

## **Rental, Retreats and OEE User Policies and Procedures. YMCA Camp U-Nah-Li-Ya**

ATCP 78 of the Wisconsin Department of Agriculture, Trade and Consumer Protection has many requirements that Rental Groups need to understand and abide by when using YMCA Camp U-Nah-Li-Ya to host youth events. You may find ATCP 78 online and we encourage all user groups to review its policies before booking with YMCA Camp U-Nah-Li-Ya.

ATCP 78: [https://docs.legis.wisconsin.gov/code/admin\\_code/atcp/055/78/v/27](https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/78/v/27)

### **Arrival & Check In**

Guests may **check in after 3:00pm Fall-Spring, after 5:00pm during Summer** on the scheduled arrival day (as long as full reservation fee has been paid). Renter information and camp maps will be available at the front office. Please **text the rental host on duty to notify of your arrival**. Guests may drive directly to cabins.

### **Departure & Check Out**

Guests must **check out by 12:00pm Fall-Spring, 10:00am during Summer** on scheduled departure day. An additional cleaning fee of \$25.00 will be charged if a cabin is left unusually messy. Please take time to **take out your trash** to dumpsters, **restock indoor wood bins** from outdoor supply, and **sweep the cabin** before leaving. Inform the rental host on duty to notify of your departure.

### **Rental and Retreat Miscellaneous Policies**

- Bells are for emergencies only, do not ring the bells.
- Supervise your children at all times.
- Fireworks, firearms and weapons are prohibited on Camp property.
- Quiet hours are 10PM – 7AM.
- Please use the restrooms not the open outdoors.
- Camp is smoke free, unless otherwise approved. No smoking in any buildings. No drugs.
- Personal Equipment should be kept under lock and key and inaccessible by children.
- Stay off lagoon and pond when frozen due to thin ice.
- Sled hill, swimming, and sauna must be adult supervised.
- Put away all equipment where you found it.
- Build fires with safety in mind and only in fire rings.
- Please park in designated areas and do not block roads. Avoid driving around camp as much as possible.  
Snowmobiles & ATV's are not allowed on YMCA property, unless otherwise approved. Trailers can be parked in agreed upon locations.
- Dogs must be leashed when outside the cabin and pick up after your pet.
- Dogs should not be left in the cabin unsupervised.
- Dog owners assume liability for their pet's actions.
- Keep your party within agreed upon guest numbers.
- Information regarding staff on duty will be posted in the Office on arrival day. Text or call the staff on duty with any questions, concerns, needs.

## **Cooking at Camp**

All food preparation and storage done by the rental group shall conform to the most up to date state regulations.

ATCP 78.23 Food preparation and service.

(1) Standards. The preparation and service of food and the equipment used for that purpose at camp dining halls, commissary operations, concession stands and outdoor food service operations shall comply with ch. ATCP 75 Appendix.

You can find that here: [https://docs.legis.wisconsin.gov/code/admin\\_code/atcp/055/75\\_](https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/75_)

(2) Knowledge of food protection practices. The operator or at least one manager of the food service facility at each camp shall have a certified food protection manager in compliance with the requirements of chapter 12 of the ch. ATCP 75 Appendix. In the case of rental groups they must provide this person.

(3) Use of food facilities. When a rental group uses a camp's food service facilities and the camp operator does not provide staffing, the operator, in consultation with the person certified pursuant to sub. (2), shall provide the group with written or video-presented procedures to be followed for the safe handling of food, personal hygiene, and proper washing and sanitizing of utensils and equipment.

At this time YMCA Camp U-Nah-Li-Ya does not allow groups to use the Dining Hall kitchen but groups may use cabin kitchenettes to prepare food for themselves. Below are some useful videos for safe food preparation.

Handwashing: [https://www.youtube.com/watch?v=0GwpIDnu\\_qc](https://www.youtube.com/watch?v=0GwpIDnu_qc)

Food Handling: <https://www.youtube.com/watch?v=n7jWt7IF3QY>

Washing and Sanitizing: <https://www.youtube.com/watch?v=r0sWf0jf6T4>

(4) Outdoor food service. Outdoor food service at camps shall meet all of the following requirements:

(a) Ensure that food is protected from contamination.

(b) Provide protection of food from animals or pests.

(c) Restrict campers from using campfires, camp stoves, or flammable liquids until campers are provided with adequate instruction on their proper use and care and supervised until competency is demonstrated. Rental groups are responsible for following these guidelines.

## **Camp Wellness and Health**

**The rental group shall collect and retain camper health history and staff health history as required by the state.**

(d) Camper health history.

