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APPENDIX A
BASIC HYGIENE & SANITATION PRACTICES POLICY GUIDELINES FOR REGULATED PROGRAMS

The following guidelines provide simple and effective protection against transmission of disease for all persons who may be exposed to the blood or other body fluids of another person. Body fluids consist of urine, vomitus, feces, wound drainage and blood.

1. The licensee shall promptly disinfect all hard (not cloth) surfaces soiled with blood or body fluids by using a freshly prepared disinfectant solution of household bleach (1/4 cup bleach to 1/2 gallon of water) or a comparable disinfectant solution**. Disposable towels or tissues shall be used, and mops shall be rinsed in the disinfectant.
   Persons cleaning up, particularly those with chapped hands, cuts or broken skin, are advised to wear disposable latex gloves.
2. Areas of the skin which come in contact with another person's blood or body fluids shall be immediately washed thoroughly with a disinfectant solution**. When contact occurs to a mucus membrane, such as the eye, nose or mouth, rinse immediately with water and have the person contact a physician for any further advice.
3. Toothbrushes, razors and other personal hygiene utensils shall not be shared and shall be stored in a manner to prevent contact with other persons' personal hygiene utensils.
4. Sponges and other cleaning utensils used to clean the floor of any body fluid spills shall not be used to wash dishes or to clean blood preparation areas. Mop water shall not be poured down the sink where food is prepared. Sponges and mops shall be disinfected after each use by soaking in a solution of bleach (1/3 cup of bleach in 1/2 gallon of water) for 5 minutes. The soaking solution shall be changed every week.
5. Rugs and cloth furniture (not hard surfaces) that have been soiled with blood or body fluids shall be cleaned with rug shampoo which contains a germicidal detergent, then vacuumed as usual.
6. Linen and laundry:
   a. Laundry soiled with blood or body fluids shall be rinsed clean and laundered in hot, soapy water. Bleach shall be added to the wash load according to the product manufacturer's recommendations, but care shall be taken that ample rinsing occurs, as any residue may cause skin irritation and subsequent infection. Soiled (by any fluid produced by the body) clothing or linens not washed immediately shall be placed in a bag separate from other laundry.
   b. Towels and wash cloths shall not be shared without laundering in between use.

** The following disinfectant solutions are comparable in terms of their effectiveness. However, a 70 percent alcohol solution is preferred for objects that may be put into the mouth of a person as, for instance, a thermometer.

1. Sodium hypochlorite with at least 500 ppm available chlorine (1:100) needs to be freshly prepared each time it is used or daily.
   An easy way to dilute bleach is to add 1/4 cup bleach to 1/2 gallon water – 1:65. The date of preparation of the bleach solution must be indicated because freshness of the solution is important, for effectiveness. The solution should not be stored for longer than one week.
2. Ethyl or isopropyl alcohol (70–90 percent). Use full strength.
3. Phenolic germicidal detergent in a 1 percent aqueous solution, such as Lysol. Follow product label.
4. Hydrogen peroxide, a 3 percent solution.
5. Quaternary ammonium germicidal detergent in 1–2 percent aqueous solution, such as Tri–Quat, Mytar or Sage. Follow manufacturer's recommendations.
6. Iodophenol germicidal detergent with 30–50 ppm available free iodine, such as Wescodyne. Follow product label for dilution.

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APPENDIX B
FACILITY ACCESSIBILITY REQUIREMENTS

Facility Accessibility Feature	All residents able to walk without means of support such as canes, crutches or walkers	One or more residents able to walk only with support of canes, crutches or walkers, or unable to walk
a. Ramped or grade level for at least 2 primary entrances from street, alley or ancillary parking to a primary floor	Not Required	Required[1]
b. Accessible building entrance to a grade level floor within 30 inches of finished grade	Permitted	Required[1]
c. Accessible entrance door must be at least 36 inches in width.	Not Required[2]	Required
d. All interior passageway doors on primary floor must have at least a 2'8" wide clear opening	Permitted[2]	Required
e. At least one of the following between interior floor levels: elevator, ramp or lift	Not Required	Required[3,4]
f. Unobstructed interior access to all common–use areas.	Required	Required
g. Unobstructed interior access to bathing and toilet facilities.	Required[5]	Required[5]
h. Grab bars for toilet and bath fixtures	Not Required	Required[6]
i. Compliance with s. Comm 57.871 "Usable bathrooms"	Not Required	Required[5]
j. Levered handles on all doors, bathroom water fixtures and other devices normally used by residents with manual strength or dexterity limitations	Required[7]	Required[7]
k. Accessible to drinking facilities	Required	Required

1 Ramped or grade level entrance or porchlift required if residents are not capable of negotiating stairs.

2 Two–foot 6–inch passage way doors are permitted in existing buildings.

3 An elevator, lift or ramp must meet the applicable Comm requirements.

4 May be omitted if use of other floors is restricted to ambulatory or semiambulatory residents physically capable of negotiating stairs or if there are no one–of–a–kind, common–use areas located on these floors.

