the cage for a new animal. **See AM Protocols for cleaning the cages. 	
	Clean the Cages	<input type="checkbox"/>	<ol style="list-style-type: none"> 1. Each rabbit and guinea pig should be given at least <u>20 minutes</u> of playtime (<u>30-45 minutes</u> is ideal) in the hall of the Small Pets wing. <ul style="list-style-type: none"> • The goal of the shift is to provide enrichment for the bunnies while spot cleaning their cages.
			<ol style="list-style-type: none"> 1. Each rabbit and guinea pig should be given at least <u>20 minutes</u> of playtime (<u>30-45 minutes</u> is ideal) in the hall of the Small Pets wing. <ul style="list-style-type: none"> • The goal of the shift is to provide enrichment for the bunnies while spot cleaning their cages.
	Empty Cages	<input type="checkbox"/>	<ol style="list-style-type: none"> 1. <u>If a cage is empty</u>, please clean and prepare the cage for a new animal. **See AM Protocols for cleaning the cages.
	Playtime (Enrichment)	<input type="checkbox"/>	<ol style="list-style-type: none"> 1. Each rabbit and guinea pig should be given at least <u>20 minutes</u> of playtime (<u>30-45 minutes</u> is ideal) in the hall of the Small Pets wing. <ul style="list-style-type: none"> • The goal of the shift is to provide enrichment for the bunnies while spot cleaning their cages.

GUINEA PIG PROTOCOLS: PM SHIFT

FOOD	<input type="checkbox"/> Hay	<ol style="list-style-type: none"> 1. Replenish hay racks, toilet paper rolls, small paper bags, small boxes, etc. with plenty of Timothy hay in each. <p>★ Since hay is the most important part of their diet, they should always have plenty.</p>
	WATER	<input type="checkbox"/> Water Bottles
<ol style="list-style-type: none"> 2. Check all nozzles and water bottle holders to ensure that they working properly and replace if necessary 		
<ol style="list-style-type: none"> 3. Rabbits should have water bowls in addition to water bottles, so please wipe down and refill water bowls with watering can in closet. 		
<ul style="list-style-type: none"> ● Since rabbits drink about 20 ounces a day, their water bowls must be clean and filled. 		
Clean the Cages	<input type="checkbox"/>	<ol style="list-style-type: none"> 1. Spot-clean the cages as needed. Remove heavily soiled items, and replace bedding if necessary.
Empty Cages	<input type="checkbox"/>	<ol style="list-style-type: none"> 2. If a cage is empty, please clean and prepare the cage for a new animal. **See AM Protocols for cleaning the cages.
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Hamster, Gerbil, Rats, and other small pets PROTOCOLS: AM & PM SHIFT

<input type="checkbox"/>	<ol style="list-style-type: none"> 1. Please see staff for instructions.
<input type="checkbox"/>	<ol style="list-style-type: none"> 2. If cleaning is needed, those small pets can be placed in a ball, which can be found in the grey plastic cabinets in front; they have their own separate playtime toys

AT THE END OF YOUR SHIFT	<input type="checkbox"/>	1. Restock and replenish items in the cabinet or in the Grooming Room.
	<input type="checkbox"/>	2. Make sure that every cage is secured.
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