

- b. What corrections, if any, are necessary in order to be in compliance.
  - c. If there are corrections to be made, the time frame within which these corrections are to be made.
2. Failure by the selected agency(ies) to make corrections that have been indicated in the written evaluation of the site visit shall be grounds for the Colorado Department of Human Services to terminate the contract between it and the selected agency(ies).

## **7.711 RULES REGULATING CHILDREN'S RESIDENT CAMPS [Rev. eff. 6/1/07]**

In addition to the General Rules for Child Care Facilities, Children's Resident Camps shall follow the rules specified in this section and the "Rules and Regulations Governing the Sanitation of Child Care Centers in the State of Colorado".

### **7.711.1 DEFINITIONS [Rev. eff. 4/1/13]**

- A. A "residential camp" is defined at Section 26-6-102(2.2), C.R.S.
- B. A residential camp may have a "primitive camp" which is a portion of the permanent camp premises or another site at which the basic needs for camp operation, such as places of abode, water supply systems, and permanent toilet and/or cooking facilities, are not usually provided.
- C. A "travel-trip camp" shall be known as a camp in which there is no permanent camp site and children move from one site to another. The travel-trip camp either originates in Colorado or moves into and/or through Colorado from another state and operates for three or more consecutive 24-hour days during one or more seasons of the year for the care of five or more children who are at least ten (10) years old or have completed the fourth grade. The program shall have as its purpose a group learning experience offering educational and recreational activities utilizing an outdoor environment.
- D. A "non-medical religious camp" is a camp operated by a religious organization which does not believe in the use of medical practice in physical examination or treatment of illness or injury.

#### **7.711.11 Purpose and Goals [Rev. eff. 11/1/98]**

Each camp shall submit to the department a statement of goals and objectives. This statement shall be kept on file, updated periodically, made known to staff, and available for licensing inspection.

#### **7.711.12 Governing Body [Rev. eff. 6/1/07]**

The governing body shall be identified by its legal name. The names and addresses of individuals who hold primary financial control and officers of the governing body shall be disclosed fully to the Colorado Department of Human Services. When changes of governing body occur, the new governing body must immediately submit an original application and pay the required fee.

- A. If the governing body lets, leases, or rents the licensed facility to any group or organization whose program falls under the definition as found at Section 7.711.1 and verifies in writing to the State Department that the lessee meets the licensing standards, an application is not required of the lessee. If the governing body does not verify that the lessee meets the licensing standards, an application is required of the lessee and the license must be issued to the lessee before the camp opens.

- B. When the facility is let, leased, or rented, the governing body shall report the following in writing at the request of the State Department: name of the group, number and ages of children, length of time for use of the facility, and the purpose of the camp.

**7.711.13 Financial Support [Rev. eff. 11/1/98]**

The governing body shall satisfy the department upon request that there is sufficient financial support to operate and maintain a camp in accordance with these rules and camp goals and objectives.

**7.711.14 Insurances [Rev. eff. 11/1/98]**

- A. Every facility shall carry public liability insurance. The applicant or licensee shall submit the amount of the insurance and the name and the address of the insurance agency providing the insurance to the camp. The camp shall maintain information about the insurance at the campsite. A camp need not carry public liability insurance if the camp's governing body determines that insurance is unnecessary due to its financial ability to meet all possible claims. The basis of such judgment must be revealed to the department.
- B. Camps operating their own transportation vehicles shall carry liability insurance in compliance with the minimum limits required by Article 10, Chapter 7, Colorado Revised Statutes.

