

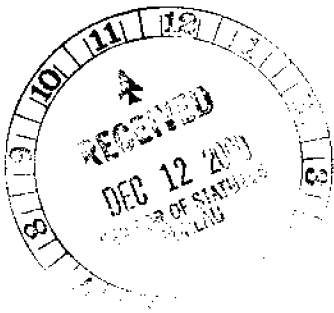
# Clearinghouse Rule 99-157

## CERTIFICATE

STATE OF WISCONSIN )  
 ) SS  
DEPARTMENT OF HEALTH AND FAMILY SERVICES )

I, Joe Leean, Secretary of the Department of Health and Family Services and custodian of the official records of the Department, do hereby certify that the annexed rules relating to recreational and educational camps were duly approved and adopted by this Department on December 7, 2000.

I further certify that this copy has been compared by me with the original on file in the Department and that this copy is a true copy of the original, and of the whole of the original.



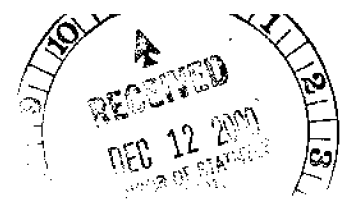
SEAL:

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Department at the State Office Building, 1 W. Wilson Street, in the city of Madison, this 7<sup>th</sup> day of December, 2000.

*Joe Leean* 12-11-00  
\_\_\_\_\_  
Joe Leean, Secretary  
Department of Health and Family Services

3-1-01

ORDER OF THE  
DEPARTMENT OF HEALTH AND FAMILY SERVICES  
REPEALING AND RECREATING RULES



To repeal and recreate chapter HFS 175, relating to recreational and educational camps.

Analysis Prepared by the Department of Health and Family Services

The Department and local health departments that serve as agents of the Department regulate all educational and recreational camps operating in Wisconsin to protect public health and safety. Regulation is based on administrative rules promulgated by the Department. The Department's rules are in ch. HFS 175, Wis. Adm. Code. No one may operate a camp without a permit issued by the Department or by one of the Department's agent local health departments. A permit is evidence that when the permit was issued the camp complied with the Department's rules. At the end of 1998 there were 246 educational and recreational camps in Wisconsin, 191 regulated by the Department and 55 by agent local health departments.

Chapter HFS 175 has not been generally revised since November 1985. A workgroup drawn from camp operators, local public health department staff and staff of the Department's Environmental Sanitation Section began reviewing the current rules in early 1993 with the object of developing recommendations for updating them. The updating included making them more flexible in recognition of changes in the industry, clarifying various provisions, making provision for the exceptional risk involved in some activities and adding new safety requirements.

This order makes changes in ch. HFS 175 based upon the workgroup's recommendations, as follows:

- The definition of "recreational and educational camp" is modified to delete the limitation that the overnight living quarters provide four or more consecutive nights of lodging. The definition would now cover programs for one to three nights, but only if the premises included permanent facilities for food and lodging. This change allows some camps to use their facilities for the entire year and, in many cases, eliminate the need for more than one license or other approval.
- There is no longer a requirement that plans for a new or expanded camp be submitted to the Department for review and approval before construction begins. An operator may submit the plans for the Department's review but is not required to do so.
- The current rules section on Water Supply and Waste Disposal is divided into separate sections on Water Supply, Sewage Disposal System, Toilet and Shower Facilities, and Garbage and Refuse.
- The applicability of food safety and service requirements and related equipment and utensil requirements in ch. HFS 196, the Department's rules for restaurants, are extended to camp dining halls, commissary operations and concession stands, thereby replacing the separate rule sections currently in ch. HFS 175 relating to food supplies and protection, equipment and utensils, and washing, rinsing and sanitizing utensils.
- New rules are added for outdoor food service. These rules are intended to ensure food safety and proper sanitation when food is prepared and/or served outdoors at camps.

- The rules section relating to *Safety* is expanded to require that specified high-risk camper activities, such as rock climbing and archery, be under the supervision of a trained adult; to require a camp emergency plan covering camper security, fire, severe weather, a lost camper and a lost swimmer; to require notification of local fire-fighting and law enforcement officials when a camp opens; and to require that permanent structures be in compliance with Department of Commerce fire safety rules enforced by DHFS and agent local health department staff. The Waterfront subsection in the current rules, which covers swimming and watercraft activities, is renamed Water Activities, the training requirements for lifeguards are updated and an alternative safety measure is provided to the requirement for supervision of adults engaged in non-swimming water activities.
- The rules section relating to *Health* is revised to delete the requirement that each camper and staff member on arrival at a camp present a written report of a physical examination performed within the preceding 36 months (an up-to-date health history is still required, except in family camping programs), to provide more flexibility in staffing for on-site health services but limited service by persons who have only completed an American Red Cross first aid and safety course, to add a requirement that the staff or consulting physician, in cooperation with the camp operator, develop a written protocol for the administration of medications and provision of routine and emergency medical care at the camp, and to require a health services staff person to accompany all overnight programs that go off-site or to primitive camping areas.

The Department's authority to repeal and recreate these rules is found in ss. 227.11 (2) (a), 250.04 (7) and 254.47 (4), Stats. The rules interpret ss. 250.04 (1) and 254.47, Stats.

## CHAPTER HFS 175

### Recreation and Educational Camps

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**HFS 175.01 Authority and purpose.** This chapter is promulgated under the authority of ss. 227.11 (2) (a), 250.04 (7) and 254.47 (4), Stats., to prescribe rules for recreational and educational camps for enforcement by the department and agent local health departments to protect public health and safety.

**Note:** The Department of Health and Family Services strongly recommends that each camp operator implement a comprehensive system of background checks for all persons who apply to be camp staff members and who will have direct, regular contact with campers. The system should include asking the person to self-disclose, in writing, any of the following in their background: pending criminal charges, criminal convictions, governmental findings of abuse or neglect of a child or an adult, or governmental findings of misappropriation of a child's or an adult's property. The system should also include conducting background checks from the records maintained by the Wisconsin Departments of Justice, Health and Family Services, and Regulation and Licensing. Background checks can be completed by submitting the Department of Justice's criminal history request form with the request purpose designated as "Caregiver Background Check-General." The checks should be completed either before or within 60 days after hiring a staff member, and the camp owner or operator should consider any information obtained from the background checks in making a decision about whether to hire or retain the staff member. Guidelines and forms for conducting comprehensive background checks can be found in ch. HFS 12 or on the Department's internet site: [www.dhfs.state.wi.us](http://www.dhfs.state.wi.us).

