



Animal Behaviour Consultants of Southern Africa®

11 Del Jardin, The Willows, Pitsani Road, Kelland, 2194

Gauteng, Republic of South Africa

www.animal-behaviour.org.za

Date: 27 May 2020

COVID-19 Lockdown – Areas of Service, Requirements & Mitigation Plan for the Animal Behaviour Consulting & Dog Training Sectors

Following please find all the relevant information for operation of the animal behaviour consulting and dog training sectors during the Covid-19 National State of Disaster and Lockdown Levels.

The requirements set out in this document and all annexures referred to have been set according to the South African Government Risk-Adjusted Strategy for Economic Activity (Table 1a and Table 1b).

Table 1a. Covid-19 Risk Assessment of the Animal Behaviour Consulting & Dog Training Sector as per South African Government Risk-Adjusted Strategy for Economic Activity as detailed by the Animal Behaviour Consultants of Southern Africa®

	Animal Behaviourists	Dog Trainers
% of employees can work remotely	1	2
% of workforce that is older than 50	1	1
% of workforce in geographies with high transmission (GP, KZN, WC)	2	2
Ability to enforce social distancing of 2m at work	0	0
Ability to provide masks to employees	0	0
Ability to screen all employees	0	0
Ability to isolate all ill employees	0	0
% of employees who use public transport	0	0
% of employees who must cross provincial border to start work	0	0
Total	4	5

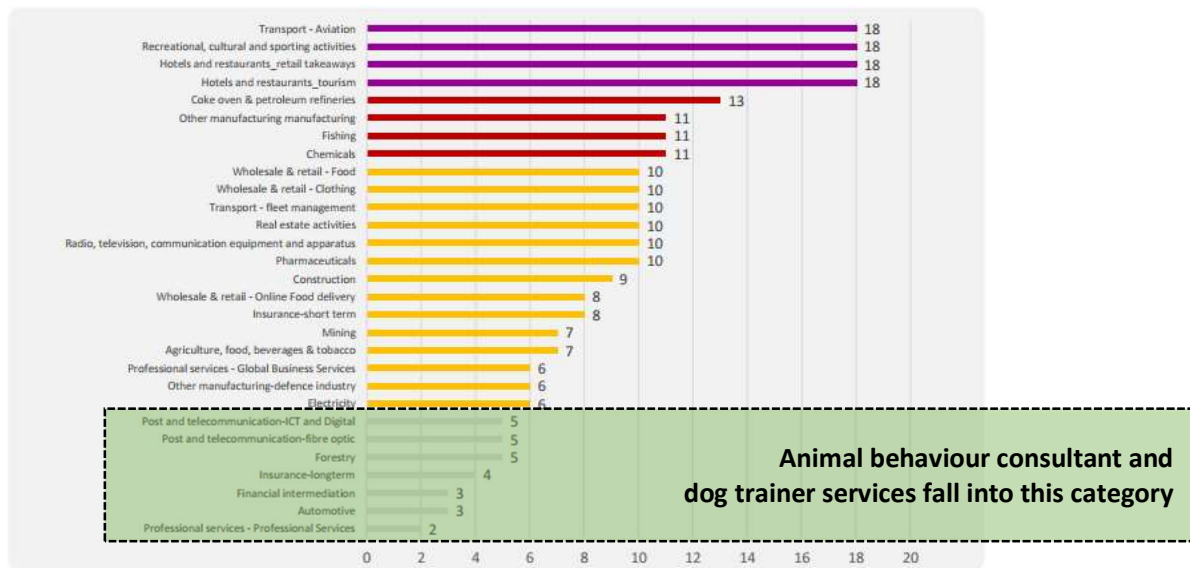
Scoring:

0 – Low Risk

1 – Medium Risk

2 – High Risk

Table 1b. Covid-19 Risk Assessment Per Sector as per South African Government Risk-Adjusted Strategy for Economic Activity



