

DHS 175 CHECKLIST

175.11 LOCATION OF THE CAMP

- ✓ Well drained site not subject to flooding; properly graded to prevent surface water accumulation; no deposition of waste due to drainage

175.12 WATER SUPPLY

- ✓ Safe water provided: tested for coliform bacteria and nitrates
- ✓ Containers for drinking water labeled as such, made of food grade material, cleaned & sanitized
- ✓ Drinking fountains or individual drinking cups provided (common drinking cups prohibited)

175.13 SEWAGE DISPOSAL SYSTEM

- ✓ All fixtures plumbed to sewer, no ground discharge
- ✓ Connect to city sewer when possible, otherwise complying private system

175.14 TOILET & SHOWER FACILITIES

- ✓ Construction shall be handicap accessible

TOILETS

- ✓ Minimum 1 toilet for every 10 campers and staff or fraction thereof. Up to ½ of male toilets may be urinals.
- ✓ Separate toilet rooms provided, marked for each sex
- ✓ Well-lit and ventilated
- ✓ Within 400' of lodging units
- ✓ Each toilet in a private stall, entrance must have self-closing door
- ✓ Privies maintained and in good repair
- ✓ Carpeting prohibited

HANDWASHING

- ✓ Minimum 1 sink for every 10 campers and staff or fraction thereof
- ✓ Hot water (85-110 F) available at handwash sinks in rooms having flush toilets

SHOWER ROOMS

- ✓ Minimum 1 shower or bathtub for every 20 campers or fraction thereof
- ✓ Hot water (85-110 F) available at all shower/bathing facilities
- ✓ Carpeting prohibited

175.15 GARBAGE AND REFUSE

CONTAINERS

- ✓ Containers durable, easily cleanable, insect resistant, leak-proof, nonabsorbent.
- ✓ Plastic bags permitted only to line these containers. Paper bags not permitted
- ✓ Food Prep Area garbage containers must be covered
- ✓ Outdoor containers and dumpsters kept covered
- ✓ cardboard stored in covered containers

MANAGEMENT

- ✓ Sufficient number and size of containers
- ✓ Emptied and cleaned often enough to prevent odor, attraction of insects and rodents

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175.16 FOOD PREPARATION & SERVICE

- ✓ All food preparation shall comply with DHS 196 (WI Food Code).
- ✓ WI Certified Food Manager required
- ✓ When an organized group uses a camp's kitchen and the operator does not provide staffing, the operator shall provide written or video-presented procedures for safe food handling, personal hygiene, and proper washing and sanitizing of utensils and equipment
- ✓ Outdoor food service shall minimize handling of foods by using advance preparation and prepared / presliced food.
- ✓ Hood filters shall be cleaned as often as necessary and at least once per week

175.17 BUILDING & GROUNDS

- ✓ All buildings at a RecEd Camp shall comply with the Commercial Building Code
- ✓ All areas and buildings must be well-ventilated
- ✓ All rooms shall be adequately illuminated to permit cleaning and maintenance
- ✓ Effective measures to minimize the presence of rodents and insects shall be utilized; control measures done in a safe manner according to instructions
- ✓ All doors and windows in food service areas, toilet facilities, and sleeping areas that open to the outside shall be tight fitting, effectively screened, and self closing

175.21 SLEEPING QUARTERS

- ✓ Non-permanent sleeping areas shall have firefighting equipment available. Fire barrels/buckets must be painted red or plainly marked & kept filled with water
- ✓ Permanent structures: Comply with COMM 14; 61-65
 - Isolation of fire hazards
 - Fire escapes/ exits
 - Fire extinguishers
 - Smoke Detectors/ Fire alarm systems
 - Exit Lighting / Directions for Escape
 - Space heaters/ Ventilation
 - Carbon Monoxide Alarms
- ✓ Space requirements: Age 12 or over: 400 cubic feet, Under 12: 200 cubic feet
- ✓ Ceilings 7' high, space for wheelchair access
- ✓ 3' horizontally between size of beds, 6' horizontally between heads of sleepers
- ✓ Guardrails required on bunk beds- top of rail at least 5" above top of mattress; bottom rail 3.5" or less above top of bed frame.
- ✓ No more than 2 beds stacked vertically with separation of 2.5' between top of mattress and bottom of frame. 2.5' of space above top mattress.
- ✓ Bedding washed at least once per week and between campers if provided
- ✓ Mattress pad required
- ✓ Separate sleeping quarters for each sex except when occupied by family units

