



KITSAP HUMANE SOCIETY

FOSTER PROGRAM MANUAL

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Foster Department Contact Information

Email is the primary and easiest way to contact the foster team. Please address your emails to all team members to ensure a prompt response.

Foster Manager

Holly Faccenda

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Foster Lead

Gina Lehner

&

Foster Assistant

Betty Santos

foster@kitsap-humane.org

The Foster Office is staffed 9:00 am-5:30 pm every day

WELCOME!

Thank you for fostering with Kitsap Humane Society (KHS), and welcome to our foster team! Fosters are essential to helping us achieve our mission of providing positive, life-changing solutions to people and companion animals. We value your help greatly and look forward to working with you. The following pages provide an overview of the foster program at KHS!

We want you to have a safe, educational, enjoyable, and rewarding foster experience while at KHS. The foster policies summarized in this manual have been adopted to ensure that your foster experience is mutually beneficial to all involved- staff, animals, other volunteers, our community, and you.

Our Commitment to You

The paid staff members of KHS value your contributions to our shelter. We want your experience to be positive and fulfilling, so our staff members strive to:

1. Provide information, training, and help so that you excel at your foster parent duties!
2. Outline goals and provide guidance and feedback to you.
3. Treat you as a valued and respected member of our team.
4. Be open-minded to your comments and suggestions and address your concerns to the best of our ability.

Our Mission

KHS is an independent non-profit committed to providing positive life-changing solutions to people and companion animals. We do so by:

- Accepting, sheltering, and rehabilitating companion animals in need.
- Providing humane rescue, protection, prevention, adoption, and education services.
- Implementing progressive lifesaving and life-affirming programs.
- Creatively collaborating and partnering with our region and supporters to build a model humane community.

Rescue. Rehabilitate. Rehome.

Our Vision

Our vision is that every adoptable companion animal has a home.

Meet the Foster Department!

Welcome to the Kitsap Humane Society Foster Program! We are thrilled to have you joining us in our mission to rescue, rehabilitate, and rehome animals in need.

The Foster Department at KHS currently consists of three staff members, Holly Faccenda (Foster Manager), Gina Lehner (Foster Lead), and Betty Santos (Foster Assistant). We are all passionate about KHS's mission, the lifesaving work of foster placement, and making sure our foster parents feel supported and well-trained!

We strive to cultivate a positive foster experience and ensure you, as the foster parent, are getting all the help you need. Please do not hesitate to reach out to us regarding your questions, concerns, or if you are seeking advice. We love chatting with you all!

We look forward to working with you to save lives,

Holly, Gina, and Betty

Is Fostering Right for You?

Foster parents are a vital and irreplaceable part of our shelter's success and are truly lifesavers in action. Being a foster parent can be a significant time and resource commitment, so it's important to be realistic about your availability. Here are some things to consider before committing to be a foster parent:

Time



Are you able and prepared to devote the time each day to properly care for your foster animal?

Are you available and able to bring your foster kittens or puppies to the shelter for their routine boosters and wellness exams every 2 weeks?

Are you able to promptly contact the foster team in the event of a medical emergency and bring your foster animal in for urgent care?

Space



Are you able and prepared to properly quarantine your foster kittens and puppies in a fully sanitizable space (NO carpet) separate from the rest of your household for at least 2 weeks to protect them from illness?

Are you able to follow cleaning protocols such as washing hands after interacting with your foster animals and daily cleaning/disinfection of their space?

Are you willing to accept the risk of damage to your home (such as scratched furniture, potty accidents, etc.) that may be associated with foster animals?

Care



Are you able and prepared to handle the illness or possible death of a foster animal?

Are you able to emotionally handle letting go of a foster animal once they are ready to return for adoption?

Are you willing to accept the potential of a foster animal carrying an illness that could affect resident animals/humans of your household?

Example Foster Time Commitments

TYPE OF FOSTER	DURATION OF FOSTER	MINIMUM DAILY TIME COMMITMENT
Weaned Puppies/Kittens	2-4 weeks	3-6 hours
Kittens/Puppies with Mom	2-8 weeks	2-3 hours
Sick/Injured Animals	Variable	2-3 hours
Neonate (Bottle Baby) Kittens	6-8 weeks	8 hours

Foster Program Overview

Foster parents provide care for animals whose age, medical, or behavioral conditions mean that they will progress more quickly in a home setting than in the shelter. Fostering is both rewarding and challenging and it is one of the most critical support services you can offer to animals in need.