**HFS 175.02 Scope.** (1) **APPLICABILITY.** This chapter applies to the operators of recreational and educational camps and to the department and its agents.

(2) APPROVED COMPARABLE COMPLIANCE. (a) The department may approve an alternative to a method, practice, material, equipment or design required under this chapter that will not be contrary to public health, safety or welfare when the department is provided with satisfactory proof that the alternative will achieve results which are closely equivalent to the results of literal application of the requirement under this chapter.

(b) An alternative approved by the department under par. (a) may be made conditional for either of the following:

1. A defined period of time.
2. Experimental or trial purposes.

**HFS 175.03 Definitions.** In this chapter:

(1) "Adult" means a person 18 years of age or older.

(2) "Adulteration" means making food not safe for human consumption by having it bear or contain any of the following:

(a) A poisonous or deleterious substance in a quantity that may be injurious to health.

(b) An added poisonous or deleterious substance for which no safe tolerance has been established under U.S. food and drug administration regulations, or exceeding the tolerance if one has been established.

(c) A filthy, putrid or decomposed substance, or is otherwise unfit for human consumption.

(d) It has been processed, prepared, packed or held under unsanitary conditions which may have rendered it injurious to health.

(e) It is in whole or in part the product of a diseased animal or an animal which has died otherwise than by slaughter.

(f) Its container is composed in whole or in part of any poisonous or deleterious substance which may render the contents injurious to health.

(3) "Agent" means the city, county or village designated by the department under s. 254.69 (2), Stats., and ch. HFS 192 to issue permits to and make investigations or inspections of recreational and educational camps.

(4) "Approved" means acceptable to the department, based on its determination of conformance with this chapter and good public health practices.

(5) "Camp" means a premises, including temporary and permanent structures, that is operated as an overnight living quarters where both food and lodging or facilities for food and lodging are provided for children or adults or both children and adults for a planned program of recreation or education, and that is offered free of charge or for payment of a fee by a person or by the state or a local unit of government. "Camp" does not include any of the following:

(a) An overnight planned program of recreation or education for adults or families at an establishment holding a current hotel or motel or restaurant permit.

(b) An overnight planned program of recreation or education for less than 4 consecutive nights and without permanent facilities for food and lodging.

(c) An overnight planned program for credit at an accredited academic institution of higher education.

(d) A tournament, competition, visitation, recruitment, campus conference or professional sports team training camp.

(6) "Camp health supervisor" means an adult responsible for routine and emergency health care supervision at the camp.

(7) "Comminuted" means reduced in size by methods including chopping, flaking, grinding or mincing. Comminuted includes fish or meat products that are reduced in size and restructured or reformulated such as gefilte fish, gyros, ground beef, and sausage; and a mixture of 2 or more types of meat that have been reduced in size and combined, such as sausages made from 2 or more meats.

(8) "Department" means the Wisconsin department of health and family services.

(9) "Easily cleanable" means readily accessible and fabricated of material and finish that allows residue to be completely removed by normal cleaning methods.

(10) "Equipment" means, in connection with the operation of a food service facility at a camp, stoves, ranges, hoods, meat blocks, counters, refrigerators, sinks, ice-making machines, dishwashing machines, steam tables, blenders, meat grinders and slicers and similar items used to prepare or hold foods or to clean utensils.

(11) "Existing camp" means operating with a permit first issued by the department or an agent before [revisor to insert effective date].

(12) "Family camping program" means that a parent or guardian or, if no parent or guardian is available, another adult relative with whom the child resides is supervising his or her own children at a camp.

(13) "Hazardous substance" has the meaning given in s. 289.01 (11), Stats.

(14) "Hot water" means water at a temperature of 110°F. (43°C.) or higher.

(15) "New building" means a building first available for occupancy on or after [revisor to insert effective date].

(16) "New camp" means operating with a permit first issued by the department or an agent on or after [revisor to insert effective date].

(17) "Operator" means the owner of a camp or the person responsible to the owner for the operation of the camp.

(18) "Person" means a partnership, association, firm, company, corporation, organization, municipality, county, town or state agency, whether the tenant, owner, lessee or licensee, or the agent, heir or assignee of any of these.

(19) "Potentially hazardous food" means any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. "Potentially hazardous food" does not include foods that have a pH of 4.6 or below or a water activity ( $a_w$ ) value of 0.85 or less.

(20) "Premises" means the tract or tracts of land on which a camp is located and all buildings on that land.

(21) "Primitive camping area" means a portion of a camp or other site under the control of the person owning or operating a camp, at which site the basic needs for the operation of a camp, such as sleeping accommodations, a water supply system, permanent toilet facilities and permanent culinary facilities, are not usually available.

(22) "Privies" mean structures not connected to a plumbing system that are used by persons for the deposit of human body wastes.

(22) "Recreational and educational camp" has the meaning prescribed for "camp."

(23) "Restaurant" has the meaning given in s. HFS 196.03 (5).

(24) "Sanitize" means effective bactericidal treatment of the clean surfaces of equipment or utensils by a process that has been approved by the department as being effective in destroying micro-organisms, including pathogens.

(25) "Tempered water" means water ranging in temperature from 85°F. (29°C.) to less than 110°F. (43°C.).

(26) "Utensil" means any kitchenware, tableware, glassware, cutlery, container or similar item with which food or drink comes into contact during storage, preparation or serving.

(27) "Water activity" means any aquatic pursuit, including swimming, boating, canoeing or water skiing.

(28) "Wholesome" means in sound condition, clean, free from adulteration and otherwise suitable for use as human food.

**HFS 175.04 Plan consultation.** An operator may consult with the department or its agent before beginning construction of a camp or modifications to an existing camp. The operator may submit plans and specifications for a new or expanded camp, as it relates to this chapter, to the department or its agent for review and comment before beginning construction or modifications.

