

Chapter HSS 175

RECREATIONAL AND EDUCATIONAL CAMPS

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Note: Chapter H 75 as it existed on August 31, 1978, was repealed and a new Chapter H 75 was created effective September 1, 1978. Chapter H 75 was renumbered Chapter HSS 175 effective June 1, 1982; Chapter HSS 175 as it existed on October 31, 1985 was repealed and a new Chapter HSS 175 was created effective November 1, 1985.

HSS 175.01 Authority and purpose. Subsections (1), (3), and (17) of s. 140.05, Stats., give the department authority to prescribe rules for recreational and educational camps and to enforce these rules for the purpose of protecting public health and safety.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HSS 175.02 Scope. (1) **APPLICABILITY.** The provisions of this chapter apply to the owner and to any person responsible for the operation of any recreational and educational camp.

(2) **APPROVED COMPARABLE COMPLIANCE.** When it appears to the department that compliance with a requirement of this chapter is impractical for a particular camp, the department may approve a modification in that requirement for that camp if the department is provided with satisfactory proof that the grant of a variance will not jeopardize the health, safety or welfare of the campers.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HSS 175.03 Definitions. In this chapter:

(1) "Agent" means the city or county designated by the department under s. 50.535 (2), Stats., to issue permits to and make investigations or inspections of recreational and educational camps.

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

(3) "Camp" means the premises, including temporary and permanent structures, operated as 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 offered free of charge or for payment of a fee by a person or by the state or a local unit of government. *emerg. amend. 5-12-87*

(4) "Camp health supervisor" means a physician licensed in Wisconsin, a registered nurse registered in Wisconsin, a practical nurse licensed

in Wisconsin or a person who holds an advanced first-aid certificate from the American Red Cross or an equivalent advanced first-aid certificate.

(5) "Department" means the department of health and social services.

(6) "Equipment" means, in connection with the operation of a food service facility at a camp, stoves, ranges, hoods, meatblocks, 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.

(7) "Furnishings" means, in connection with the operation of a camp, linens, beds, bedding, chairs, tables, shelves, drapes, curtains, decorations, fixtures and similar items provided in the sleeping areas and common areas of the camp.

(8) "New camp" means a camp which receives a permit from the department for the first time on or after the effective date of this chapter.

(9) "Person" means an individual, partnership, association, firm, company, corporation, or agency, whether tenant, owner, lessee or licensee, or the agent, heir or assignee of any of these.

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

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

(12) "Privy" means a structure not connected to a plumbing system, which is used by persons for the disposal of human body wastes.

(13) "Recreational and educational camp" has the meaning prescribed for "camp" in sub. (3).

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

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

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HSS 175.04 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.

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: Bureau of Environmental Health, P.O. Box 309, Madison, Wisconsin 53701.

(2) **ACTION BY THE DEPARTMENT.** Within 30 days after receiving a completed application for a permit, the department shall either approve the application and issue a permit or deny the application. If the application for a permit is denied, the department shall give the applicant reasons, in writing, for the denial. A permit may not be issued to the owner or operator of a new camp or to a new owner or operator of an existing camp

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

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

Note: For all new camps and camps that are extensively remodeled, it is recommended that floor material used below dishwashing machines be impervious to water and that the floor be sloped to a drain.

(d) All walls and ceilings of rooms or areas in which food is prepared or stored or utensils are washed shall be smooth, light-colored and easily washable. An impervious baseboard made of material approved by the department shall exist at the juncture of the floor and walls in all new camps and all new buildings at existing camps. Materials which are absorbent or 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 outer air shall be effectively screened and doors shall be self-closing.

(f) All areas in which food is prepared or stored or utensils are washed, and all handwashing areas, dressing or locker rooms, toilet rooms and garbage and refuse storage areas shall be well-lighted.

(g) All rooms in which food is prepared or served or utensils are washed, dressing 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.

(3) MAINTENANCE. (a) 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.

(b) The premises shall be maintained in a clean, neat condition free from refuse, insects and rodents. Parking areas shall be treated with a material approved by the department to minimize dust and dirt. The exterior of all buildings shall be well-maintained and kept in good repair.

(4) INSECT AND RODENT CONTROL. Effective measures to minimize the presence of rodents and insects capable of transmitting diseases shall be utilized.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HSS 175.12 Safety. (1) CAMPER SUPERVISION. One staff member, 18 years of age or older, excluding kitchen and maintenance staff, shall be provided for every 8 campers under age 18, except that for campers 6 years of age and under the ratio shall be one to 4.