General Guidelines and Requirements

Fostering can be a wonderful and rewarding experience, but it is not for everyone. To ensure the health and safety of our animals, and to make sure we are setting them up for success, we do have certain expectations and requirements to be a KHS foster parent:

- Foster parents must be at least 18 years of age (16-17 with guardian's approval).
- Fosters must also be able to provide safe and adequate facilities for animal care; this includes the ability to quarantine new kittens and puppies for *at least* their first 2 weeks in foster and provide a safe and appropriate living environment. Housing requirements will vary by animal species and age.
- All foster parents must attend online orientation with the Foster Manager and read over all training materials.
- Foster parents need access to reliable transportation to pick up and return animals and bring animals in for medical treatment. Young animals may need to come in every 2 weeks for routine vaccination appointments.
- **The KHS Foster Program's primary method of communication and notification is via email; therefore, email access is required.**

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Note: All foster parents who are inactive for one year are required to go through the orientation with the Foster Manager again to ensure they are up-to-date on current protocols.

Discipline

While we believe that volunteers are motivated to do what is best and are accountable for their actions, we must establish certain “rules of conduct” so that we can all work together efficiently and effectively. All volunteers are at will, meaning that their volunteer status can be severed at any time, for any non-discriminatory reason, without cause by either the volunteer or KHS.

Volunteers who commit minor violations of the foster program policies and procedures will be verbally counseled to correct the issue immediately, with care and education. Minor violations could include not showing up for booster appointments, not following safety rules, etc. Continued violations could result in additional counseling, repeating the orientation process, or dismissal from the program.

Serious violations can result in immediate dismissal without counseling or notice. Some specific behaviors are so egregious that they will be cause for immediate dismissal. The following list is intended to be an example and is not all-inclusive:

1. Misappropriation or misuse of KHS money or property
2. Unauthorized removal of an animal from KHS property
3. Willful damage to KHS property
4. Endangering humans or animals
5. Possession of a dangerous weapon
6. Use, sale, possession, or distribution of a controlled substance or being under the influence of a controlled substance including alcohol
7. Failure to follow specific, appropriate instruction
8. Falsification of any document
9. Gambling or any other illegal activity on-site
10. Smoking in areas other than those designated
11. Preventable death of a foster animal unrelated to medical reasons
12. Intentionally misrepresenting KHS or its policies
13. Verbally harassing other volunteers, staff, or members of the public
14. Openly challenging the authority of any staff member
15. Violating the KHS Social Media Policy
16. Unauthorized disclosure of internal KHS communications, documents, or client’s personal information

It is the responsibility of the foster team to ensure the safety and welfare of the animals in our care. We will strive to be open and direct about any concerns that we have and attempt to seek a positive resolution.

What Sorts of Animals Need Foster Care?

Foster homes are an invaluable resource to our shelter and have a tremendous impact on our ability to take in and care for animals in need. Fostering shelter animals has a ripple effect beyond the individual foster animal; sending animals to foster frees up shelter staff and

resources, allowing us to provide greater individualized medical and behavioral care to animals currently in our shelter.

Animals may be candidates for fostering for a variety of reasons. These are our most common fostering needs:

Orphaned Kittens or Puppies – KHS's most common need for foster homes is for kittens (and sometimes puppies) who are too young for spay/neuter surgery. It's best for young animals to be in a home environment while they grow instead of in a shelter where they are exposed to diseases and resources are limited. The length of foster varies from a couple of weeks to a few months, depending on the age of the animal.

Bottle Baby Care – These kittens and puppies are too young to eat on their own and do not have a mother so they must be bottle-fed. The shelter doesn't have the resources to bottle feed around the clock, so these young animals go into foster until they are old enough to be altered and put up for adoption.

Moms with Kittens or Puppies – KHS sometimes receives nursing mothers. With both cats and dogs, the mother should stay with the babies as long as possible, but at least until all of the babies are weaned (typically around 6-8 weeks of age). Then the mother can return to KHS to be spayed and put up for adoption.

Medical Care – These are animals with specific medical needs due to illness, injury, age, and more. The length of foster care is determined by KHS Vet Services Department.

Behavior – Some animals may require additional training, observations, and/or socialization before they can be adopted. These animals are sent to foster homes to receive the appropriate training, socialization, and care. The length of care depends on individual foster needs.

Kennel Space – During peak season, kennel space can be tight. KHS often requests short-term foster placement for animals to free up much-needed kennel space in the shelter.

Long-Stay Dogs – Dogs that are in a kennel environment for 30 + days are more likely to show signs of kennel stress and behavior decline. Dogs that are experiencing an extended stay at KHS are eligible for foster placement to give them a much-needed break from the shelter. These fosters can range from an overnight sleepover or until they are adopted.

