

APPENDIX B – Daily Operations

Option 1 – simultaneous start times for majority of kennel staff (staff bus arrival for most staff)			Option 2 – staggered staff starts – pressure of roads and reduced bottle neck at feed room, laundry, staff areas (staff bus arrival for most staff)			Reduced Staffing – Emergency Management onsite staff NB after 3 days of reduced access to the site (or a family emergency etc), staff will have the opportunity to leave via private helicopter. A new team will be flown in to replace them.	
7.30am	All kennel staff arrive and meet for muster at under cover training area	Morning supervisors starts (covers reception am) Feed room and laundry attendants start	7.30am	½ of the kennel staff start (2 staff per 40 dogs – 2 modules) – daily timeline for this team matches option 1	Morning supervisors starts (covers reception am) Feed room and laundry attendants start	7am	Morning muster – risk assessments, check-in routine and priorities established etc 5-6 staff per 400 dogs – 20 modules (1 staff per 4 modules and 1 staff member in laundry and feed room supporting all staff)
7.40am	All staff load carts from feed room (morning feeds and enrichment feed) and laundry		7.40am	All staff load carts from feed room (morning feeds and enrichment feed) and laundry		7.15am	All staff load carts from feed room (morning feeds) and laundry
7.50-8.00am	Feed and medicate dogs in modules		7.50-8.00am	Feed and medicate dogs in modules		7.30am	Feed, water and medicate dogs in 1st assigned module– do not release into day runs for at least 30mins to minimize risk of bloat
8.00am-9.30am Full clean 2 x weekly for all kennels – 8am – 10.00am	Let dogs out into day runs, clean night kennels, collect dirty bedding, bowls, scoop any faeces and spot clean or do a full clean if necessary.	Vet nurse 1 starts		Every dog let out into day areas – 2 staff for 40 dogs (2 modules)	Vet nurse 1 starts	7.50am	Feed, water and medicate dogs in 2nd assigned module– do not release into day runs for at least 30mins to minimize risk of bloat
9.30 - 10.30am	Take any dogs to clinic for scheduled	Supervisors and nurses	9.30am	Second ½ of kennel staff start – work with early	Supervisors and nurses	8.10am	Feed, water and medicate dogs in 3rd assigned module– do not release into day runs

	treatments/procedures (via cart trailer) staff may need to stay with some dogs for treatments however the majority should be able to be left in kennels in the clinic	manage any transfers to external vets and work with visiting vets as needed		starting buddy to finish the days work with staggered break times with wider time period for drop off and pick-ups at feed and laundry rooms	manage any transfers to external vets and work with visiting vets as needed		for at least 30mins to minimize risk of bloat
10.30 - 10.45am	morning tea at staff bungalow or main quadrangle	Pm supervisor starts Vet nurse 2 starts	10.30		Pm supervisor starts Vet nurse 2 starts	8.30am	Feed, water and medicate dogs in 4th assigned module – do not release into day runs for at least 30mins to minimize risk of bloat
10.45am-12.20pm	Rehabilitation and enrichment activities					8.50am	Return to 1 st assigned module. Release dogs into day runs, remove bowls, poo pick up and spot clean only.
12.20-12.30pm	Unload cart – dirty bowls, dirty laundry, rubbish, dirty toys/enrichment					9.40am	Return to 2nd assigned module. Release dogs into day runs, remove bowls, poo pick up and spot clean only.
12.30-1.15pm	Lunch at main quadrangle		12.30			10.10am	Return to 3rd assigned module. Release dogs into day runs, remove bowls, poo pick up and spot clean only.
1.15-1.25pm	Load carts – afternoon feeds, clean bedding if needed, overnight enrichment feeds					10.40am	Return to 4th assigned module. Release dogs into day runs, remove bowls, poo pick up and spot clean only.
1.25-3.25pm	Rehabilitation, training activities					11.10am	Return carts to kitchen/laundry area for unloading
3.25pm – 3.40pm or within 1.25-3.25pm period if needed	Afternoon tea in staff gazebo		3.25			11.20am	BREAK AND CHECK IN
3.40-4.00pm	Bring into night area. Afternoon feed/ enrichment items and medicate – put on		3.40-4pm	Leave dogs out – 2 nd kennel assistant stays and works with dogs – rehab,		11.40am	Load enrichment feeds and items and any restocking needs

	coats,			training, afternoon feed			
4.00-4.15	Cart back to main complex – unload and finish for the day.	Am supervisor finish Laundry and feed room attendants finish	4.00-4.15pm	1 st ½ of kennel staff finish	Am supervisor finish Laundry and feed room attendants finish	12.00 pm	Return to 1 st assigned module – provide enrichment items to each dog, spot clean as needed
4.15-4.45		Vet nurse 1 finishes			Vet nurse 1 finishes	12.20 pm	Return to 2nd assigned module – provide enrichment items to each dog, spot clean as needed
4.45 – 6.15pm		Rounds of all modules Sup 2 and nurse 2	5.30-6.15pm	Bring all 40 dogs into night area, give night enrichment items/feed, medicate (better medication schedule as closer to 12 hrs. apart), put on coats	Rounds of all modules Sup 2 and nurse 2	12.40 pm	Return to 3rd assigned module – provide enrichment items to each dog, spot clean as needed
6.15pm		Supervisor 2 finishes and vet nurse 2 finish	6.15pm	Second group of kennel staff finish	Supervisor 2 finishes and vet nurse 2 finish	1.00 pm	Return to 4 th assigned module – provide enrichment items to each dog, spot clean as needed
						1.20 pm	BREAK for lunch and CHECK IN
						2.20 pm	Load carts with afternoon feeds, medication, laundry etc
						2.30 pm	Feed, water and medicate dogs in 1st assigned module– return dogs to night yards – spot clean
						2.50 pm	Feed, water and medicate dogs in 2nd assigned module– return dogs to night yards – spot clean
						3.10 pm	Feed, water and medicate dogs in 3rd assigned module– return dogs to night yards – spot clean
						3.30 pm	Feed, water and medicate dogs in 4th assigned module– return dogs to night yards – spot clean
						3.50 pm	Return carts – unload, CHECK IN and finish.