(2) CHEMICALS. Chemicals, inflammable liquids and other hazardous materials shall be plainly marked, stored in a locked building not occupied by campers or staff and used in a proper manner.

(3) **FIREARMS.** Firearms and ammunition are not permitted in camp unless used under supervision and in organized activities at suitable sites. All firearms and ammunition not being used shall be stored under lock.

(4) **FIRE-FIGHTING EQUIPMENT.** (a) Fire-fighting equipment shall be placed in or near all buildings. Fire extinguishers shall be of a type approved by the department and shall be properly maintained and inspected. If fire barrels or buckets are used, they shall be painted red and plainly marked and kept filled with water.

(b) Staff shall be instructed in fire prevention and familiarized at the beginning of the camping period with procedures to be followed in case of fire.

(5) **WATERFRONT.** (a) Swimming facilities shall conform to the applicable sanitary requirements of chs. HSS 171 and 172.

(b) 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 an area beyond his or her classification except when being tested under supervision for the next higher level.

Note: See American Red Cross, Young Men's Christian Association (YMCA) or Boy Scout Standards for swimmer classification and instruction. These may be obtained from the local offices of these organizations.

(c) All swimming and watercraft activities shall be under the direction of a waterfront director who is at least 18 years of age and holds a current American Red Cross Lifeguard Training certificate, a Young Men's Christian Association (YMCA) Lifesaving/Lifeguarding certificate or a Boy Scouts of America - Aquatic Instructor certificate. Because the American Red Cross Lifeguard Training certification may not be readily available, the Red Cross Advanced Lifesaving certificate is acceptable in lieu of it through December 31, 1989.

(d) In addition to the waterfront director, a staff person who is certified as stated in par. (c) shall be on duty for every 50 persons or fraction thereof in the water. Additional training specific to the needs of the swimming area is the responsibility of the waterfront director. There shall be an overall ratio of one staff person for every 10 persons in the water.

(e) A method for checking persons in and out of the water shall be established and enforced.

(f) A method for supervising persons in the water such as the buddy system, the colored cap system or a combination of these shall be established and enforced.

(g) Swimming after dark may be allowed only if adequate artificial lighting is provided in the swimming area.

(h) Lifesaving equipment adequate for the types of swimming and watercraft areas shall be provided, shall be kept in usable condition at all times and shall be immediately available.

(i) Lifesaving equipment shall include, at a minimum, an emergency bell or whistle, a lifeboat, a spineboard, ring buoys, assist poles and ropes.

(j) A 24-unit first-aid kit shall be kept at the waterfront and shall be equipped and ready for immediate use. The first aid kit shall contain:

1. One package of band-aids;
2. Three gauze bandages, 1";
3. Two gauze bandages, 2";
4. One gauze bandage, 3";
5. One triangular muslin bandage 40" square, cut diagonally;
6. One package gauze pads, 3" × 3";
7. One-half pound of absorbent cotton;
8. One box of applicators;
9. Five dozen tongue depressors;
10. One ounce of aromatic spirits of ammonia;
11. Four ounces of isopropyl alcohol;
12. A tweezers;
13. Paper drinking cups;
14. Two clinical thermometers;
15. One bar of soap; and
16. A flashlight.

(k) Swimming and boating regulations and restrictions shall be conspicuously posted at the waterfront.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HSS 175.13 Health. (1) **HEALTH EXAMINATIONS.** (a) Each camper under 18 years of age and all staff members, including the operating and kitchen staff, shall, upon arrival at the camp, present a written report of a physical examination performed within the preceding 36 months by a qualified physician, a registered nurse or other person recognized by law to undertake that responsibility.

(b) Each camper under 18 years of age and all staff members shall, upon arrival at the camp, present an up-to-date health history prepared and signed, in the case of a camper under 18 years of age, by a parent, guardian, or other adult responsible for the individual. This history shall include at least the following:

1. A record of medical treatment, immunizations and allergies; and
2. A description of any physical condition requiring special considerations.

(c) Any person suspected of having a communicable disease or contagious condition at any time shall be suitably isolated. All reportable communicable diseases shall be reported to the local health officer or the department as required under ch. HSS 145.

(2) **INFIRMARY.** An infirmary tent or other shelter protected from flies and other insects shall be provided for the temporary isolation of sick or injured campers and staff members.

(3) **FIRST-AID SUPPLIES.** (a) Adequate first-aid supplies shall be provided.

Note: Suggested first-aid supplies for a basic unit of 20 campers are those identified in s. HSS 175.12 (5) (j).

(b) First-aid supplies shall be taken on all out-of-camp trips.