Medium to Large Dogs – Simply due to their size, medium to large dogs tend to take longer to get adopted and have a harder time finding foster placement. We are always seeking more foster parents to foster our larger-than-life pups!

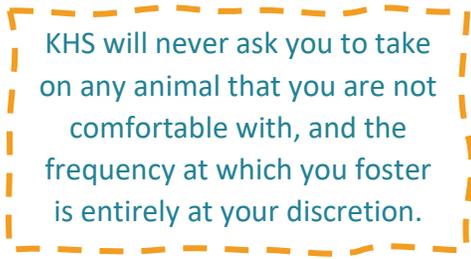
Pet Protection Program (PPP) - PPP offers a temporary safe haven for animals belonging to victims of domestic violence, people experiencing job loss, homelessness, or other unexpected life changes. The program provides a foster home for animals until the pet owner finds stable housing for a period of up to 90 days, at no cost to the pet owner.

Whether you foster an animal for a few days or a few weeks, you will have made a lasting impact in their lives and assisted them on their journey to leading healthy, happy lives in their forever homes.

What to Expect as a New Foster

Once you have completed your foster orientation and are officially onboarded, you will start to receive foster request emails about current foster needs based on your expressed areas of interest (i.e., kittens, adult cats, etc.).

Interested foster parents will always receive all the information we have on the animal including age, any special needs, estimated length of foster commitment, behavior, and so on. Please consider this information carefully to ensure that you understand and are fully able to meet the care requirements of a foster animal *before* committing to taking an animal. It is in the best interest of the animal to go to a foster home that is fully able and prepared to meet their individual needs.



KHS will never ask you to take on any animal that you are not comfortable with, and the frequency at which you foster is entirely at your discretion.

Foster requests are typically assigned on a first-come basis unless the animal has very specific medical or behavioral needs. If you receive a foster request and feel that your abilities and availability are a good fit, be sure to respond right away!

When responding to a foster request, always disclose if you will be out of town at any point during the foster commitment. The Foster Manager may approve your personal house/animal sitter to care for the foster animal while you are gone, arrange other temporary placement for your foster animals ahead of time, or choose an entirely different foster parent to foster the animal. Please keep in mind, arranging foster placements can take significant coordination and staff time.

In Need of Foster Webpage

In addition to foster request emails, we also utilize our In Need of Foster webpage to showcase animals that are currently eligible for foster.

A few important things to note about the In Need of Foster webpage:

- This is a "secret" webpage only meant for KHS foster parents.
- See a dog with restrictions but think they might be a good fit? Email us! Some restrictions are flexible depending on the dog, the setup of the foster home, and the management plan in place. If the dog you are interested in ends up not being the right fit, we can suggest another dog that might be a better fit!
- Make sure you arrange a time with us before coming in to meet/pick up an animal. This webpage updates throughout the day so a certain animal may have already left for foster or we might be in the midst of arranging foster placement for them.
- All animals will have a short blurb about them, including if they are on any medical treatment or have any specific needs.

- Animals with littermates (or moms!) will reflect that in their notes. We request that the entire litter go to foster together unless otherwise specified.

In Need of Foster Webpage - www.kitsap-humane.org/inneedoffoster/

Picking Up Your First Foster Animal

You've responded to a foster request and we confirmed placement with you directly, now it's time to pick up your foster animal! How exciting! Foster animal pick-up will be arranged with the foster team for a set time. Please do not head to KHS without an arranged time. Especially during the height of kitten season, we are likely to be running around the shelter and unavailable to prepare your foster animal to go home just then.

Please indicate if you need any supplies from KHS before your arranged pick-up time. That way, we can ensure that everything is prepped and ready to go for you when you get here!

If you are taking home a kitten or puppy, you must take your animal *directly* into the space where they will spend their mandatory 2-week quarantine period. This is for the safety of your current foster, resident animals, and future fosters. *More on the vital importance of foster quarantine later.*

If you are coming in to meet a potential foster dog, we do require that you bring the whole family and any resident dogs to the shelter for a dog meet to ensure it's a good fit before taking them home.

Unplanned Returns of Your Foster Animal

You should intend on keeping your foster animal for the duration of time noted in the original foster request. However, we understand that unforeseen circumstances occur. Before returning your foster animal, please note that animals are in a foster home for a reason, and returning them to the shelter unexpectedly can be a huge detriment to their progress medically or behaviorally.