1. Each camper upon arrival at the camp, shall present to the health services staff or to the rental groups health services staff as required pursuant to s. ATCP 78.16, an up-to-date written health history. Health histories shall include all of the following:

a. Any physical condition or limitations.

b. Medications.

c. Allergies.

d. Immunization status or a signed document by the legal guardian presented to the camp objecting to the immunization requirements for a camper for reasons of health, religion or personal conviction that meets the requirements pursuant to s. 252.04 (3), Stats.

e. Any special health and behavioral considerations, including mental, emotional, social and developmental needs or restrictions of the camper.

f. Permission from the family that allows for a camper to self-carry and administer emergency medication, such as epinephrine, inhalers, or insulin, if applicable.

2. For a camper under 18 years of age, the written health history shall be prepared and signed by a parent or legal guardian.

3. Parent or legal guardian's written consent to treat camper in case of an emergency.

4. Signed permission by the parent or legal guardian for camp health services staff to provide routine healthcare treatment, identifying over-the-counter medications that can be administered.

Note: It is recommended that each camper 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 nurse practitioner.

(e) Camp staff health history.

1. Each camp staff member, upon arrival at the camp, shall present to the health services staff or to the rental groups health services staff, as required pursuant to s. ATCP 78.16, an up-to-date written health history. P Health histories shall include all of the following:

ATCP 78.27(1)(e)1.a.a. Any physical condition or limitations.

b. Medications.

c. Allergies.

d. Based on the staff member's job description, clarification of any camp activities from which the staff member should be exempted or limited for health reasons as indicated by qualified medical personnel.

e. A statement indicating if the staff member requires any medication that might impair their ability to perform the essential functions of their position.

f. Who to contact in case of emergency.

g. Immunization status as determined by the consulting physician and camp health supervisor.

2. For camp staff under 18 years of age, the written health history shall be provided as required pursuant to par. (d).

**The rental group shall provide a health staff or medical supervisor that meets the requirements of state regulations as follows:**

(2) Health staff requirements for a camp or rental group operating for 3 nights or more.

(a) Camp health services supervisor.

1. Except as provided pursuant to sub. (3), a camp shall have an adult camp health supervisor who shall be responsible for routine and urgent health care supervision at the camp and meet the requirements pursuant to par. (b) 1. to 5.

2. The camp health supervisor shall inform appropriate camp staff of any specific needs, as identified in the camper health history, of a camper whom they are responsible.

(b) Health services qualifications.

1. The health staff shall include at least one of the following:

a. A physician licensed in Wisconsin pursuant to s. 448.033, Stats.

b. A registered nurse licensed in Wisconsin pursuant to s. 441.115 (3), Stats.

c. A physician assistant licensed in Wisconsin.

d. A practical nurse licensed in Wisconsin.

e. A national athletic trainers association certified trainer and meeting subd.

f. An emergency medical services practitioner as defined in s. 256.01 (5), Stats., and meeting subd.

g. A person currently certified as completing the American Red Cross responding to emergencies course or equivalent and meeting subd.

h. A person currently certified as completing a wilderness first aid course as approved by the department and meeting subd. 4.

2. Health services staff at a camp shall hold current certification from the American Red Cross or American Heart Association for basic CPR and AED. P A camp shall follow the staffing requirement for CPR and AED as follows:

a. If the local ambulance service provider or emergency medical services states in writing that there is a target response time of 30 minutes or less to the camp, the camp shall meet the requirements pursuant to s. ATCP Table 78.27, for all programs going to a physical location. P

b. If the local ambulance service provider or emergency medical service response is greater than 30 minutes, the camp shall meet the requirements pursuant to s. ATCP Table 78.27.

3. Health services staff at a camp shall hold a current certificate for the completion of the American Red Cross or American Heart Association first-aid course or equivalent.

4. Health services staff administering medication and only meeting the requirements pursuant to subds. 2. and 3., shall annually take the Wisconsin department of public

instruction online course, Medication Administration Principles and shall maintain documentation of the assessment test and passing grade.

Note: The Wisconsin department of public instruction course Medication Administration Principles can be found at the following link.

[https://media.dpi.wi.gov/sspw/av/bmap/story\\_html5.html](https://media.dpi.wi.gov/sspw/av/bmap/story_html5.html).

5. If a camp is prescribed an epinephrine auto-injector or pre-filled syringe as an authorized entity that is not patient-specific or the camp plans to have health services staff help administer epinephrine to a camper, health services staff shall complete an anaphylaxis training program required pursuant to s. 255.07 (5), Stats., and meet all of the following:

a. The health services staff member shall complete a training program conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or an organization approved by the Wisconsin department of health services.

b. The training certificate shall be maintained on the camp premises.

c. The training certificate shall be made available to the department or its agent upon request.