(4) **HEALTH AND TREATMENT RECORDS.** (a) There shall be a camp health supervisor for every camp. The camp health supervisor shall keep available the health certificate and health history required under sub. (1) for each camper and staff member together with a camp health record that lists date, name of person, ailment and treatment administered.

(b) Records shall be retained for a period of at least 2 years, and longer if required by an insurance carrier.

(5) **MEDICATIONS.** All medications brought to camp by a camper or staff member shall be in containers which identify the medications and the camper or staff member, shall be kept in a locked unit and shall be administered by the camp health supervisor as prescribed by a licensed physician with a record of treatment maintained.

(6) **HEALTH SERVICES.** (a) Before the opening of camp, the operator shall make written arrangements for medical care by a staff or consulting physician and for emergency admission to a designated hospital.

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

(b) The on-site health services staff shall include a physician licensed in Wisconsin or a registered nurse licensed in Wisconsin or a practical nurse licensed in Wisconsin or another person holding a current Red Cross or equivalent advanced first-aid certificate. Where there is not a physician on the staff, health services staff shall work under the direction of a consulting physician.

(c) Emergency transportation shall be available at all times.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HSS 175.14 Register. A camp record shall be maintained in the form of a register containing the names, addresses and phone numbers of all camp occupants and persons to notify in case of an emergency.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HSS 175.15 Sleeping quarters. (1) Sleeping quarters shall provide at least 3 feet between sides of beds. Head-to-toe sleeping arrangements shall be used. Each camper shall be provided with an individual bed and shall sleep alone. No more than 2 beds may be stacked vertically, and adequate vertical separation shall be maintained between stacked beds.

(2) Separate sleeping quarters shall be provided for each sex, except when occupied by a family.

(3) Pillowslips, sheets, towels and washcloths, when provided by the operator, shall be washed as frequently as they are assigned to a different

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camper or staff member, but at least once a week. Blankets, spreads, mattresses and pillows shall be kept clean and free of insect infestation. Mattresses shall be covered with a non-absorbent pad or other approved protection and shall be maintained clean and in good repair. The cover or pad and mattress shall be cleaned for each incoming camper and staff member and more often if necessary.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HSS 175.16 Primitive camping. (1) **GENERAL.** Primitive-type facilities in association with a camp shall be operated and maintained in a safe, clean and sanitary manner conducive to public health.

(2) **WATER SUPPLY.** Drinking water taken on hikes and trips away from camp shall be known to be safe or shall be made safe before use. Any of the following methods may be used for water purification: halazone tablets or equivalent, chlorinated lime, any hypochlorite preparation, or boiling for 20 minutes. Water purified by any of these methods shall stand for at least 30 minutes before being used.

(3) **TOILETS.** Primitive camps not provided with privies or other toilet units meeting the requirements of s. HSS 175.07 (4) shall have separate designated areas for each sex for toilet use. At minimum, toilet usage in these camp sites shall comprise a slit-trench with earth backfill. Such 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.** At primitive camps, garbage and refuse shall be disposed of each day by burial and covering or burning. It is preferable to compact the material buried as well as the covering soil. The soil cover shall be at least 12 inches. The burial site shall not be subject to inundation by flooding with the result that garbage or refuse is likely to be washed by flood waters into a watercourse.

Note: It is preferable to bring or send garbage and refuse back to the point of departure for proper disposal.

(5) **FOOD.** Only foods capable of being maintained in a wholesome condition with the equipment available may be used at primitive camps. To the extent feasible, the requirements of s. HSS 175.08 shall be met.

(6) **UTENSILS AND EQUIPMENT.** Utensils and equipment shall be washed, rinsed and sanitized after each use.

(7) **SAFETY.** Adequate instructions and supervision shall be provided to campers using the primitive facilities.

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.

HSS 175.17 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 for the purpose of inspecting 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. 50.575, Stats., acting as the designee of the administrator of the department's division of 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 premises 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 then schedule and hold the hearing required under s. 50.575 (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. 50.575, 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. 50.575, 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 to the department's office of administrative hearings 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 department shall affirm, set aside or modify the order. The final decision of the department may be appealed to the circuit court as provided in ch. 227, Stats.

Note: The mailing address of the office of administrative hearings is P.O. Box 7875, Madison, Wisconsin 53707.

(4) **LOCAL ENFORCEMENT.** Notwithstanding subs. (2) and (3), if an agent issues permits directly under this chapter, the agent shall create

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enforcement and appeal procedures in accordance with ss. 50.535 (2) (g) and 66.124, Stats., which shall supersede subs. (2) and (3).

History: Cr. Register, October, 1985, No. 358, eff. 11-1-85.