5 Must meet the resident to bathroom facilities ratio requirements in s. HFS 52.53.

6 Not required in rooms used only by ambulatory residents who do not require any means of support through use of canes, crutches, walkers or wheelchairs.

7 Required when other hardware creates a barrier or is difficult to use safely by residents with manual strength or dexterity limitations.

An exterior ramp is a sloping walk or structure having a gradient greater than 1:20 that provides access to or a means of exit from a building. An exterior ramp shall meet the following specifications:

a. *Width.* A minimum width of 48 inches, of which not more than 4 inches on each side may be occupied by a handrail, and a slip–resistant surface.

b. *Gradient.* A gradient not greater than a 1:12 slope.

c. *Handrails.* Graspable handrails as follows:

– A ramp with a gradient greater than 1:20 but less than 1:12 shall have a handrail on at least one side of the ramp.

– A ramp with a gradient of 1:12 shall have handrails on both sides of the ramp.

– A ramp shall have a handrail on a side where the adjacent terrain exceeds a 1:4 downward slope away from the ramp.

d. *Handrail height.* A handrail mounted so that the top is between 30 inches and 34 inches above the ramp surface.

e. *Midrails.* If open–sided, having an intermediate parallel rail located at mid–height between a handrail and the ramp surface.

f. *Handrail clearance.* A clear space of at least 1 1/2 inches between a handrail and any adjoining wall.

g. *Ramp clearance.* The floor on each side of an accessible doorway shall be level for a distance of 5 feet from the door, and the ramp shall have a level platform at least 5 feet long where it turns and at least 5 feet of level clearance at the bottom.

h. *Rest platform.* A ramp longer than 30 feet in length shall have a 5–foot long level platform after each 30–foot length of ramp.

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APPENDIX C
PER MEAL MINIMUM REQUIREMENTS OF NATIONAL SCHOOL LUNCH PROGRAM

PLANNING BREAKFASTS

BACKGROUND

School breakfasts provide a good start toward meeting a child's daily nutritional needs of food energy, protein, vitamins, and minerals. The breakfast meal pattern is a simple, easy–to–follow guide in three components.

Breakfast Meal Requirements

Components	Minimum Required Quantities
Fruit or Vegetable	
Fruit or Vegetable or Fruit Juice or Vegetable Juice	1/2 cup
Bread or Bread Alternate	
One of the following combination to give an equivalent quantity	1 serving
• A serving (1 slice) of whole grain or enriched bread	
• A serving of biscuits, rolls, muffins, etc., whole–grain or enriched	
• A serving (3/4 cup or 1 ounce, whichever is less) of whole–grain or enriched or fortified cereal	
Fluid Milk	
As a beverage or on cereal or both	1/2 pint

Recommendations

To help meet children's nutritional needs, breakfast should also contain as often as possible:

Meat or meat alternate – a 1 ounce serving (edible portion as served) of meat, poultry, or fish; or 1 ounce of cheese; or 1 egg; or 2 tablespoons of peanut butter; or an equivalent amount of any combination of these foods.

Also, plan to include:

- Vitamin C foods frequently.
- Foods for iron each day.

PLANNING GUIDELINES

Planning appetizing breakfast menus that students will enjoy requires originality and imagination. Try to plan breakfasts that consider students' regional, cultural, and personal food preferences. Be sure to include well–liked and familiar foods. Offer "new" and less popular ones as choices at first until they have higher acceptability. Plan for contrast in texture, flavor, size, and shape of foods applying the principles of good menu planning. For example:

Fruits and Vegetables

Fresh, canned, frozen, and dried fruits can be used interchangeably. Try combining fruits with cereal for variety.

Bread and Bread Alternates

Bread offers many different menu ideas. Use a variety of hot breads, such as cornbread, and different kinds of muffins and biscuits. Or try breakfast rolls made with bulgur, rolled wheat or oats. Sandwiches (open–faced or closed), pancakes, waffles and french toast are often well accepted.