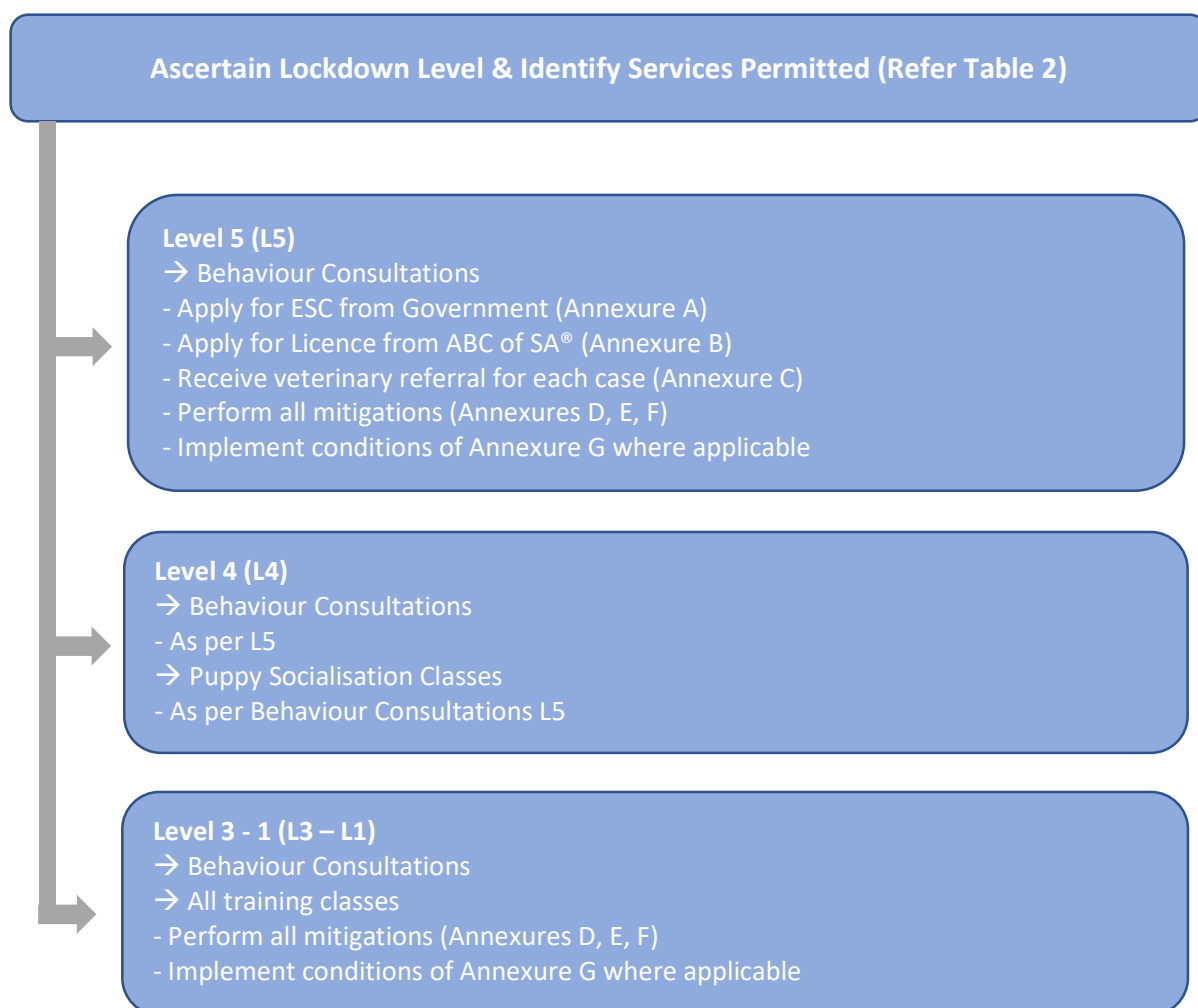
Please note:

- The mitigations, permissions and processes listed yield to any governmental, provincial or metropolitan decree at any time.
- Licences from the ABC of SA® and the use of the documentation provided is not limited to ABC of SA® members, although we would encourage non-members to join the ABC of SA® in order to stay up to date with developments.

For your convenience we include a process chart and list the permitted services and documents required for each Lockdown Level (Table 2). These documents will be made available on the ABC of SA® website as well at the FaceBook member’s page.