If you need to bring your foster animal back before they are scheduled to return, notify the foster team with as much notice as possible. That way, alternate foster placement can be arranged, and the animal can avoid returning to the shelter. If at any point, you or your family feels unsafe with a foster animal, contact the foster team immediately to return the animal.

General Foster Animal Care Expectations

It is the foster parent's responsibility to care for the foster animal's emotional and physical needs such as feeding, grooming, cleaning, tending to litter boxes, etc. You will be responsible for keeping your animals safe, healthy, and happy and it is important to only take on foster animals that you can properly provide for.

KHS is happy to help you with supplies. We can always supply essential items such as food, litter, bedding, bottle feeding supplies (formula, bottles, nipples, etc.), and food/water bowls.

For more “specialty” items such as baby wipes, puppy pads, kitchen scales (for weighing your kittens and puppies), etc., we rely heavily on donations and can supply these types of items as our stock allows. KHS will provide a carrier for cats, kittens, puppies, and pop-up kennels as needed. We will always provide prescription diets and medications for animals receiving treatment.

Foster dogs must be able to go outside to use the bathroom and must be either in a fully-fenced yard or leashed at all times. Puppies must be carried at all times if they are off the foster parent’s property to reduce the risk of contracting potentially lethal parvovirus. Cats and kittens must be kept indoors at all times and always be in a carrier during transport. *If a foster animal should escape or go missing, notify the foster team immediately for support.*



If you have small children in the home, fostering animals can be a wonderful experience. However, close supervision of children with the animals at all times is vital for everyone’s safety.

If you are caring for a pregnant animal, KHS needs to know the date of birth and the number of animals born. Likewise, if any newborns or other foster animals should die, notify the foster team immediately.

Flea products should NEVER be administered to foster animals. Some over-the-counter topical flea treatments and flea shampoo products can be harmful or even deadly, especially to young animals. If you find fleas on your foster animal and they are too young to receive flea treatment at KHS, you can utilize a flea comb and a warm bath with mild dish soap to remove the fleas manually. Always thoroughly dry your animals after bathing. *See the KHS Kitten or Puppy Manual for further information on combating fleas in young animals.*

Behavior and Incident Reporting

In the event a foster animal displays concerning behavior or is involved in an incident that results in an injury, the foster team should be notified as soon as possible, regardless of the severity. We understand that animals may be reacting out of fear, pain, or from simply being overwhelmed, and the sooner we are notified, the sooner we can begin addressing the situation to ensure everyone’s safety. Our goal is to always create a safe and supportive environment for both foster animals and families.

All bites and deep scratches are considered an injury and should be reported, no matter the scenario in which they occurred. By Washington State Law, any animal that bites a human and breaks skin must serve a 10-day bite quarantine for rabies observation. Additionally, a KHS bite incident report must be completed and returned to KHS as soon as possible (*form available in our Google Drive folder*).

If a bite incident should occur involving someone outside your home, such as a neighbor, or a visiting friend, a bite incident report must likewise be completed by them. Additionally, we

request a photo of the injury so that we can properly record the severity, as well as any available information on the events leading up to the bite incident. This will help us manage and prevent future incidents from occurring.

If an injury requires medical treatment, the injured party should contact their physician. Animal bites can become infected due to the bacteria that naturally reside in an animal's mouth and may require antibiotic treatment.

In many cases, animals can observe their bite quarantine while remaining in foster. Once the 10-day quarantine has passed, they may resume normal activities. If you feel unable to or unsafe fostering an animal through a bite quarantine, we will make arrangements to return the animal to KHS as soon as possible.

Additionally, if your foster animal should exhibit worrying behavior directed at other animals or is in an incident involving another animal, the foster team should be notified as soon as possible. Some examples of behavior that should be reported include fighting with other animals, chasing or killing livestock (such as chickens), exhibiting resource guarding tendencies, and so on. It is in the best interest of the animal that we are informed of these events so we can work together to manage this behavior and set your foster animal up for long-term success.

Foster Veterinary Care

If you are fostering kittens or puppies, you will be required to bring your animals in for routine vaccinations every 2 weeks. This is critical for protecting your foster animals from disease. Routine booster appointments can be conveniently scheduled online at www.calendly.com/KHSfoster for a time that works for you.

For medical concerns, KHS is fortunate to have a full-time veterinary staff to care for our animals. You should be an advocate for your foster animals, promptly reporting any concerning changes in health or behavior and seeking guidance on how to properly treat them. *Do not wait until you have a crisis on your hands!*

Vet check hours are from 1-4 pm daily by appointment only; please do not show up without arranging a time first unless it's an emergency. Vet checks are scheduled directly with the foster team.