(c) Health services coverage. A camp shall meet the requirements pursuant to s. ATCP Table 78.27, for health service staff coverage at the camp at all times during camp operations.

**ATCP Table 78.27 Health Staff Coverage and Training Requirements**

Recreational and educational camp	Minimum number of health services staff available at all times during camp operations, for given EMS response time		Health services staff – minimum training requirements
	Ambulance service provider or EMS provides written documentation that response time is 30 minutes or less.	Ambulance service provider or EMS response time is greater than 30 minutes.	
More than 3 nights	1	2	A health services supervisor as required pursuant to sub. 2 (a). Additional health services staff providing coverage shall at least meet the requirements pursuant to sub. (2) (b) 2. and 3. and if they are administering medication or epinephrine they shall also meet sub. (2) (b) 4. and 5.
Rental Group – 3 nights or less	1	2	Adult leader – Meet requirements nights or less pursuant to sub. (2) (b) 2. and 3. and if they are administering medication or epinephrine they shall also meet sub. (2) (b) 4. and 5.
Off-premises and primitive camping	1	2	Health services staff – Meet requirements pursuant to sub. (2) (b) 2. and 3. and if they are administering medication or epinephrine they shall also meet sub. (2) (b) 4. and 5.

(d) Health services staff coverage for off-premises trips and primitive camping.

1. If the local ambulance service provider or emergency medical services states in writing that there is a target response time of 30 minutes or less to the camp, the camp shall meet the requirements pursuant to s. ATCP Table 78.27, for all off-premises trips and primitive camping.

2. If the local ambulance service provider or emergency medical service response time is greater than 30 minutes, the camp shall meet the requirements pursuant to s. ATCP Table 78.27, for all off-premises trips and primitive camping.

(3) Alternative health services requirements for a rental group that operates for a period of 3 nights or less. A rental group, such as a school class, a church group, or a scout troop that provides their own health services staff shall meet the requirements pursuant to s. ATCP Table 78.27.

ATCP Table 78.27 Health Staff Coverage and Training Requirements - See PDF for table PDF

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More than 3 nights	1	2	A health services supervisor as required pursuant to sub. 2 (a). Additional health services staff providing coverage shall at least meet the requirements pursuant to sub. (2) (b) 2. and 3. and if they are administering medication or epinephrine they shall also meet sub. (2) (b) 4. and 5.
Rental Group – 3 nights or less	1	2	Adult leader – Meet requirements nights or less pursuant to sub. (2) (b) 2. and 3. and if they are administering medication or epinephrine they shall also meet sub. (2) (b) 4. and 5.
Off–premises and primitive camping	1	2	Health services staff – Meet requirements pursuant to sub. (2) (b) 2. and 3. and if they are administering medication or epinephrine they shall also meet sub. (2) (b) 4. and 5.

(4) Medications brought to camp.

(a) Prescription medication.

1. Except as specified in subd. 2., all medications brought to camp by a camper or staff member shall be properly labeled with all of the following:

- a. The name of the camper or staff member.
- b. The name of the medication.
- c. The dosage.
- d. The frequency of administration.
- e. The route of administration.
- f. Name of the prescribing physician.
- g. The prescription number.
- h. The date prescribed.

2. A prepackaged pill pack provided by a pharmacy service accompanied by paperwork meeting the requirements as specified pursuant to subd. 1.

(b) Additional information. Information regarding possible adverse reactions, the specific conditions when contact should be made with the physician and other special instructions shall be documented in the camper health history.

(c) OTC medications including vitamins, supplements and natural remedies. All OTC medications brought to camp by a camper or staff member shall meet all of the following:

1. Clearly labeled with the name of the camper.
2. In a container labeled with the name of the medication and directions for use.

(d) Medication administration and storage. Except as allowed in pars. (e) and (f), all medication brought to camp by a camper or staff member under 18 years of age shall meet all of the following:

1. Kept in a locked unit.
2. Administered by health services staff qualified pursuant to sub. (2) (b), except that epinephrine auto-injector, pre-filled syringe, inhaler, and insulin 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 their personal medication.
3. Administered by a parent or legal guardian who is serving as camp staff member that:
  - a. Retains and administers their own child's medications as long as this information is included in the camps medication record.
  - b. Takes responsibility for the security of their child's personal medication.