**Note:** Operators should also consult the Wisconsin Department of Commerce building regulations, chs. Comm 50 to 64, and county zoning regulations before beginning construction or modification.

**HFS 175.05 Permit.** (1) **APPLICATION.** Before a camp is opened for public use, the operator shall obtain a permit from the department or an agent of the department. Application for a permit shall be made on a form provided by the department or its agent and shall be accompanied by the fee required under sub. (3) (a).

**Note:** To obtain a copy of the application form for a permit to operate a camp, or to determine which agent to contact for an application form, write or phone: Bureau of Environmental Health, P. O. Box 2659, Madison, Wisconsin 53701-2659; (608) 266-2835.

(2) **PERMIT PERIOD.** A camp permit is valid for one year, beginning July 1 of each year.

(3) **DEPARTMENT FEES.** (a) *Annual permit fee.* The operator of a camp shall pay an annual permit fee of \$77 to the department by July 1.

(b) *Penalty fee.* Beginning July 1, 2001, if the annual fee specified in par. (a) is not paid within the first 15 days of the permit renewal period, the department shall require the operator of the camp to pay a penalty fee of \$75, in addition to the annual permit fee, for the renewal of the permit.

(c) *Fee for duplicate permit.* The department shall charge the operator of a camp \$10 for a duplicate permit.

(4) **ACTION BY THE DEPARTMENT.** Within 20 business days after receiving a completed application for a permit, the department or its agent shall either approve the application and issue a permit or deny the application. If the department or its agent denies an application for a permit, the department or its agent shall give the applicant reasons, in writing, for the denial. The department may not issue a permit to the operator of a new camp or to a new operator of an existing camp unless the department or its agent has inspected the camp to ensure that the camp complies with this chapter.

**HFS 175.06 Location of the camp.** (1) Every camp shall be located on a well-drained site not subject to flooding. The premises shall be properly graded to prevent the accumulation of storm or other waters that may create hazards to the property or to the health and safety of the occupants. No camp may be located in an area that is situated so that drainage from any source of filth, such as garbage or animal waste disposal, can be deposited on the site.

**Note:** A camp's location with regard to flood plains and shore land areas shall comply with local zoning ordinances and with ch. NR 115 and s. NR 116.12 (2) (b) of the Wisconsin Department of Natural Resources.

(2) Livestock may not be permanently quartered closer than 500 feet from central and unit cooking, dining or camper sleeping quarters.

**HFS 175.07 Water supply.** (1) **REQUIREMENTS.** (a) *General.* A water supply that is safe for human consumption shall be available at every camp.

(b) *Privately owned wells.* A privately owned well is permitted as a source of water. The well shall be located on the premises and shall be constructed and the pump installed in accordance with ch. NR 812 governing well drilling and pump installation. All drinking water shall comply with the applicable water quality standards in ch. NR 809. Prior to the start of the season, or annually for a year-round camp, the operator shall submit a water sample taken from the plumbing distribution system to a laboratory certified under ch. HFS 165 for bacteriological analysis. If requested by the



department or its agent, the operator shall submit a copy of the report giving the results of the analysis to the department or its agent. A camp served by more than one well shall submit a sample from each well annually. Whenever bacteriologically safe water cannot be obtained under the requirements of ch. NR 809 from a well constructed in apparent compliance with ch. NR 812, as evidenced by laboratory reports, the well shall be reconstructed or a new well constructed in accordance with the requirements of ch. NR 812. If reconstruction or new construction is determined to be impractical or ineffective, the use of the well shall be discontinued and water shall be transported on a temporary basis from a source and in a manner approved by the department.

**Note:** Bottles for the collection of water samples may be obtained by writing to the State Laboratory of Hygiene, P.O. Box 7996, Madison, WI 53707-7996, or by calling 1-800-442-4618. Use of any private or public laboratory certified by the Department of Agriculture, Trade and Consumer Protection is acceptable to satisfy the requirement.

(c) *Containers for transporting drinkable water.* Containers for transporting water for human consumption shall be labeled and easily distinguishable from other containers and shall be constructed of a food grade material that does not allow the migration of deleterious substances or impart colors, odors or tastes and is easily cleanable. Water containers shall be cleaned and sanitized between uses.

(2) **DRINKING FACILITIES.** Drinking fountains of a type approved by the department or an individual drinking cup shall be provided and shall be kept in a sanitary condition. Common drinking cups are prohibited.

(3) **PLUMBING.** (a) All plumbing shall comply with the requirements of chs. Comm 82 and 84 that apply to recreational and educational camps.

(b) Air gaps or approved devices to prevent backflow shall be provided on all water supply outlets.

**HFS 175.08 Sewage disposal system.** (1) **SEWAGE.** Sewage, including all liquid and water-carried wastes from sinks, bathing and toilet facilities, may not discharge onto the ground surface.

(2) **PLUMBING FIXTURES.** All plumbing fixtures shall be connected to the building drainage system, and shall discharge to a public sewer or private sewage disposal system.

(3) **PUBLIC SEWER.** When a public sewer facility is available to the camp, connection and use are required.

**Note:** See s. Comm 83.03 (2), Public Sewer Connection.

(4) **PRIVATE SEWAGE DISPOSAL.** (a) A private sewage system, as defined in s. 145.01 (12), Stats., is permitted when a public sewer facility is not available to the camp. The system shall be located, designed, constructed and operated in accordance with chs. Comm 82, 83 and 84.

**Note:** See s. 66.036, Stats., regarding building on unsewered property.

(b) A failing private sewage system shall be corrected or its use discontinued. A failing private sewage system has the meaning given in s. 145.245 (4), Stats.

**Note:** Under s. 145.245 (4), Stats., a failing private sewage system is one that causes or results in any of the following conditions: (a) the discharge of sewage to surface water or ground water; (b) the introduction of sewage into zones of saturation which affects the operation of a private sewage system; (c) the discharge of sewage to a drain tile or into zones of bedrock; (d) the discharge of sewage to the surface of the ground; (e) the failure to accept sewage discharges and back up of sewage into the structure served by the private sewage system.

(c) A camp shall submit plan and installation details for the design and construction, alteration or extension of a private sewage disposal system to the Wisconsin department of commerce or its designated agent for approval and shall acquire a sanitary permit before altering or extending the private sewage disposal system.