**7.711.15 Written Agreements, Reports, and Logs [Rev. eff. 6/1/07]**

- A. There shall be on file at the campsite and annually-dated a written agreement with a licensed physician or nearby health care facility stating that the physician or health care facility will furnish the necessary medical services for campers at the camp and medical help as a backup to the camp staff members responsible for health supervision.
- B. A travel-trip camp is not required to have a written agreement, but must have a list of all medical facilities in areas where the travel-trip camp will be traveling.
- C. The camp shall report to the State Department in writing within 48 hours each injury or illness which required that the camper be permanently sent home. The report shall include name, age and address of the camper; name of camper's parent(s) or guardian(s) and their address if different; date of accident or illness; description of accident or diagnosis of illness; treatment given; name and address of physician prescribing treatment; and, where treatment was given and disposition of the case.
- D. The camp shall maintain at the campsite a medical record keeping system, listing name of camper, ailment, treatment prescribed and administered date and name of person administering care. This record keeping system shall be available to licensing personnel.
- E. Within 24 hours of each incident, the camp shall submit to the State Department a written report about any camper who has been lost from the campsite and for whom a report has been made to the local sheriffs department for search and rescue. Such report shall indicate the name, age and address of the camper; the name of parent(s) or guardian(s) and their address if different; the date when the child was lost; the location, time and circumstances when the camper was last seen, circumstances of locating the camper.
- F. Each camp shall have a plan for action in case of natural disasters lost campers/swimmers, injuries, and illnesses. These plans shall be in writing and shall be on file at the camp office. The staff shall receive training regarding the implementation of these plans. In the case of a travel-trip or primitive camp, these plans shall accompany the staff members and campers.

**7.711.2 PERSONNEL**

**7.711.21 General Requirements for All Personnel [Rev. eff. 6/1/07]**

- A. All paid employees at the camp shall be sixteen (16) years of age or over, except that employment of maintenance staff including kitchen service, grounds, and housekeeping employees under 16 years of age is allowed if in compliance with Colorado labor laws.
- B. All counselors and staff members having a supervisory role with campers shall be at least eighteen (18) years of age and have interest in, respect for, and ability to work with children.
- C. There shall be a letter of agreement with each volunteer or employed staff member which includes listing of specific responsibilities/job description and referring to information contained in the hiring packet or staff manual. Days or hours of employment/time off, personal conduct, and necessary medical examinations must be provided in writing and may be provided in the hiring packet or the staff manual. The letter of agreement shall be signed by both the employer and the volunteer or staff member. In the case of staff members or volunteers who are younger than eighteen (18) years old, the letter of agreement shall also be signed by the parent or guardian.
- D. There shall be at least three references about each staff member of the camp attesting to the individual's character and suitability to work with children. The written references shall be in the personnel file or there shall be an indication in the personnel file that a reference has been obtained by telephone.
- E. Each staff member must complete a current health history and must have been examined within the last 24 months by a licensed medical health care professional approved to perform physical examinations. The health history must be completed within 90 calendar days of the beginning of working at the camp and shall be maintained in the personnel file at the camp. The staff members of a non- medical religious camp are exempt from this regulation.
- F. If a staff member wishes an exemption from an examination performed by a licensed medical health care professional due to religious beliefs, the staff member shall submit a signed, written statement, which states the reason for the religious exemption and that the individual is in good health. A camp retains the right to ask a staff member for a written statement prior to employment at the camp.
- G. Each staff member shall be trained and given written instructions as to camp policy when emergencies occur, such as fires, lost campers, and injuries.

**7.711.22 Necessary Camp Personnel [Rev. eff. 6/1/07]**

- A. Each camp shall have an onsite director who shall be at least twenty-one (21) years of age. The director shall have a maturity of judgment and prior verified adult leadership experience in an administrative or supervisory position at an organized camp and twelve months employed adult leadership with groups of children since he/she attained the age of 18 years.
- B. At each permanent camp there shall be one or more health care providers who shall be responsible for monitoring the overall health of the camp and creating a healthy camp community. A health care provider may be one of the following: a licensed physician, a registered nurse, a licensed practical nurse, a licensed physician's assistant, a certified nursing assistant, or a staff member who holds a current American Red Cross Emergency Response Certificate or a current certificate as an Emergency Medical Technician or equivalent. Any health care provider other than a licensed physician, registered nurse, or licensed practical nurse must also hold a current certificate indicating completion of the State Department approved and required medication administration course.