Cereals can give you a light or hearty breakfast and require little labor. You can serve cereals hot or use prepackaged preportioned dry cereals, including wheat, corn, rice and oats.

Meat and Meat Alternates

Use a variety of meat or meat alternates – eggs, sausage, canned meat, ground beef, ham, cheese, peanut butter, fish or poultry. Alternate egg dishes with other main dishes. Serve the egg alone or in combination with different meats or cheese. Look for variety in preparing eggs – scrambled, hard–cooked, soft–cooked, poached or in omelets or french toast.

Keep in mind the age groups you are serving. The way food is served to young children will affect whether or not it is eaten. For instance, it may be necessary to serve hard–cooked eggs peeled and cut in halves, whereas with older residents hard–cooked eggs can be served in the shell. With younger residents, serve finger sandwiches, apple wedges, sectioned oranges and grapefruits, and meat cut into bite–sized pieces. Serve small portions or additional foods. Untraditional foods at breakfast may make breakfast more appealing. Since appetites may vary greatly among residents, you may wish to consider two different breakfast menus – a "Hearty Breakfast" and a lighter "Eye Opener". For example:

Hearty Breakfast	**Eye Opener**
Scrambled Eggs, Fresh Fruit	Dry Cereal, Fresh Fruit
Cinnamon Toast, Milk	Milk

APPENDIX C (continued)
BREAKFAST SAMPLE MENUS

Breakfast Pattern	Monday	Portion	Tuesday	Portion	Wednesday	Portion	Thursday	Portion	Friday	Portion
Fruit or Vegetable or Fruit Juice or Vegetable Juice	Pineapple Juice	1/2 cup	Orange Quarters	1/2 cup	Grapefruit Juice	1/2 cup	Orange Juice	1/2 cup	Fruit Cup (banana, orange, pineapple)	1/2 cup
Bread or Bread alternate	Choice of Ready-to-Eat Cereals	3/4 cup (1 oz)	Raisin Bread Toast	1 slice	Blueberry Waffle with Syrup	1	Cheese Pizza	1 slice	Toast	1 slice
Milk	Milk	1/2 pt	Milk	1/2 pt	Milk	1/2 pt	Milk	1/2 pt	Milk	1/2 pt
Other			Cheese cubes	1 oz			Cheese on Pizza	1 oz	Deviled Egg	1 egg
Fruit or Vegetable or Fruit Juice or Vegetable Juice	Sliced Pears	1/2 cup	Banana	1 sm	Orange Juice	1/2 cup	Baked Apple	1 med	Orange Juice	1 cup
Bread or Bread alternate	Hot Bagel	1	Cornflakes	3/4 cup	French Toast with Honey	1 slice	Cheese Toast	1 slice	Toast	1 slice
Milk	Milk	1/2 pt	Milk	1/2 pt	Milk	1/2 pt	Milk	1/2 pt	Milk	1/2 pt
Other	Cream Cheese	1 oz					Cheese for Toast	1 oz	Creamed Chipped Beef	1/4 cup
Fruit or Vegetable or Fruit Juice or Vegetable Juice	Purple Plums	1/2 cup	Orange Juice	1/2 cup	School-made Vegetable Soup	1 cup	Orange Sections	1/2 cup	Orange & Grapefruit Sections	1/2 cup
Bread or Bread alternate	English Muffin with Jam	1	Whole wheat toast	1 slice	Cinnamon Toast	1 slice	Biscuit	1	Date Muffin	1
Milk	Milk	1/2 pt	Milk	1/2 pt	Milk	1/2 pt	Milk	1/2 pt	Milk	1/2 pt
Other			Hard-Cooked Egg Crisp Bacon	1 egg 1 sl			Grilled Ham Slice	1 oz		
Fruit or Vegetable or Fruit Juice or Vegetable Juice	Raw or Cooked Apple Wedges	1/2 cup	Fruit Cocktail	1/2	Apple Juice	1/2 cup	Pineapple Juice	1/2 cup	Tomato Juice	1/2 cup
Bread or Bread alternate	Bread	1 slice	Hot Oatmeal	3/4 cup	Corn Grits	3/4 cup	Whole wheat toast	1 slice	Pancakes with syrup	1–2
Milk	Milk	1/2 pint	Milk	1/2 pt	Milk	1/2 pt	Milk	1/2 pt	Milk	1/2 pt
Other	Egg for Salad on Sandwich	1/2 egg			Beef Pattie	1 oz	Scrambled egg Hash Brown Potatoes	1/2 cup		