**Note:** Local jurisdictions may require additional approvals.

**HFS 175.09 Toilet and shower facilities. (1) REQUIREMENTS.** (a) A camp shall provide a minimum of one toilet and one handwash facility for every 10 campers and staff or fraction thereof. Urinals may be substituted for up to ½ of the required number of toilets for males.

(b) Separate toilet rooms shall be provided and marked for each sex.

(c) Toilet rooms shall be well-ventilated and well-lighted, and shall comply with the requirements of ss. Comm 52.50 to 52.60 and ch. Comm 69.

(d) Toilet rooms shall be located within 400 feet of lodging units and shall provide for privacy. Toilet room doors shall have self-closing devices.

(e) Privies shall be constructed in accordance with s. Comm 52.63 and ch. Comm 83 and shall be approved by the department and maintained in good repair.

(f) A minimum of one shower or bathtub shall be provided for every 20 campers and staff or fraction thereof.

(g) Tempered water shall be provided at all handwash sinks in all rooms having flush toilets and at all shower or bathing facilities.

(h) Carpeting is prohibited in toilet rooms and shower and bathing facilities.

**(2) TOILETS AND BATHING FACILITIES FOR PEOPLE WITH PHYSICAL DISABILITIES.** The construction and accessibility of toilets, toilet rooms, toilet buildings and bathing facilities shall comply with s. Comm 52.04 and ch. Comm 69.

**HFS 175.10 Garbage and refuse. (1) CONTAINERS.** (a) Garbage and refuse shall be kept in durable, easily cleanable, insect resistant, leak-proof and nonabsorbent containers. Plastic bags may be used to line these containers and may be used for inside storage.

(b) Containers for garbage and refuse used in food preparation and in areas used for washing utensils shall be kept covered or closed when not in use and emptied at a frequency that minimizes the development of objectionable odors and other conditions that attract or harbor insects and rodents.

(c) Containers stored outside as well as dumpsters, compactors and compactor systems shall be easily cleanable, provided with tight-fitting lids, doors or covers and kept covered or closed when not in use. In containers designed with drains, drain plugs shall be in place at all times, except during cleaning.

(d) A camp shall have a sufficient number of containers to hold its garbage and refuse until disposal.

(e) Soiled containers shall be cleaned on a frequency to prevent insect and rodent attraction. Each container shall be thoroughly cleaned on the inside and outside in a way that does not contaminate food, equipment, utensils or food preparation areas.

(2) STORAGE. (a) Garbage and refuse stored inside shall be stored in a manner to make them inaccessible to insects and rodents. Outside storage of unprotected plastic bags or wet-strength paper bags or baled units containing garbage or refuse is prohibited. Cardboard or other packaging material not containing garbage or food wastes need not be stored in covered containers.

(b) Garbage or refuse storage rooms, if used, shall be constructed of easily cleanable, nonabsorbent materials, shall be kept clean, shall be insect-proof and rodent-proof and shall be large enough to store the garbage and refuse containers that accumulate.

(c) Outdoor storage areas or enclosures shall be large enough to store the garbage and refuse containers that accumulate and shall be kept clean.

(d) Recyclables and returnables shall be stored in a clean and sanitary manner to prevent insect and rodent attraction.

(3) DISPOSAL. (a) Garbage and refuse shall be disposed of often enough to prevent odor and attracting insects and rodents.

(b) Solid waste disposal sites on the premises shall comply with chs. NR 500 to 536 and shall be licensed by the Wisconsin department of natural resources.

**HFS 175.11 Food preparation and service.** (1) STANDARDS. (a) The preparation and service of food and the equipment required for that purpose at camp dining halls, commissary operations and concession stands shall comply with ch. HFS 196.

**Note:** Chapter HFS 196 is the Department's administrative rules relating to restaurants.

(b) Food preparation and handling in primitive camping areas shall comply with the requirements in sub. (4).

(2) KNOWLEDGE OF FOOD PROTECTION PRACTICES. Beginning one year after [revisor to insert effective date], the operator or at least one manager of the food service facility at each camp shall have a certificate issued by the department stating the operator or manager has passed a department-approved written examination on food protection practices in compliance with the requirements of chapter 12 of the appendix to ch. HFS 196.

(3) USE OF FACILITIES. When an organized group uses a camp's food service facilities and the camp operator does not provide staffing, the operator, in consultation with the person certified

under sub. (2), shall provide the group with written or video-presented procedures for the safe handling of food, personal hygiene and proper washing and sanitizing of utensils and equipment.

(4) **OUTDOOR FOOD SERVICE.** Outdoor food service shall be conducted in a safe, clean and sanitary manner, as follows:

(a) *Food.* 1. Only food from an approved source and capable of being maintained in a wholesome condition, free from adulteration, with the equipment available may be used in outdoor food service.

**Note:** Approved sources of food are described in Chapter 3 of the Appendix to ch. HFS 196, Restaurants.

2. a. Potentially hazardous foods shall be held at 41°F. (5°C.) or lower or 140°F. (60°C.) or higher. Potentially hazardous foods requiring cooking shall be cooked to heat all parts of the food to a temperature of 150°F. (66°C.) or higher, except that comminuted meat including hamburger shall be heated until all parts are 155°F (68°C) and poultry, stuffings and stuffed meats shall be heated until all parts are 165°F. (74°C.) or higher.

b. Once potentially hazardous foods that have been heated leave the kitchen or commissary, the potentially hazardous foods shall not be allowed to cool below 140°F. (60°C.) prior to serving.

3. Food shall be protected from potential contamination and adulteration, including dirt, insects, rodents or animals.

4. Handling of foods shall be minimized. Advanced preparation of potentially hazardous foods such as hamburger patties and pre-sliced foods, is recommended when practical.

5. Once food leaves the kitchen or commissary and is served, food not consumed shall not be subsequently served, except that prepackaged or protected foods that are wholesome and are not potentially hazardous foods as prescribed in section 3-306.14 of appendix a to ch. HFS 196 may be subsequently served.

(b) *Utensils and equipment.* 1. Utensils and equipment construction and materials shall be appropriate for the type of food service being conducted.