In the event of an emergency outside of foster office hours, please call the 24-hour Emergency Vet Line. Leave a voicemail if there is no answer and try again in a few minutes if you don't receive a call shortly. Do not take your animal to an outside vet without prior approval from a KHS veterinarian; KHS can only reimburse you for approved and recorded expenditures.

MEDICAL NON-EMERGENCIES

- Runny discharge from nose or eyes
- Lack of appetite and/or weight loss
- Lethargy and/or unusual behavior
- Coughing and sneezing
- Lack of bowel movement in more than 24 hours
- Several bouts of vomiting or diarrhea
- Large distended belly
- Non-weight-bearing lameness persisting for more than 12 hours
- Swollen, painful joint or gait that appears as if the animal is “walking on eggshells”
- Lameness that initially improves but does not resolve in 24-48 hours
- Incessant scratching of self

If your foster animal experiences one or more of these signs, **please contact the Foster Department for advice or to set up a vet check**



MEDICAL EMERGENCIES



- Persistent diarrhea for more than two days, especially if light-colored—yellow or bloody
- Vomiting for 24 hours or more
- Not eating for more than 12 hours
- Listless behavior or dehydration (pulled skin stands up over the nape of the neck for more than 3 seconds)
- Very high/very low temps (anal, above 102.8F/below 100.2F)
- Any difficulty breathing
- Any problem associated with systemic signs, such as lethargy, loss of appetite, weakness, and fever
- Bleeding
- Trauma

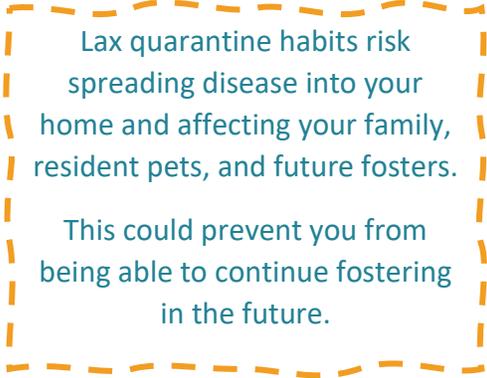
If your foster animal experiences one or more of these signs, **please call the Emergency Vet Line**

If the emergency is during business hours (9 am-5:30 pm), please bring the animal to KHS and notify the Foster Department

Maintaining a Two-Week Quarantine For Kittens and Puppies

The animals that come into our care often have unknown medical histories, and though animals are examined upon intake, there is always the potential that an animal is carrying a contagious illness. Some illnesses can take as long as 2 weeks to begin showing symptoms while still being contagious.

To keep current and future foster animals safe from communicable diseases, as well as protect resident animals in your home, a 2-week quarantine in a fully sanitizable space for your new foster kittens and puppies is **MANDATORY**. Most illnesses, such as ringworm, panleuk/parvo, or upper respiratory infection, will begin showing symptoms within 2 weeks. In the event your kitten or puppy DOES present with a communicable disease while in quarantine, this protocol will have kept any pathogens isolated to a single, easily sanitizable space.



Lax quarantine habits risk spreading disease into your home and affecting your family, resident pets, and future fosters.

This could prevent you from being able to continue fostering in the future.

By a fully sanitizable space, we mean the space (and all its contents) can be, and has been, completely disinfected with a properly diluted bleach solution. Your quarantine space must NOT contain carpet, upholstered furniture, or other porous items or surfaces that can't be machine washed or soaked in a bleach solution. Hardwood floors that are poorly sealed or especially worn/cracked may require extra precautions. Assume anything that enters this space, including your clothes and hands, may become contaminated and disinfect accordingly.

Adult dogs are not required to serve a 2-week quarantine but we do recommend adult cats are kept in a separate space from resident animals for the first 2 weeks to allow them time to settle in.

Foster homes are meant to be safe havens for some of the most at-risk animals in our community and a proper quarantine protocol is critical to keeping it that way.

Cleaning vs Disinfecting, a Critical Difference

A key part of being a responsible foster parent is taking disease control seriously. As mentioned above, even a seemingly healthy animal may be carrying disease and it is your responsibility to prevent the spread of disease.

Cleaning your foster animal's space and supplies means removing visible dirt, grime, or other debris with soap and water. You should regularly spot-clean your foster space; clean soiled litter boxes, remove poop from the yard and promptly wipe up messes of all kinds. Vacuum or

sweep floors regularly. Litter boxes, food and water bowls, and hard surfaces should be cleaned daily and disinfected weekly.