175.22 PRIMITIVE CAMPING

- ✓ Drinking water taken on hikes and trips away from a primitive camping area should be from a safe water supply
- ✓ Toilet usage should consist of a minimum of a slit-trench with earth backfill, at least 50' from a stream, lake or well, and 75' from a camp, tent, or sleeping/housing arrangement
- ✓ Garbage and refuse must be carried back to the central camp area for disposal

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175.18 SAFETY & SUPERVISION

CAMPER SUPERVISION

- ✓ Adult staff member (excluding kitchen and maintenance staff) provided
 - 1:10 ages 7-18
 - 1:4 ages 0-6

PROGRAM ACTIVITIES

- ✓ Trained *staff* shall supervise program activities
- ✓ A trained *adult* shall supervise high risk activities such as firearms, archery, ropes or challenge courses, horseback riding and rock climbing
- ✓ No firearms or archery is permitted in a camp except for use in an organized and supervised camp activity
- ✓ High risk equipment must be properly stored or secured. Firearms, ammunition, and archery equipment shall be securely stored under lock

PLANS FOR CAMPER SECURITY AND EMERGENCIES

- ✓ A camp shall have written plans for:
 - Camper security
 - Fire
 - Severe Weather
 - Lost Campers
 - Lost Swimmers
- ✓ Staff shall be instructed and drilled in the use of emergency equipment and procedures for notifying emergency personnel
- ✓ Local firefighting and law enforcement officials shall be notified in writing when a camp is to be operational

175.20 REGISTER

- ✓ A camp must create and maintain for at least 2 years a register with the following information for all campers and staff:
 - Name
 - Home address
 - Phone number
 - Emergency Phone number
- ✓ A camp must have a method of tracking campers that will be used to monitor persons entering and leaving camp during the program session

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WATER ACTIVITIES 175.18(5)

- ✓ Water Activity Director: a trained *adult* holding a current lifeguard certification. Supervises all swimming and watercraft activity.
- ✓ Lifeguards shall hold a current:
 - Lifeguard certification, and
 - First aid certification, and
 - CPR certification, and
 - Bloodborne pathogen training
- ✓ Either the water activities director or a lifeguard with the certifications above shall be on duty at *each* water activity area for every 50 *persons* or fraction thereof in the water AND an overall ratio of 1:10 *staff to persons* in the water.
- ✓ A first-aid kit shall be maintained and readily available at *each* water activity area
- ✓ Lifesaving equipment maintained and immediately available at *each* water activity area:
 - Backboard, and
 - Ring buoy, rescue tube, or throw bag, and
 - Reaching pole
- ✓ Method for checking persons in and out
- ✓ The Water Activities or Camp Director shall:
 - Determine the appropriate contents of a First Aid Kit
 - Establish and enforce a method for checking persons in and out
 - Establish and enforce a method for supervising persons in the water such as the buddy system
 - Designate a separate area for each water activity
 - Conspicuously post swimming and boating regulations and restrictions at all water activity areas
- ✓ 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 for the higher level under supervision.
- ✓ Swimming pools must obtain a permit and comply with DHS 172
- ✓ A rescue boat with a at least a reaching pole *and* a ring buoy, rescue tube, or throw bag attached to at least 50' of ¼" rope shall be readily available when water activities extend beyond the designated swimming area
- ✓ *Provision for bypassing aquatics staff supervision on activities other than swimming under 178.18(5)(d):*
 - *Group consists only of adults OR*
 - *Group is participating in a family camping program (parent or guardian is supervising his or her own children at camp) AND at least one parent/ designated adult supervisor is present*
 - *Group receives orientation from aquatics staff based on written procedures that specify the following:*
 - *Personal Flotation Devices shall be provided one per person for each boat under 16' in length. Boats 16' or longer shall also be equipped with at least one U.S. Coast Guard approved Type IV throwable flotation device.*
 - *Rules for Personal Watercraft under 30.62 (3,3m) are followed*
 - *A designated check-in and check-out system is to be used by camp staff to identify persons using water activity areas*

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175.19 HEALTH

HEALTH SERVICES

- ✓ Before a camp opens for the first time, and at least annually thereafter, the camp shall make written arrangements for medical care by a staff or consulting physician and for emergency admissions to a designated hospital
- ✓ A vehicle must be available at all times in case of a medical emergency

HEALTH HISTORY

- ✓ Each camper and staff member must have an up to date written health history on file that describes any physical condition, medications, or allergies. Must be prepared and signed by legal guardian if under age 18. Histories should be reviewed by health services staff. *Exemption: family camping programs*

INFIRMARY

- ✓ Written procedures and space for temporary isolation of sick or injured persons.
- ✓ Anyone suspected of having a communicable disease must be isolated.