2. Utensils and equipment shall be washed, rinsed, sanitized and air-dried in a manner approved by the department using either an approved sanitizer or hot water at 171°F. (77°C.) for sanitization. When a chemical sanitizer is used, the manufacturer's directions for the proper use of the sanitizer shall be followed and a chemical test kit appropriate for the sanitizer shall be provided.

(c) *Handwashing.* All food handlers shall follow approved handwash procedures.

**Note:** Approved handwash procedures are described in Chapter 2 of the Appendix to ch. HFS 196, Restaurants.

**HFS 175.12 Buildings and grounds.** (1) STATE BUILDING CODE. All buildings at a recreational or educational camp shall comply with chs. Comm 50 to 64 and 69.

(2) **SANITATION AND BUILDING MAINTENANCE.** (a) A camp shall be maintained in a clean and sanitary condition at all times.

(b) The floor surfaces in kitchens, walk-in refrigerators and all other rooms and areas in which food is stored or prepared or in which utensils are washed shall be constructed of smooth, nonabsorbent materials and shall be easily cleanable. Carpeting is prohibited.

(c) In areas subject to spilling or dripping of grease or fatty substances, floor coverings shall be of grease-resistant material.

(d) All walls and ceiling of rooms or areas in which food is prepared or stored or utensils are washed shall be smooth, nonabsorbent, light-colored and easily cleanable. Impervious baseboards approved by the department shall be installed at floor and wall junctures in all new camps and all new buildings at existing camps. Materials that have perforated or sculptured surfaces or do not have sealed butt joints are not acceptable for wall and ceiling surfaces in kitchens, food storerooms or cooking areas.

(e) All doors and windows opening to the outside shall be effectively screened. Doors shall be self-closing.

(f) Light intensity in all areas where food is prepared or stored or utensils are washed, all dressing rooms, locker rooms, toilet rooms and garbage and refuse storage areas shall be maintained in accordance with s. 6-303.11 of the appendix to ch. HFS 196.

(g) All areas in which food is prepared or stored or utensils are washed and all dressing rooms or locker rooms, toilet rooms and garbage and refuse storage areas shall be well-ventilated. A ventilation hood sized for adequate air velocity, with grease filters, shall be provided to cover each cooking area. Filters shall be readily removable for cleaning or replacement and shall be cleaned at least once each week and more often if necessary.

(h) The premises shall be maintained in a clean, neat condition free from refuse, insects and rodents.

(i) Parking areas shall be treated with a material approved by the department to minimize dust and dirt.

(j) The exterior of all buildings shall be well-maintained and kept in good repair.

(k) The floors, carpeting, walls, ceilings, light fixtures and decorative materials of all rooms shall be maintained in a clean and sanitary condition and in good repair.

(3) LIGHTING. All rooms shall be adequately illuminated to permit cleaning and maintenance.

(4) INSECT AND RODENT CONTROL. (a) Effective measures to minimize the presence of rodents and insects shall be utilized. Control measures shall be used in a safe manner and according to label instructions.

(b) All doors and windows in food service and storage areas, toilet facilities and sleeping areas that open to the outside shall be tight-fitting and effectively screened. The doors shall be self-closing.

**HFS 175.13 Safety and supervision.** (1) CAMPER SUPERVISION. One staff member, 18 years of age or older, excluding kitchen and maintenance staff, shall be provided for every 10

campers or fraction thereof under age 18, except that for campers 6 years of age and under there shall be one staff member for every 4 campers or fraction thereof.

(2) HAZARDOUS SUBSTANCES. (a) *Use.* Chemicals, flammables and other hazardous substances shall be used for their intended purpose and according to the manufacturer's directions stated on the container label.

(b) *Storage.* 1. Chemicals and other hazardous substances shall be stored in their original, covered and labeled containers in a separate, secure area accessible only by appropriate staff.

2. If taken on off-site trips, hazardous substances shall be stored in appropriate, easily identifiable containers.

3. Flammable materials shall be stored in a well-ventilated structure, separate from areas occupied by campers and staff.

(c) *Disposal.* Hazardous substances shall be disposed of in a manner and location as directed on the manufacturer's label or the material safety data sheet by the local agency having jurisdiction over handling hazardous substances and the applicable sections of chs. NR 600 to 685.

(3) PROGRAM ACTIVITIES. (a) Trained staff shall supervise program activities.

(b) A trained adult shall supervise high-risk activities. High-risk activities include firearms, archery, ropes or challenge courses, horseback riding and rock climbing.

(c) No firearms or archery equipment are permitted in a camp except for use in an organized and supervised camp activity. All firearms, ammunition and archery equipment not being used shall be securely stored under lock.

(d) High-risk equipment shall be properly stored or secured when not in use.

(4) PLANS FOR CAMPER SECURITY AND DEALING WITH EMERGENCIES. (a) *Written plans.* A camp shall have written plans for ensuring camper security and for dealing with emergencies including fire, severe weather, lost campers and lost swimmers.

(b) *Staff training.* Camp staff shall be instructed and periodically drilled in the use of emergency equipment and the procedures to be followed for notifying emergency personnel.

(c) *Fire control.* 1. A camp shall have firefighting equipment available in non-permanent sleeping areas. Where fire barrels or buckets are used, they shall be painted red or plainly marked, maintained and kept filled with water.

2. For permanent structures, a camp shall comply with the fire safety requirements of ch. Comm 57, including rules on isolation of fire hazards, fire escapes, fire exits, fire extinguishers, fire alarm systems, smoke detectors, exit lighting, space heaters, ventilation and directions of escape.

3. All emergency equipment shall be continuously maintained.

4. Local fire fighting and law enforcement officials shall be notified in writing when a camp planned to be operational or annually if the camp is open the entire year.

(5) WATER ACTIVITIES. (a) All swimming and watercraft activities at a camp shall be under the direction of an adult water activities director who holds a current department-approved lifeguard certification.

(b) Every person serving as a lifeguard at a camp shall hold a current department-approved lifeguard certification, a current first-aid certificate approved by the department and a current certificate approved by the department for the completion of a course in cardiopulmonary resuscitation (CPR) for adults, children and infants, and shall have training, as required by the U.S. occupational safety and health administration under 29 CFR 1910.1030, bloodborne pathogens standard.