Table 2. Sector Activities per Lockdown Level for the Animal Behaviour Consulting & Dog Training Sectors as per the ABC of SA®

Name of Service	Lockdown Level 5	Lockdown Level 4	Lockdown Level 3	Lockdown Level 2	Lockdown Level 1	Notes
Online Non-Contact Services	Permitted with no mitigations					N/A
Behavioural Consults	Permitted ^{1&2} with veterinary referral		Permitted ²			1. Formal licence to be received from the ABC of SA® (not limited to ABC of SA® members) as well as ESC from government. Licence to be revoked if mitigations not adhered to. 2. All mitigations as detailed in ABC of SA® Covid-19 Prevention & Mitigation Plan agreed by applicant.
Socialisation Training (puppies less than 4 months of age)	Not permitted	Permitted ¹ & ² with veterinary referral	Permitted ²			
All other training classes	Not permitted		Permitted ²			



Notes:

- The mitigations, permissions and processes listed yield to any governmental, provincial or metropolitan decree at any time.
- In instances where government permits are required these are to be acquired first and foremost. Details of these permits can be accessed on Annexure A and in previous communications.
- In some instances, licences are required from the ABC of SA[®] as contained in Annexure B.
- In instances where veterinary referrals are required a sample form is provided as per Annexure C.
- The ABC of SA[®] Covid-19 Prevention & Mitigation Plan is included on Annexure D.
- A Staff Register template is provided on Annexure E.
- Staff Travel Permit is provided on Annexure F.
- Statements from SAVA and SAPS regarding provision of services which impact behavioural welfare are provided on Annexure G - **practitioners are strongly advised to print and keep Annexure H on hand during any operation in Level 5 and Level 4.**

Please submit any queries to the Secretary of the ABC of SA[®] Samantha Walpole – secretary@animal-behaviour.org.za

Apply for Essential Services Certificate (ESC) from Government (Annexure A)

- Registered companies are to apply for ESC via the CIPC/Bizportal website.
- Sole proprietors are to follow same. If facility to register without an enterprise number is not available, sole proprietors are to contact the DTI in this regard requesting a permit for Essential Services, retain proof of submission and complete this form until such is received.

FORM 2
PERMIT TO PERFORM AN ESSENTIAL OR PERMITTED SERVICE
 Regulations 16(2)(b) and 28(4)

- Please note that the person to whom the permit is issued must at all times present a form of identification together with this permit. If no identification is presented, the person to whom the permit is issued will have to return to his or her place of residence during Alert Level 4.

I, being the head of institution, with the below mentioned details,

Surname				
Full names				
Identity number				
Contact details	Cell nr.	Tel Nr(W)	Tel Nr(H)	e-mail address
Physical Address of Institution				

Hereby certify that the below mentioned official/employee is performing services in my institution

Surname	
Full names	
Identity number	
Place of residence of employee	

Signed at _____ on this the _____ day of _____ 2020.

Signature of Head of Institution



Application for Licence of Operation from ABC of SA® (Annexure B)



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Application for Licence of Operation During Lockdown Level 5 and Level 4

Name of Applicant		Identity Number	
Name of Business		Contact Number	
Address of Business			
		Email	

Service Provided

Behavioural Consultations (permitted with licence and veterinary referral in L5 and L4 – no licence or referral required L3, L2, L1)

Socialisation Training (permitted with licence and veterinary referral in L4 – no licence or referral required L3, L2, L1)

I, _____, do hereby agree to adhere to the conditions noted on this licence and to adhere to the conditions set forth in the ABC of SA® Covid-19 Prevention & Mitigation Plan.

- I understand that should I not adhere to these conditions this licence is immediately revoked.
- I understand that this licence yields to any National, Provincial or Metropolitan decree at any time.
- I agree to display this licence at my place of business or to carry this licence upon my person if conducting any operation offsite.
- I agree to obtain all other required permits where applicable

Date: _____

Name: _____

Signature: _____

Place: _____

For official use	
Licence Number	_____
Issued by:	_____
Signature:	_____
Capacity:	_____
Date:	_____

Veterinary Referral for Restricted Services During Lockdown Level 5 and Level 4 as per ABC of SA® Requirements (Annexure C)

Referring Veterinarian			
Name		Practice Number	
Practice		Contact Number	
Address of Business			
		Email	

Service Provider			
Name of Service Provider		Identity Number	
Name of Business		Contact Number	
Address of Business			
		Email	