(e) Delegation for administration of medication. For a camp that lasts longer than 3 days, the department shall allow qualified health services staff to designate an individual at the camp to administer, to a camper or staff member who is under 18 years of age, medications brought to the camp by that camper or staff member, other than medications that a camper or staff member may carry themselves pursuant to s. 97.67 (5m) (b), Stats. Any individual designated by health services staff to administer medication brought to camp by campers, not meeting the qualifications pursuant to sub. (2) (b) 1., shall meet the requirement pursuant to sub. (2) (b) 4., for completion of the Wisconsin department of public instruction course, Medication Administration Principles.

Note: The Wisconsin department of public instruction course Medication Administration Principles can be found at the following link.

[https://media.dpi.wi.gov/sspw/av/bmap/story\\_html5.html](https://media.dpi.wi.gov/sspw/av/bmap/story_html5.html).

(f) Rental group administration of medication. When a camp's facilities are used by a rental group for 3 nights or less, an adult leader of the group shall meet all of the following:

1. Keep all medications brought to camp by a camper or staff member under 18 years of age in a locked unit.
2. Meet the requirements pursuant to s. ATCP Table 78.27.



3. Administered by a parent or legal guardian who is serving as camp staff pursuant to par. (d) 3.

**The rental group shall maintain proper documentation of health treatment and medication administration as required by state regulations as follows.**

(5) Health and treatment records.

(a) Health history records. A camp's health services supervisor shall keep available, the health history required pursuant to sub. (1) (d) and (e), for each camper and staff member.

(b) Medication and treatment log. When a medication is administered or treatment provided to a camper or staff member, health services staff shall, as soon as possible, make a record of the action using any one of the following:

1. In a bound book with preprinted page numbers.

2. By electronic entry into a software program that documents each change to the health record and that does not allow previous changes to the health record to be edited or deleted.

3. By making an electronic medication administration record, printed with the date and time stamp, from a health software program pursuant to subd. 2., to be used for manual recording with a signature on the form of the individual making entries.

(c) Medication and treatment record requirements. The record shall indicate all of the following information:

1. Legal name of the person receiving the medication or treatment.

2. Ailment.

3. Name of the medication or treatment.

4. Quantity given.

5. Date and time administered.

6. Initials of the person administering the medication or providing treatment.

7. Comments.

(d) Medication and treatment record storage.

1. The logging of medication and other treatment administered shall support accurate medication and treatment administration in a clear, complete and organized manner.

2. Health history and treatment records shall be accessible, upon request, to the department or its agent.

(e) Record retention. The camp shall retain health history and treatment records for at least 3 calendar years.

(f) Rental group health history, medication and treatment records.

1. The rental group using a camp's facilities and providing their own health services staff shall maintain the health histories and treatment records for their campers and staff.

2. The health history and treatment records shall be accessible, upon request from the department or its agent.

(g) Rental group record retention.

1. The rental group, if providing health supervision, shall maintain all camper health histories, medication and treatment records for a minimum of 3 calendar years and make the records available upon request to the department or agent within 2 business days of the request.

2. The rental group shall keep a register and a method of tracking individuals entering and leaving the camp during operation, pursuant to s. ATCP 78.28, and make the register and tracking document available upon request to the department or agent within 2 business days of the request.

## **Emergency Vehicle**

### **The rental group shall provide and maintain a vehicle that fulfills the vehicle requirements required by state law:**

(c) Camp vehicle. A camp (in this case, the rental group) shall have a vehicle available at all times to transport a camper or staff member requiring urgent medical services to a hospital or clinic when the camp cannot provide the needed services or as approved by the department or its agent.

## **Specialized Program Activities**

Rental groups are not allowed to use the camp's specialized activities or program areas without properly trained and certified camp staff that comply with the regulations regarding specialized programming in ATCP 78.26.

## **Supervision Ratios**

The rental group shall conform or exceed the supervision ratios and guidelines outlined by ATCP 78.26.

ATCP 78.25 Adult camp staffing. During camp operation the adult camp staff to camper ratio shall be as required pursuant to s. ATCP Table 78.25. P For the purposes of determining staff to camper ratio, personnel that do not have responsibility for providing training or direct supervision to campers, including kitchen staff, maintenance staff, housekeeping, or administrative office staff, are not included.

**ATCP Table 78.25 Adult Staff to Camper Ratio**

<b>Camper Age</b>	<b>Number of Adult Camp Staff</b>	<b>Campers</b>
7-17	1 per	Every 10 or fraction thereof
6 and Under	1 per	Every 4 or fraction thereof

## **Adult Background Checks, Child Abuse Prevention and Screening**

**All user groups must comply with the state regulations regarding child safety. These regulations are:**

(1) Camp staff screening.