APPENDIX C (continued)
SCHOOL LUNCH PATTERNS
FOR VARIOUS AGE/GRADE GROUPS

USDA recommends, but does not require, that you adjust portions by age/grade group to better meet the food and nutritional needs of children according to their ages if you adjust portions. Groups I–IV are minimum requirements for the age/grade groups specified. If you do not adjust portions, the Group IV portions are the portions to serve all children.		Grades 4–12 age 9 & over (Group IV)	Grades 7–12 age 12 & over (Group V)	SPECIFIC REQUIREMENTS
MEAT OR MEAT ALTERNATE	**A serving of one of the following or a combination to give an equivalent quantity:**			✱ Must be served in the main dish or the main dish and one other menu item.
	Lean meat, poultry, or fish (edible portion as served)	2 oz	3 oz	✱ Vegetable protein products, cheese alternate products, and enriched macaroni with fortified protein may be used to meet part of the meat/meat alternate requirement. Fact sheets on each of these alternate foods give detailed instructions for use
	Cheese	2 oz	3 oz	
	Large eggs(s)	1	1 1/2	
	Cooked dry beans or peas	1/2 cup	3/4	
	Peanut butter	4 Tbsp	6 Tbsp	
VEGETABLE AND/OR FRUIT	**Two or more servings of vegetable or fruit or both to total:**	3/4 cup	3/4 cup	✱ No more than one half of the total requirement may be met with full–strength fruit or vegetable juice ✱ Cooked dry beans or peas may be used as a meal alternate or as a vegetable but not as both in the same meal.
BREAD OR BREAD ALTERNATE	**Servings of bread alternate:** A serving is 1 slice of whole–grain or enriched bread A whole–grain or enriched biscuit, roll, muffin, etc. 1/2 cup of cooked whole–grain or enriched rice, macaroni, noodles, whole–grain or enriched pasta products, or other cereal grains such as bulgur or corn grits A combination of any of the above	8 per week	10 per week	✱ At least 1/2 serving of bread or an equivalent quantity of bread alternate for Group 1, and 1 serving for Groups II–V, must be served daily. ✱ Enriched macaroni with fortified protein may be used as a meal alternate but not as both in the same meal. NOTE: Food Buying Guide for Child Nutrition Programs (PA–1331 (1983) provides the information for the minimum weight of a serving.)
MILK	A serving of fluid milk	1/2 pint (8 fl oz)	1/2 pint (8 fl oz)	At least one of the following forms of milk must be offered: ✱ Unflavored lowfat milk ✱ Unflavored skim milk ✱ Unflavored buttermilk NOTE: This requirement does not prohibit offering other milks, such as whole milk or flavored milk, along with one or more of the above.

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APPENDIX D
FIELD OFFICES OF THE DIVISION OF CHILDREN AND FAMILY SERVICES

The Department of Health and Family Services licenses residential care centers for children and youth through five Division of Children and Family Services field offices. Below are addresses and phone numbers of the field offices and related counties.

	COUNTIES
Northeastern Office (Green Bay) 200 North Jefferson Suite 411 Green Bay, WI 54301–5191 (414) 448–5312	Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Shawano, Sheboygan, Waupaca, Waushara, Winnebago
Northern Office (Rhinelander) 1853 North Stevens Street P.O. Box 697 Rhinelander, WI 54501–0697 (715) 365–2500	Ashland, Bayfield, Florence, Forest, Iron, Langlade Lincoln, Marathon, Oneida, Portage, Price, Sawyer, Taylor, Vilas, Wood
Southeastern Office (Waukesha) 141 N.W. Barstow Street, Room 209 Waukesha, WI 53188–3789 (414) 521–5100	Jefferson, Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, Waukesha
Southern Office (Madison) 3601 Memorial Drive Madison, WI 53704–1105 (608) 243–2400	Adams, Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Juneau, Lafayette, Richland, Rock, Sauk
Western Office (Eau Claire) Suite #2, 610 Gibson Street Eau Claire, WI 54701–3687 (715) 836–2157	Barron, Buffalo, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Jackson, LaCrosse, Monroe, Pepin, Pierce, Polk, Rusk, St. Croix, Trempealeau, Vernon, Washburn