Client & Patient			
Name of Client		Identity Number	
Name of Patient		Contact Number Client	
Client Address			
		Email	

Patient is referred for:

- Behavioural Consultation
- Socialisation Training



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 Republic of South Africa
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Date: _____

Name: _____
 Of referring Veterinarian

Signature _____
 Of referring Veterinarian

<p>Practice Stamp</p>

Annexure D. Covid-19 Proposed Prevention and Mitigations Measures During Lockdown Levels within the Animal Behaviour Consulting & Dog Training Sector as set out by the Animal Behaviour Consultants of Southern Africa® (Page 1 of 2)

Animal Behaviour Consulting Sector					
Aspect	Level 5	Level 4	Level 3	Level 2	Level 1
Permitted Services	Permitted with permitting and mitigations as detailed herein		Permitted with mitigations as detailed herein		
Access Control	Maintain appointment system including client's contact details and record of all appointments Ensure that the consultant's indemnity and public liability insurance is current				
Client Welfare	Owners to receive Covid-19 education material and an outline of the consultant's Covid-19 Prevention & Mitigation Plan prior to arrival for first session Clients to sanitise hands upon arrival and at departure				
Consult Location	Conduct consultation outdoors or in a very well-ventilated area such as a veranda at the owner's home if possible Consultant to avoid entering owner's house as far as possible				
Consult Size	Limit household members to the main role players				
Consultant Welfare	Consultant to wash/sanitise hands upon arrival and prior to departure Maintain social distance amongst staff and/or clients of at least 2m Consultants in high risk groups are advised to operate an online service during all levels of lockdown where possible				
Permitting	ESC (Annexure A), ABC of SA® licence (Annexure B), veterinary referral (Annexure C), staff register (Annexure E) and staff travel permits (Annexure F) where applicable. Adherence to Annexure G		Adherence to Annexure G		
Personal Protective Equipment	All attendees – consultant and clients – to wear face masks or shields at all times				
Sanitisation - Personal	Consultant to sanitise hands before entering client's property and before entering their vehicle on departure				
Sanitisation - Equipment	Any equipment used by the consultant during the session is to be sanitised before use (and after use unless the equipment is to remain with the client)				
Social Distance	Any activity requiring social distance of less than 2m to be omitted and replaced with a suitable alternative				
Staff Limits	No assistant to the consultant is permitted	One assistant to the consultant is permitted			No restriction
Staff Welfare	Maintain social distance amongst staff and/or clients of at least 2m Identify and protect C-19 vulnerable employees C-19 Screening of staff on entering the workplace and a record kept thereof (Annexure E) Staff to wear a suitable face mask or face shield at all times Staff to wash/sanitise hands regularly				

Annexure D. Covid-19 Proposed Prevention and Mitigations Measures During Lockdown Levels within the Animal Behaviour Consulting & Dog Training Sector as set out by the Animal Behaviour Consultants of Southern Africa® (Page 2 of 2)

Dog Training Sector						
Aspect	Level 5	Level 4	Level 3	Level 2	Level 1	
Permitted Services	Not Permitted	Only puppy socialisation classes as permitted and with mitigations as detailed herein	All dog training classes permitted with mitigations as detailed herein			
Access Control		Limit access to booked clients only with no walk-ins. Maintain attendance register. Record client's contact details Ensure that the facility's indemnity and public liability insurance is current				
Class Sizes		Limited to five handlers with no spectators	Limited to eight handlers per class with no spectators		No restrictions	
Client Welfare		Owners to receive Covid-19 education material and an outline of the facility's Covid-19 Prevention & Mitigation Plan prior to arrival for first session. Clients to sanitise hands upon arrival and at departure				
		Toilet facilities (where applicable) not available to owners			All facilities available to clients	
		Owners to be requested to bring and remove their own equipment for their dogs e.g. water bowl and water, toys, leashes and collars			Clients may use shared equipment provided it is sanitised before and after use	
Permitting		ESC (Annex. A), ABC of SA® licence (Annex. B), veterinary referral (Annex. C), staff register (Annex. E) and staff travel permits (Annex. F) where applicable. Adherence to Annexure G		Adherence to Annexure G		
Personal Protective Equip.		All attendees – staff and clients – to wear face masks or shields at all times				
Sanitisation - Personal		Provide handwashing station and/or hand sanitiser for every person present at a ratio of 1:4				
Sanitisation - Equipment		Any equipment used by more than one dog is to be sanitised before session use and owners are not permitted to touch this equipment. Staff are permitted to touch and move this equipment as needed and hands to be sanitised afterwards			As per previous levels with the addition that owners are permitted to touch and move equipment as needed and hands to be sanitised afterwards	
Social Distance		Any activity requiring social distance of less than 2m to be omitted and replaced with a suitable alternative				
Staff Limits		Staff on premises at any one time limited to: 40% of total staff complement		60% of total staff complement	80% of total staff complement	No restrictions
Staff Numbers		Limit staff to 1 instructor and 1 assistant per group				No restrictions
Staff Welfare		Maintain social distance amongst staff and/or clients of at least 2m Identify and protect C-19 vulnerable employees C-19 Screening of staff on entering the workplace and a record kept thereof (Annexure E) Staff to wear a suitable face mask or face shield at all times Staff to wash/sanitise hands regularly				

