## COVID-19 Fostering Process

**Purpose**

To move animals into foster homes in the event branches change to Level 4 and to make room for animals needing to come into care for rehoming, cruelty or compassionate board.

**Process**

1. Identify a Branch Foster Coordinator
	1. Identify a branch staff member who will be the point person for Volunteer Regional Engagement Coordinators (VREC) and foster homes
		* They will receive foster home information (application & interview notes) for VREC mornings following screening and interview by RVEC
	2. Responsibilities
		* Maintain running list of foster homes available
		* Maintain inventory of foster homes with animals
		* Keep contact lists for foster homes updated
		* Schedule check-ins for foster homes (ideally within 3 days of placement and then weekly)
		* Match foster home with animal
		* Provide foster with all animal information, needs, foster coordinator’s contact, hours and general contact list, including emergency plan and numbers
		* Setup appointments for foster homes to pick up animal
		* Setup appointments for returns
		* Maintain communication with foster home unless delegated to another staff/volunteer (updated in file and on contact list)
2. Send inventory of animals available for foster to RVECs daily
3. Match potential foster with animal in need
4. Schedule a phone meeting to discuss specific animal person is matched with
	1. Review basic needs, appointment protocols, medical care, behaviour, emergency contact
5. Contact animal hospitals for hours and contact
	1. Have emergency plan for animal in the event there is an emergency after hours or during daytime and animal hospitals have limited hours
6. Schedule an appointment to pick up foster animal
	1. Email all information about animal and fostering to foster home prior to pickup
	2. Remind foster of protocols when visiting shelter, practice social distancing
	3. Have all supplies and paper ready for foster prior to arriving
7. Follow-up with foster in 3 days to see how animal is doing and then weekly
8. Return of foster animal
	1. Follow protocols for animal intake
	2. Schedule an appointment, practice social distancing
	3. Ask foster to fill out BC SPCA intake forms
	4. If shelter is not able to take the animal in they must find alternatives for animal
9. Transfer of foster to another foster home
	1. Ideally an animal would go directly from one foster home to another rather than coming into shelter
	2. TBD case by case
10. Adoption of animals in foster
	1. Some animals may come back to shelter to process the adoption
	2. Ideally animals will be adopted from foster (see Adopting from Foster Process)