(a) General requirements. Camps shall take into account criminal background check information during the hiring of camp staff and any additional individuals 14 years or older residing on the camp's premises with access to campers.

1. Written employment application forms shall require the applicant to provide all of the following:

- a. Legal first and last name, date of birth, and address.
- b. Disclosure of sexual criminal history.
- c. Permission for a background check.

ATCP 78.26(1)(b)(b) Background check completed.

1. Prior to hiring any camp staff, the camp shall review the national sex offender public registry of the United States department of justice and other relevant available public record information.

2. For international camp staff, review with the United States department of state sponsor to determine what criminal background check information will be provided by that country.

(c) Background check threshold.

1. Each camp shall set a policy that prevents employment or volunteer selection of any person who meets any of the following:

- a. A record of a violent crime against a person or animal.
- b. Crimes against nature where children were affected.
- c. Any crime involving a child as the victim.
- d. Possession or facilitation of child pornography.

2. This policy shall be reviewed, signed and dated within the last 3 years.

(d) Background check frequency. All existing camp staff prior to extending employment shall have a background check performed at least every 2 years. This requirement also applies to any additional individuals who reside on the camp's premises with access to campers.

**All rental groups must train their staff and adult supervisors regarding sexual abuse prevention and adhere to ATCP 78.26(c).**

(c) Camper sexual abuse prevention training requirements. Camper sexual abuse prevention training shall be conducted annually and meet all of the following:

1. The camp shall maintain a copy of the curriculum.
2. Maintain the individual certificate or dated documentation, with each participant's name, for training that occurred.
3. Provide the curriculum to the department or agent upon request.

4. The training shall cover all of the following topic areas:
- a. Understanding the dynamics of camper to camper sexual abuse and sexualized behaviors.  
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  - b. Recognizing inappropriate conduct in camp staff behavior with campers.
  - c. Managing camp staff-to-camper and camper-to-camper one-on-one interactions.
  - d. Defining inappropriate physical and verbal contact or interaction with campers.
  - e. Identification and reporting of low-level concerns.
  - f. Responding to disclosure or suspicion of abuse. A process for ensuring that known or suspected cases of child abuse, neglect or sexual misconduct are immediately reported to the proper authorities.
  - g. Communication strategies for staff, campers, parents and media.

### **Primitive Camping with Rental Groups**

Camp does not allow for groups to use primitive campsites at YMCA Camp U-Nah-Li-Ya.

### **Reporting Death, Illness or Serious Injury**

**Rental Groups shall be aware of their obligation to report serious injury, illness or death to the Department of Agriculture.**

ATCP 78.29 Death, injury or illness reports. The camp (rental group) shall report incidents resulting in serious injury, illness or death where an emergency medical service response is required, by the end of the next working day following the incident by phone or email to the department or its agent.

### **Behavior Statement**

The Greater Green Bay YMCA is founded on Christian principles and prohibits inappropriate behavior and conduct. This includes, but is not limited to, profanity or abusive language or attire, smoking, illegal use of alcohol or other drugs, removal of YMCA property, criminal conduct of any type, or disregard for stated YMCA and/or Camp U-Nah-Li-Ya policies. Such inappropriate behavior or conduct is unacceptable and the YMCA consequently retains the right to deny program participation and/or revoke future contracts at its sole discretion.

**YMCA staff and volunteers retain the right to remove any person(s) from camp if they:**

- do not follow the policies listed above.
- do not follow any verbal directives from staff or volunteers.
- do not follow YMCA Core Values: Caring, Honest, Respect, and Responsibility.

### **Certificate of Liability Insurance**

A Certificate of Insurance for the User Group must be submitted with the signed contract and deposit. This must be submitted annually for recurring groups. The rental group agrees to pay for damages done to the property by their guests. The camp will work with the rental group to assess the value of the damage and add that to the final bill for the contracted group.

### **Hold Harmless**

It is hereby understood and agreed that the Greater Green Bay YMCA and Camp U-Nah-Li-Ya shall be held harmless from all liabilities and claims for damages and/or suits for or by reason or for any injury or injuries to any person/persons or property of any kind whatsoever whether the person or property of the User Group, it's agents, employees, participants, members, or third person from any cause or causes whatsoever while in or upon said premise or any part thereof during the term of this agreement or occasioned by an occupancy or use of said premises or activity carried on by the User Group in connection therewith, and the User Group hereby covenants and agrees to indemnify and save harmless the Greater Green Bay YMCA and Camp U-Nah-Li-Ya from all liabilities, claims, suits, or losses however occurring or damages or legal expenses growing out of the same. The User Group's organization/affiliation shall carry its own liability insurance for the contracted period of time.