Staff Register Template (Annexure E)

Covid-19 Staff Register

Page:

Date	Staff Member	Start					Finish					Notes
		Time	Temperature (36.5C - 37.5C)	Symptoms	Contact with C-19	Checked by	Time	Temperature (36.5C - 37.5C)	Symptoms	Contact with C-19	Checked by	

Normal temperature: 36.5°C - 37.5°C

Symptoms: Cough, shortness of breath, fever, sore throat, headache, chills, loss of taste/smell, muscle pain

Contact: Has the staff member been in contact with a known C-19 carrier?

Annexure F. Staff Travel Permits

FORM 2 PERMIT TO PERFORM AN ESSENTIAL OR PERMITTED SERVICE Regulations 16(2)(b) and 28(4)

- Please note that the person to whom the permit is issued must at all times present a form of identification together with this permit. If no identification is presented, the person to whom the permit is issued will have to return to his or her place of residence during Alert Level 4.

I, being the head of institution, with the below mentioned details,

Surname				
Full names				
Identity number				
Contact details	Cell nr.	Tel Nr(W)	Tel Nr(H)	e-mail address
Physical Address of Institution				

Hereby certify that the below mentioned official/employee is performing services in my institution

Surname	
Full names	
Identity number	
Place of residence of employee	

Signed at _____ on this the _____ day of _____ 2020.

Signature of Head of Institution



Annexure G. Requirements of Businesses Operating under Lockdown Level 3, 2 and 1 as per Disaster Management Act, 2002: Amendment of Regulations Issued in Terms of Section 27(2) 28 May 2020

Compliance officers

47. (1) Industries, businesses and entities, both private and in the public sector, which are permitted to operate must—

- (a)** designate a COVID-19 compliance officer who must oversee the—
 - (i)** the implementation of the plan referred to in paragraph **(b)**; and
 - (ii)** adherence to the standards of hygiene and health protocols relating to COVID-19 at the workplace;
- (b)** develop a plan for the phased-in return of their employees to the workplace, prior to reopening the workplace for business, which plan must correspond to Annexure E and must be retained for inspection and must contain the following information:
 - (i)** which employees are permitted to work;
 - (ii)** what the plans for the phased-in return of their employees to the workplace are;
 - (iii)** what health protocols are in place to protect employees from COVID-19; and
 - (iv)** the details of the COVID-19 compliance officer;
- (c)** phased-in the return of their employees to work to manage the return of employees from other provinces, metropolitan areas and districts; and
- (d)** develop measures to ensure that the workplace meets the standards of health protocols, adequate space for employees and social distancing measures for the public and service providers, as required.

(2) A person in control of a retail store or institution must—

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- (a)** take steps to ensure that customers keep a distance of at least one and a half metres from each other and that all directions in respect of health protocols and social distancing measures are adhered to; and
- (b)** designate a compliance officer to ensure that safety controls are strictly adhered to and display the name of the compliance officer prominently in the store or institution in a visible area.

Annexure H. Statements from SA Veterinary Association & SAPS regarding services offered in the Animal Behaviour Consulting and Dog Training Sectors During Lockdown Level 5 and 4 as provided to the Animal Behaviour Consultants of Southern Africa® (Available on request)