**Note:** A list of approved certification courses for lifeguarding, first aid and CPR may be obtained from the Bureau of Environmental Health, P.O. Box 2659, Madison, WI 53701-2659.

(c) Except as allowed in par. (d), either the water activities director or a staff person who is certified as specified in par. (b) shall be on duty at each water activity area, such as where boating, canoeing, swimming or water skiing occurs, for every 50 persons or fraction thereof in the water. In addition, there shall be an overall ratio of one staff person at each water activity area for every 10 persons in the water.

(d) A group consisting only of adults or a group participating in a family camping program with at least one parent or designated adult supervisor present and supervising may use water activity areas, other than swimming, without supervision by camp aquatics staff provided the group receives orientation from camp aquatics staff based on written procedures that specify all of the following:

1. Personal flotation devices shall be provided in accordance with s. NR 30.62 (3) (a), Stats. for each boat under 16 feet in length. Boats 16 feet in length or more shall also be equipped with at least one U.S. coast guard approved type IV throwable flotation device.

2. Personal flotation devices shall be worn by all persons at all times when operating or riding on personal watercraft in accordance with s. NR 30.62 (3) (b), Stats.

3. Safety regulations shall be followed, including safety devices for personal watercraft in accordance with s. NR 30.62 (3m), Stats.

4. A designated check-in and check-out system is to be used by camp staff to identify persons using the water activity areas.

(e) An equipped first-aid kit appropriate for its intended use as determined by the water activities director or the camp health supervisor shall be maintained and readily available at each water activity area.

**Note:** To obtain a copy of the list of the Department-recommended first-aid kit contents or to determine which agent to contact for the list, write: Bureau of Environmental Health, P. O. Box 2659, Madison, Wisconsin 53701-2659.

(f) Lifesaving equipment, including a minimum of at least a backboard, ring buoy or rescue tube or throw bag and reaching pole, shall be maintained and immediately available at each water activity area.

(g) The camp operator or water activities director shall establish and enforce a method for checking persons in and out of the water.

(h) The camp operator or water activities director shall establish and enforce a method for supervising persons in the water such as the buddy system, the colored cap system or a combination of methods of supervising persons.

(i) The camp operator or water activities director shall designate a separate area for each water activity.

(j) The camp operator or water activities director shall conspicuously post swimming and boating regulations and restrictions at all water activity areas.

(k) Access to a water activity area shall be controlled and the area used for swimming shall be clearly marked and separated into sections for nonswimmers, beginners, intermediates and proficient swimmers. No person may go into a section beyond his or her classification except when being tested under supervision for the next higher level.

(L) Water activity areas shall be free of hazards, and equipment in water activity areas shall be maintained. Equipment includes docks, ladders, rafts, diving boards, boats, life jackets and paddles.

(m) A camp may allow swimming after dark in swimming areas if a minimum of 5 foot-candles general overhead lighting is provided. The illumination shall be measured at water level.

(n) A rescue boat shall be readily available when water activities extend beyond the designated swimming area. The boat shall be provided with at least a ring buoy or rescue tube or throw bag attached to 50 feet of ¼ inch rope and a reaching pole.

(o) Personal floatation devices shall be U.S. coast guard approved and shall be sized properly for each individual.

**Note:** To obtain a copy of the department's "Model Ordinance for Public Beaches," write: Bureau of Environmental Health, P. O. Box 2659, Madison, Wisconsin 53701-2659.

(6) SWIMMING POOLS. Any swimming pool, wading pool, whirlpool or similar structure shall comply with ch. Comm 90 and the camp operator shall obtain a permit and operate the pool in accordance with ch. HFS 172.

**HFS 175.14 Health.** (1) HEALTH SERVICES. (a) Before a camp opens for the first time, and at least annually thereafter, the camp operator shall make written arrangements for medical care of campers and camp staff by a staff physician or consulting physician and for emergency admissions to a designated hospital.

**Note:** It is recommended that a parent's or guardian's written consent for emergency medical care be secured by the camp director prior to or upon the camper's arrival at camp.

(b) A camp shall have a vehicle available at all times to transport a camper or staff member requiring emergency medical services to a hospital or clinic when the camp cannot provide the needed services.



(2) HEALTH HISTORY. Except in a family camping program, each camper and each staff member, upon arrival at the camp, shall present to the health services staff an up-to-date written health history that describes any physical condition, medications or allergies requiring special consideration. For a camper or staff member under 18 years of age, the written health history shall be prepared and signed by a parent or guardian or, if no parent or guardian is available, another adult relative with whom the child resides. Health services staff shall review all health histories and notify the camp operator of special health concerns.

**Note:** It is recommended that each camper and staff member, upon arrival at the camp, also present to the health services staff a written report of a physical examination performed within the preceding 24 months by a physician, a physician assistant or a registered nurse.

(3) INFIRMARY. A camp shall have written procedures and space for the temporary isolation of sick or injured campers and staff members. Any person reasonably suspected of having a communicable disease shall be suitably isolated.

**Note:** Reportable communicable diseases are listed in appendix A to ch. HFS 145. Cases are to be reported to the local health officer or the Department as required under s. 252.05, Stats., and ch. HFS 145.

(4) FIRST-AID SUPPLIES. A camp shall have on hand first-aid supplies as determined by the health services staff.

**Note:** A list of the minimum suggested items to be included in the first-aid supplies can be obtained by contacting the Bureau of Environmental Health, P.O. Box 2659, Madison, WI 53701-2659.

(5) HEALTH CARE. (a) *Camp health supervisor.* Except as provided under par. (e), a camp shall have an adult camp health supervisor who shall be responsible for routine and emergency health care supervision at the camp.

(b) *Health services staff qualifications.* 1. Except as provided under par. (e) and as permitted in subd. 3, the on-site health services staff shall include at least one of the following:

- a. A physician licensed in Wisconsin.
- b. A registered nurse licensed in Wisconsin.
- c. A physician assistant licensed in Wisconsin.
- d. A practical nurse licensed in Wisconsin.
- e. A national athletic trainers association certified trainer.
- f. An emergency medical technician or a paramedic.
- g. A person currently certified as completing the American red cross emergency response course.
- h. A person currently certified as completing the American red cross responding to emergencies course or equivalent.