Disinfection is the use of a 1:32 bleach solution (1 part bleach to 32 parts water) to sanitize items and surfaces. While cleaning removes visible debris, disinfecting with bleach removes what we can't see: bacteria and viruses. You **MUST** use bleach or an approved product like Rescue to disinfect and sanitize or else hardy pathogens like parvo or panleuk may survive.

Basic household cleaners like Lysol and bleach advertised as 'splashless', will NOT work against deadly diseases like parvo or panleuk.

Foster Cleaning and Disinfecting Protocol

CLEANING	DISINFECTING
<p>Step One: Remove organic material by wiping down the surface with warm soapy water.</p> <p>Step Two: Towel dry and let air dry completely before replacing bedding and reintroducing animals (dampness can encourage pathogen growth).</p>	<p>Step One: Remove organic material by wiping down the surface with warm soapy water.</p> <p>Step Two: Towel dry the surface.</p> <p>Step Three: Spray or wipe down cleaned surfaces with freshly made 1:32 bleach solution (4 oz. bleach per gallon of water).</p> <p>Step Four: Let sit for 10 minutes. Contact time is vital for properly disinfecting!</p> <p>Step Five: After letting sit, towel, or air dry completely before replacing bedding or introducing an animal to the area.</p>

Fomite Control

Fomites are objects that can spread disease, acting as passive, yet no less important vectors for transmission. Hardy viruses like parvo or panleuk can hitch a ride on objects like clothing, shoes, animal supplies, and especially, our own hands. Fomite control is paramount to preventing disease spread.

Wash-wash-wash your hands after every interaction with your foster animal or their supplies. Be especially aware of what you are touching (and what touches you) when cleaning your foster space. Keep your eye out for fomites that are always present, yet easy to overlook, like cellphones or watches, which many of us carry everywhere and rarely think to sanitize.

Common Ailments of Foster Animals

Animals can and do become ill while in foster. It is the foster parent's responsibility to be diligent about monitoring their foster animal for changes in behavior or appearance. Prompt intervention in the event of injury or illness increases your foster animal's chances of a speedy recovery.

Some Things to Look Out For

- Is your foster animal eating/drinking and eliminating regularly?
- Is your foster animal coughing or sneezing?
- Is there discharge from the eyes, nose, or mouth? Is it colored or clear?
- Is their stool runny, liquid, bloody, have mucous in it, or has any color change?
- Is your foster animal vomiting?
- Is it lethargic? When did you first notice them slowing down?

You should keep a daily journal that tracks your foster animal's health and behavior. Record their weights, eliminations, appetite, energy level, general appearance, etc. Any of this information will help make it easier to notice when something is wrong.

Your foster animal may have loose stools for a couple of days after bringing them home. This *could* be due to the change in food and/or the new environment. Diarrhea—loose, watery stools that persist for longer than 2 days, or stools that are bloody or oddly colored, should be reported to the foster team immediately. When reporting diarrhea to the foster team, it is helpful to indicate what stool score your animal is having (*see Google Drive for fecal scoring chart*) or send pictures of the stools in question.

Other common ailments in foster animals include upper respiratory infections, conjunctivitis, and internal and external parasites. All these conditions require medical care and if left untreated, can lead to long-term impacts on an animal's health.

Normal vs Abnormal

A healthy, "normal" animal should be:

- Bright, alert, and responsive (BAR)
- Eating and drinking regularly
- Urinating and defecating normally. Stool is a healthy brown color and formed.
- Ambulating normally

Abnormal signs that should be reported promptly include, *but are not limited to*:

- A decrease in activity level or lethargy, not responding to stimuli
- A decrease or increase in food/water intake

- Increased or decreased frequency of urination/defecation or straining or vocalizing when going to the bathroom. Stool that is loose or especially hard, foul-smelling, or oddly colored.
- Wobbly or stumbling gait, not using or favoring a limb

Administering Medications

In the event your foster animal becomes ill, or you take home a foster animal with an ongoing medical condition, you will need to become familiar and comfortable with administering medications. Most medications we send home are administered orally in either liquid or pill form. These medications may come pre-measured into individual doses or require you to draw up each dose as you give it.

We will go over what medications are required for a foster animal and how to properly administer them *before* sending you home with an animal. If you are ever unfamiliar with or unsure about how to administer medication, please let us know - we're happy to teach!

Never change or discontinue a medication without approval from the foster team/veterinary staff.

Carefully read the treatment sheet provided to you and always double-check dosage information and frequency before administering a medication. Giving too much or discontinuing a medication prematurely can adversely affect your foster animal. If a label or instructions don't match or are unclear, please reach out for clarification.