FIRST AID SUPPLIES

- ✓ Must be on hand, supplies to be determined by health services staff.

HEALTH CARE

- ✓ Camp Health Supervisor: adult responsible for routine and emergency health care supervision at the camp. Must be at least one of the following:
 - Physician licensed in WI
 - Registered Nurse licensed in WI
 - Physician Assistant licensed in WI
 - Practical Nurse licensed in WI
 - National Athletic Trainers Assn Certified Trainer
 - EMT or Paramedic
 - American Red Cross Emergency Response Course certified
- ✓ All members of Health Services Staff must have one of the following:
 - American Red Cross CPR for the Professional Rescuer *or*
 - American Heart Association for the Health Care Provider CPR certification *or*
 - American Red Cross Community First Aid and Safety Course *and* CPR certification, *if*:
 - *The users of the camp are coming as an organized group such as a school class, a church group, or a scout troop, AND*
 - *The group is staying 3 nights or less, AND*
 - *The Rusk County Emergency Management Director states in writing that there is a target response time of 15 minutes or less to the camp.*
 - *A phone capable of connecting with Rusk County Dispatch is accessible at all time during operation and close to the buildings or lodging units.*
- ✓ Qualified Health Services Staff Coverage
 - Be available on the premises during all time the camp is in operation
 - Accompany all overnight programs going to another location not part of the camp. HSS Person must work under the direction of the Health Supervisor, and have:
 - The appropriate camper records, and
 - First aid supplies (as determined by Health Supervisor), and
 - Access to a means of communication to summon emergency help and communicate with the Health Supervisor
 - Overnight programs going to a primitive camping area must have at least the training outlined for Camp Health Supervisor

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- ✓ When in operation for more than 3 nights, health services staff must work under delegation of a physician *available* onsite during the camping season or for consultation services. Staff/consulting physician, working with camp operator, must develop a written protocol for the administration of medications, routine health care, and emergency medical care at the camp. The physician shall sign and review the protocol annually.
- ✓ *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 of Health Services Staff as outlined above before allowing use of the facilities. The camp operator shall ensure that the organized groups using the facilities comply with this chapter.*

MEDICATIONS

- ✓ All medications brought to camp by a camper or staff member must be in clearly labeled containers with:
 - Person's name
 - Frequency and route of administration
 - Name of medication
 - Dosage
- Prescribed medication must additionally be:
 - Labeled with name of physician
 - Prescription number
 - Date prescribed
 - Possible adverse reactions
 - Specific conditions when contact should be made with physician
 - Special instructions as needed
- ✓ All medications brought in by campers or staff under age 18 must be kept in a locked unit and administered by Health Services Staff, *except that medications used in life threatening situations such as Epi-pens, inhalers, or insulin syringes may be carried by a camper or staff member.* Campers and staff members 18 or older may possess their own medication
- ✓ *If facilities are used for 3 nights or less, an adult leader of the group must keep all medications brought to camp by campers and staff under 18 years in a locked unity. The adult leader shall be responsible for administration of the medications.*

HEALTH AND TREATMENT RECORDS

- ✓ A camp's Health Supervisor must keep available the health histories for each camper and staff member
- ✓ When medication is administered or treatment provided to a camper or staff member, HS Staff must make a record of the action in a *bound book with pre-printed page numbers* indicating:
 - Name of the person receiving medication or treatment
 - Ailment
 - Name of the medication or treatment
 - Quantity given
 - Date and time administered
 - By whom administered
 - Comments
- ✓ The camp shall maintain health history and treatment records for at least 2 years.
- ✓ *The camp operator must maintain camper and staff health history and treatment records except if an organized group uses the camp's facilities for 3 or fewer nights when no camp staff are present may maintain its health histories and treatment records. They must, however, be accessible upon request to the camp operator and Public Health Officials.*

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