2. Except as permitted in subd. 3, anyone working as a member of the on-site health services staff at a camp shall hold current certification from the American red cross for CPR for the professional rescuer or the American heart association for health care provider CPR or equivalent age-appropriate cardiopulmonary resuscitation.

3. Persons holding a current certificate for the completion of the American red cross community first-aid and safety course or equivalent and a current certificate for the completion of a course for adult, child and infant cardiopulmonary resuscitation may serve as health services staff provided all of the following conditions are met:

a. The users of the camp are coming as an organized group such as a school class, a church group or a scout troop.

b. The program is for a period of 3 nights or less.

c. The local ambulance service provider or emergency medical service states in writing that there is a target response time of 15 minutes or less to the camp unless the department approves a longer response time.

d. There is a telephone capable of connecting with emergency medical services without the use of coins, accessible at all times during camp operation and located in close proximity to the camp buildings or lodging units.

(c) *Health services staff coverage.* 1. Except as provided under par. (e), a camp shall have a health services staff person qualified under par. (b) 1. and 2. available on the premises of the camp at all times while the camp is in operation.

2. A health services staff person qualified under par. (b) 1. and 2. shall accompany all overnight programs going to a physical location not owned or operated by the camp. The health services staff person shall work under the direction of the camp health supervisor, have the appropriate camper records, first-aid supplies appropriate for the occasion as determined by the camp health supervisor and access to a means of communication to summon emergency help and communicate with the camp health supervisor.

3. A health services staff person who has at least the training required under par. (b) 3. shall accompany all overnight programs going to a primitive camping area.

(d) *Staff or consulting physician.* Except as provided under par. (e), when a camp's permanent facilities are used for more than 3 nights, health services staff shall work under the delegation of a physician licensed under ch. 448, Stats., who is available on-site during the camping season or for consultation services. The staff physician or consulting physician, in cooperation with the camp operator, shall develop a written protocol, signed by the physician, for the administration of medications, routine health care and emergency medical care at the camp. The physician shall review the protocol annually.

**Note:** A suggested outline for the contents of a protocol document may be obtained from the American Camping Association or from the Bureau of Environmental Health, P. O. Box 2659, Madison, Wisconsin 53701-2659.

(e) *When health services staff are not provided by camp operator.* When a camp's permanent facilities are used for more than 3 nights by members of the camp operator's organization or by an organized group from outside the camp operator's organization, and the camp operator does not provide health services staff, the camp operator's organization shall set and require minimum levels of training for leaders of the group which are not less than those required under par. (b) 2. and 3., before allowing use of the facilities. The camp operator shall ensure that organized groups using the facilities comply with this chapter.

(6) **MEDICATIONS.** (a) All medications brought to camp by a camper or staff member shall be in containers that are clearly labeled to include the name of the camper or staff member, the name of the medication, the dosage, the frequency of administration and the route of administration. All medication prescribed by a physician shall, in addition, be labeled to include the name of the prescribing physician, the prescription number, date prescribed, possible adverse reactions, the specific conditions when contact should be made with the physician and other special instructions as needed.

(b) Except as allowed in par. (c), all medication brought to camp by a camper or staff member under 18 years of age shall be kept in a locked unit and shall be administered by health services staff qualified under sub. (5) (b), except that bee sting medication, inhalers, an insulin syringe or other medication or device used in the event of life-threatening situations may be carried by a camper or staff member. Each camper or staff member 18 years of age or older may take responsibility for the security of his or her personal medication.

(c) When a camp's facilities are used for a program of 3 nights or less, an adult leader of the group shall keep all medications brought to camp by a camper or staff member under 18 years of age in a locked unit. The adult leader shall be responsible for the administration of the medications.

(7) **HEALTH AND TREATMENT RECORDS.** (a) A camp's health supervisor shall keep available the health history required under sub. (2) for each camper and staff member.

(b) When a medication is administered or treatment provided to a camper or staff member, health services staff shall make a record of the action in a bound book with pre-printed page numbers, indicating the following information: name of the person receiving the medication or treatment; ailment; name of the medication or treatment; quantity given; date and time administered; by whom administered; and comments.

(c) The camp shall retain health history and treatment records for at least 2 years.

(d) The camp operator shall maintain camper and staff health history and treatment records, except that an organized group using a camp's facilities for fewer than 3 nights when no camp staff are present may maintain its health histories and treatment records. Health history and treatment records shall be accessible, upon request, to the camp operator and public health officials.

**HFS 175.15 Register.** (1) A camp shall maintain a camp register that contains the names, home addresses and phone numbers of all campers and staff and the names and phone numbers of persons to notify in case of an emergency. The register shall be retained for a minimum of 2 years.

(2) A camp shall have a method for tracking campers that shall be used to monitor persons entering and leaving camp during the program session.

(2) **SPACE.** Sleeping quarters shall provide a minimum of 400 cubic feet for each occupant over 12 years of age and 200 cubic feet for each occupant 12 years of age or under and shall have a ceiling height of at least 7 feet. Adequate space shall be provided for wheelchair access to bedsides.

(3) **FLOOR SPACE BETWEEN BEDS.** There shall be at least 3 feet horizontally between the sides of beds and at least 6 feet horizontally between the heads of sleepers.

(4) **BUNK BEDS.** When campers sleep in upper bunks, guardrails shall be installed to prevent occupants from rolling out. The top of the rail shall be at least 5 inches above the top of the mattress and the bottom of the rail shall be no more than 3.5 inches above the top of the bed frame. No more than 2 beds may be stacked vertically and there shall be a vertical separation of at least 2.5 feet measured from the top of the lower mattress to the bottom of the frame of the upper bed. A free space of at least 2.5 feet shall be provided above the mattress of the upper bed.

(5) **VENTILATION.** Sleeping quarters shall be adequately ventilated.

**Note:** See ss. Comm 64.05, 64.06 and 64.07.

(6) **BEDDING.** Pillowslips, sheets, towels and washcloths, when provided by the operator, shall be washed at least once a week and before being assigned to a different camper or staff member. Blankets, spreads, mattresses and pillows shall be kept clean and free of insect infestation, maintained clean and in good repair. The cover, pad or mattress shall be cleaned for each incoming camper and staff member and more often if necessary.