Parvovirus in Dogs and Puppies

Canine parvovirus, "parvo", is a virus that attacks the canine intestinal tract and sometimes the heart. It is one of the most resistant viruses and can withstand heat, cold, and most common disinfectants.

Parvo is transmitted through the feces and vomit of infected dogs and puppies. The virus can live in feces for about 2 weeks and can exist in the environment for months. Because it is so difficult to kill, the virus is easily transmitted by fomites: hands, clothing, or shoes of anyone who comes in contact with it.

Signs and Symptoms

Signs typically appear 3-12 days after exposure. The initial signs of parvo include loss of appetite, vomiting, dehydration, lethargy, fever, malodorous gray or yellow-colored feces, or diarrhea streaked with blood. Some dogs infected with the virus exhibit no symptoms and never become ill, while others show a few of these signs and recover quickly. Sadly, some others can die 24-72 hours after first exhibiting symptoms.

Prevention

The best way to help prevent dogs from getting parvo is vaccination and supervision; dogs allowed to roam are more likely to become exposed. Shelters prevent outbreaks by vaccinating, disinfecting kennels with a product proven to kill viruses, carefully evaluating and monitoring all animals, minimizing fomite transmission, and educating staff and the public about the disease.

Panleukopenia in Cats and Kittens

Panleukopenia, “feline distemper” or “panleuk”, is a virus that infects rapidly dividing cells in cats. Panleuk is a relative of canine parvo but is more difficult to remove from the environment and more lethal.

The virus is in all bodily secretions including feces, vomit, urine, saliva, and mucus of an infected cat. The virus can last up to 3 years indoors at room temperature and survives freezing. It also survives treatment with such common disinfectants as alcohol and iodine. Because it is so difficult to kill, the virus is easily transmitted by fomites.

Signs and Symptoms

Signs of acute illness typically appear 2-10 days after exposure. Early signs include loss of appetite, severe lethargy, pain in the abdomen, crying, and fever up to 105°F (40.5°C). Cats often vomit frothy, yellow-stained bile repeatedly. Diarrhea may appear early in the course of the disease, but frequently comes on later and are yellow or blood-streaked. In young kittens (and some older cats), the onset can be so sudden that death occurs before the caretaker realizes the kitten is ill.

Prevention

The panleukopenia virus is hardy; it can survive in carpets, cracks, and furnishings for up to 3 years. It is resistant to ordinary household disinfectants but can be destroyed using a fresh bleach solution of 1:32. Most cats are exposed to panleukopenia sometime during their life, so vaccination is crucial.

Contact the foster team immediately if your foster animal begins showing symptoms of either disease.

The Wonderful World of Dog Fostering

Fostering a dog with KHS offers a variety of ways to get involved depending on your capacity. Any length of time a dog can spend in foster is beneficial, whether that’s an overnight pajama party or until they are adopted. Our dog foster program offers a lot of flexibility, allowing you the opportunity to extend or shorten your foster dog's stay. Once a week, the foster team sends out a Dogs Eligible for Foster Newsletter where dogs looking for foster homes are showcased. In the newsletter, there is a short blurb on each dog and “stickers” that indicate what style of foster they are eligible for based on their needs (see the variety of options below).

If you see a dog you are interested in learning more about, we encourage you to email us back to learn more. Here is the variety of ways to foster a dog with KHS:

- **Sleepovers and weekend shelter breaks** – great short-term fostering options for busy foster parents!
- **Shelter Break** – 1-2 weeks in foster
- **Long-term** – several weeks in foster or until adopted

General Expectations of Dog Fosters

In addition to the general foster expectations all foster parents must follow, there are a few dog-specific guidelines we ask our foster parents to follow:

- Maintain a 10-foot bubble between people and other animals when walking your foster dog.
- Do not take your foster dog to dog parks or any other off-leash areas.
- Foster dogs are not permitted to meet animals outside the foster parent's resident animals.
- Foster dogs must remain on a leash at all times when outside of the home. KHS can provide foster parents with a long line for outings outside the home.
- Foster dogs (in addition to all other foster animals) are not to be left unattended outside, even in a fenced yard.
- Foster dogs (in addition to all other foster animals) are not to be left unattended with children.

Taking Your Foster Dog Home

When taking your foster dog home, head straight home and avoid making any pit stops. Once home, allow them to walk around outside, go potty, and explore their new environment.

Remember, going from the shelter to a home is a big adjustment and it can take some dogs a few days or even weeks to settle into their new environment and routine. Allow your foster dog time to adjust and keep their environment calm – no house parties or inviting a lot of people over right away. When it's time to introduce your foster dog to new people, we recommend doing this on a walk or out in the yard.