(7) **SEPARATION.** A camp shall provide separate sleeping quarters for each sex, except when the sleeping quarters are occupied by a family.

**HFS 175.17 Primitive camping.** (1) **GENERAL.** The operator of a camp shall maintain each primitive camping area in a safe, clean and sanitary manner conducive to public health.

(2) **WATER SUPPLY.** Drinking water taken on hikes and trips away from a primitive camping area shall be from a water supply that is safe for human consumption.

(3) **TOILETS.** A primitive camping area not provided with approved toilet facilities shall have separate designated areas for each sex for toilet use. At minimum, toilet usage in these areas shall comprise a slit-trench with earth backfill. The toilet areas shall be located at least 50 feet from a stream, lake or well and at least 75 feet from a camp, tent or other sleeping or housing arrangement.

(4) **SOLID WASTE.** Garbage and refuse generated in primitive camping areas shall be carried back to the central camp area for proper disposal as required under s. HFS 175.10.

**HFS 175.18 Enforcement.** (1) **ACCESS.** An authorized employe or agent of the department, upon presenting proper identification, shall be permitted to enter any camp at any reasonable time to inspect the camp to determine compliance with this chapter. The department's authorized employe or agent shall be permitted to examine the records of the camp, including camp registration records.

(2) ENFORCEMENT POLICY. (a) *Notification.* If upon inspection of a camp the authorized employe or agent of the department finds that the camp is not planned, operated or equipped as required by this chapter, the employe or agent shall, except as provided under par. (b), notify the operator in writing and shall specify the changes required to make the camp conform to the standards established in this chapter and the time period within which compliance shall take place. If the order to correct violations is not carried out by the expiration of the time period stipulated in the order, or any extension of time granted for compliance, the department may issue an order suspending or revoking the permit to operate the camp. The suspension or revocation order shall take effect 15 days after the date of issuance unless a request for a hearing has been received under sub. (3).

(b) *Order to deal with an immediate danger to health.* Where there is reasonable cause to believe that any construction, sanitary condition, operation or method of operation of the premises of a camp or of equipment used on the premises creates an immediate danger to health, an authorized employe or agent of the department may, pursuant to s. 254.85, Stats., acting as the designee of the administrator of the department's division of public health, and without advanced written notice, issue a temporary order to remove the immediate danger to health. That order shall take effect on delivery to the operator or other person in charge of the camp. The order shall be limited to prohibiting the continued operation or method of operation of specific equipment, requiring the camp to cease other operations or methods of operations, or a combination of these, except that if a more limited order will not remove the immediate danger to health, the order may direct that all operations authorized by the permit shall cease. If before scheduled expiration of the temporary order, the department determines that an immediate danger to health does in fact exist, the temporary order shall remain in effect. The department shall subsequently schedule and hold the hearing required under s. 254.85 (3), Stats., unless the immediate danger to health is removed or the order is not contested and the operator and the department mutually agree that no purpose would be served by a hearing.

**Note:** Under s. 254.85, Stats., the temporary order is effective for 14 days and may be extended for another 14 days to permit the department to complete its examination. The order expires at the end of the 14-day or 28-day period unless it is terminated by the department by notice to the operator within that period, or is kept in effect beyond that period, pending a hearing, by department notification to the operator. The hearing is to be held by the department no later than 15 days after the notice is served on the operator unless the department and the operator agree on a later date, and the department must issue a final decision on the matter within 10 days after the hearing.

(3) APPEAL BY THE OPERATOR. Any operator aggrieved by an order of the department under this chapter, except for an order issued pursuant to s. 254.85, Stats., and sub. (2) (b), may request a hearing under this subsection to challenge the order. A request for a hearing under this subsection shall be submitted in writing to the department of administration's division of hearings and appeals and shall be received by that office within 15 days after issuance of the order. Procedures for the hearing shall be in accordance with ch. 227, Stats. After the hearing, the division shall affirm, set aside or modify the order. The final decision of the division may be appealed to the circuit court as provided in ch. 227, Stats.

**Note:** The mailing address of the Division of Hearings and Appeals is P.O. Box 7875, Madison, Wisconsin 53707. An appeal may be delivered to the Division of Hearings and Appeals at 5005 University Ave., Room 201, Madison, Wisconsin.

(4) LOCAL GOVERNMENT. Notwithstanding subs. (2) and (3), if an agent issues permits directly under this chapter, the agent shall create enforcement and appeal procedures in accordance with ss. 66.124 and 254.69 (2) (g), Stats., which shall supersede subs. (2) and (3).

This rule shall take effect on the first day of the month following publication in the Wisconsin Administrative Register as provided in s. 227.22 (2) (intro.), Stats.

Wisconsin Department of Health  
and Family Services

DATE: December 7, 2000

By: 

Joe Llean  
Secretary

SEAL:



State of Wisconsin  
**Department of Health and Family Services**

Tommy G. Thompson, Governor  
Joe Lean, Secretary

December 7, 2000

Mr. Bruce E. Munson  
Revisor of Statutes  
131 W. Wilson St., Suite 800  
Madison, WI 53703

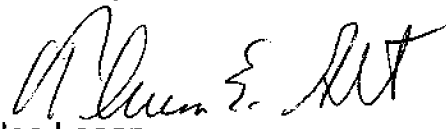
Dear Mr. Munson:

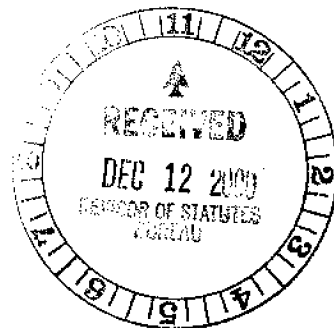
As provided in s. 227.20, Stats., there is hereby submitted a certified copy of ch. HFS 175, relating to recreational and educational camps.

These rules are also being submitted to the Secretary of State as required by s. 227.20, Stats.

The effect of the rule changes on small businesses as defined in s. 227.114 (1) (a), Stats., is described on an accompanying page of this filing.

Sincerely,

  
Joe Llean  
Secretary



Enclosure