If you have a resident dog(s) at home, we suggest leaving your foster dog's leash on and dragging so you can easily redirect them without tugging on their collar if needed. Pick up and put away anything that could cause an argument – toys, high-value chews, etc. Always feed your foster dog and resident dog(s) separately. When you're leaving the home, keep your foster dog and resident dog(s) in separate rooms or crates.

If you have a resident cat(s) at home, keep them separate from your foster dog for the first few weeks. Many times, we don't have a history of how our dogs have done with cats in the past, so

we always recommend slow introductions. When it's time for introductions, start through a dividing barrier with the dog on a leash. Do not hold your cat(s) up to your foster dog as this prevents your cat(s) from safely getting away if they want to distance themselves from the dog – it might also lead to you getting scratched! The foster team is happy to help guide you through introductions between your cat(s) and foster dog.

Behavior Support

KHS is fortunate to have a Behavior Department that works closely with our dog fosters by offering behavior and training support. At any point during your fostering experience, you can request assistance from our Behavior Department through the foster team. Our Behavior Department offers behavior and training support via email or Zoom. Our Zoom sessions often last between 30 minutes-1 hour and foster parents get to speak directly to a member of the Behavior Department regarding any behavior concerns or for training guidance.

The Home Stretch! Preparing for Return

The Return Process

Kittens and puppies are ready to return when they are healthy and over 8 weeks old (AND over 2 lbs for kittens). Getting your kittens and puppies big and healthy enough for surgery is the endgame; it's our final step to making your kittens and puppies available for adoption and getting them into their new homes!

Plans for surgery are made directly with the Foster Manager or Foster Lead. If your kittens or puppies are close to or at surgery weight/age, you should reach out via email to begin coordinating a return date. For their safety, kittens should weigh at least 2 lbs before surgery and we prefer to bring entire litters back at one time. Shelter space allowing, kittens and puppies will remain on-site after surgery and go up for adoption shortly after. When shelter space is tight, we may ask that your kittens or puppies return to foster for a few days post-surgery.

Adult cats and dogs might be required to be cleared medically and/or behaviorally before being made available for adoption. Once adult cats are cleared for adoption, they will return to the shelter and remain on-site for adoption. Adult dogs can remain in foster while they are available for adoption but the foster team will always discuss what this would look like with the foster parent before making them available.

Adoption and Promotion

There are many ways you can help your foster animal get adopted once they have returned. The first and most important thing you can do is to keep good records of your animals and their time with you. Foster families should write up summaries about their foster animals and can include photos, what the animal likes, dislikes, behavior, and medical history. This helps us match your animal to the right forever home!

Foster parents are encouraged to talk about fostering and share their foster animals on their personal social media pages or pages specifically designated for KHS foster animals. Please be mindful of never speaking for KHS as an organization when posting on social media. **DO NOT** post photos or write-ups about your foster animal on community social media pages as most foster animals are not available for adoption while in foster.

If a friend or family member wants to adopt your foster animal, please inform them that they must still follow the same adoption protocol as the public. We do not put animals on hold for prospective adopters and you must make it clear that interest does not guarantee approval to adopt.

If you'd like to be more hands-on in finding adopters or conducting counsels for adoptions, please contact the Foster Manager about getting trained to be an Adoption Matchmaker.

The First One is Usually the Hardest

Understandably, you or your family might get attached to your foster animal, but please remember that you are preparing these animals to find their forever home and that they will be loved, wherever they end up. The first time fostering is usually the hardest to say goodbye but you'll be able to help so many more animals in need if you allow them to be adopted by someone else!

If you and your family are sure you want to adopt your foster animal and are prepared to take on that lifetime commitment, you must inform the Foster Manager *before* returning your foster animal. You will still need to fill out an application, go through an adoption counsel with one of our staff members, and pay the adoption fee. Foster parents do get a one-time \$50 discount when adopting a foster animal.

Google Drive—Additional Resources

We have compiled all KHS foster materials and some of our favorite supplemental foster materials, from written guides to video tutorials into a Google Drive folder that is accessible to any foster parent. Please check out these resources in your spare time.

You can find that Google Drive Folder here:

This manual and supplemental materials will get your foster career off to a great start, but fostering is a continual learning experience. Whether fostering your first or your fiftieth foster animal, you are constantly going to encounter new challenges and opportunities to learn and grow your foster skills. We are always happy to answer your questions, address your concerns, and help you to achieve your fostering goals!