1. At least one health care provider shall be at the camp twenty-four (24) hours per day that the camp is in session.
  2. If the camp health care provider is not a physician or RN, a physician or RN currently licensed in Colorado must specifically delegate authority to any camp health care provider or camp staff member to administer medications. The delegating physician or RN must be aware of the specific medical needs of campers, be available for consultation while the camp is in session, and accept responsibility for monitoring the therapeutic effects of medications administered at camp. As directed by their scope of practice, EMT's may not administer medications in the camp setting; therefore, an EMT may not serve as the sole camp health care provider. Respiratory therapists may administer medication within their scope of practice.
  3. All health care providers, except physicians and RNs, must take the Department approved medication administration course and hold a current First Aid and CPR card.
- C. At any primitive camp within sixty (60) minutes from definitive medical care of the base camp, where children may be away from the base camp for up to six nights, there must be at least one staff member qualified with community First Aid training, CPR, and medication administration training if children taking medicine accompany the trip.
- D. At any primitive camp where children are either more than one hour from definitive medical care or are away from the base camp for seven or more nights, there must be at least one staff member with each group of children with wilderness First Aid training, CPR, and medication administration training.
- E. At any primitive camp where children are away from camp for seven or more nights and are more than one hour away from emergency medical services, there must be at least one staff member with each group of children with wilderness first responder training, CPR, and medication administration training if children taking medicine accompany the trip.
- F. There shall be sufficient camp counselors or staff members who have a supervisory role with children at the camp to meet the staff ratio as indicated in Section 7.711.23. Children under the age of six (6) years who live at camp or are visiting with their parent must be directly supervised by their parent at all times when the children are involved in camp activities. Staff members whose children are under six (6) years of age cannot be supervising campers or leading special activities when they are supervising their own children.
- G. If the camp has counselors-in-training, they must be directly accountable to a qualified counselor or specialized staff member and must be directly supervised by those individuals in their role when caring for children. The counselors-in-training who are less than eighteen years old shall not be counted as staff members in the maintenance of the staff ratio for supervision of children as found at Section 7.711.23.
- H. There shall be specialized staff members who are responsible for specific portions of the camp program. Requirements for those specialized staff members are found among the requirements for the specialized activity areas at Section 7.719, et seq.

**7.711.23 Necessary Staff Supervision [Rev. eff. 6/1/07]**

- A. The camp shall have an accurate system whereby staff members who are responsible for the supervision of children shall know where each child is at all times.

- B. At no time shall a camper be left without qualified supervision. Sleeping quarters of the counselors shall be in close proximity to sleeping quarters of the children whom they supervise so that counselors are within sight or hearing of the children they supervise. Children may sleep alone for specific program functions such as solos or survival experiences and then only when regularly monitored pursuant to the camp's written program.
- C. Each special activity shall be supervised by a staff member currently qualified in First Aid and CPR training, and by the experience and training in that special activity as specified in Section 7.719, et seq.
- D. In a residential camp, ratio of one staff member having a supervisory role with children per number of campers or fraction thereof shall be maintained at all times as follows:

<u>Age of Children</u>	<u>Number of Children</u>	<u>Number of Staff Members</u>
6 and 7 yrs. old	6	1
8 through 10 yrs. old	8	1
11 through 13 yrs. old	10	1
14 through 15 yrs. old and over	12	1

- E. In a trip away from the residential camp premises or at the primitive camp, the staff ratio given at Section 7.711.23, D, shall be maintained, but there shall be at least two staff members accompanying each trip, and one staff member shall hold at least a current Red Cross standard First Aid and safety certificate or equivalent. If the trip exceeds two nights, there shall be with the group a staff member who has maturity of judgment and has been trained in trip leading procedures.
- F. In a travel-trip camp, the staff ratio given at Section 7.711.23, D, shall be maintained, but there shall be at least two staff members at all times with the campers. One of those staff members must be at least twenty-one (21) years old and one staff member shall meet qualifications of the health care provider (see Section 7.711.22. B).
- G. In the case of trips away from the permanent residential camp, including overnights, there shall be a day-to-day itinerary prepared prior to departure. The resident camp headquarters shall keep a copy of the itinerary. The itinerary shall be followed as closely as possible. Resident camp headquarters shall be notified of an itinerary change as soon as possible.
- H. A travel-trip camp shall establish a day-to-day itinerary. A copy shall be on file at the camp headquarters. The itinerary shall be followed as closely as possible. In case of emergency, if a change in the itinerary is necessary, the camp headquarters shall be notified as soon as possible.

**7.711.3 – 7.711.42      None [Rev. eff. 6/1/07]**

**7.711.5              CHILD CARE**

**7.711.51              Health Care [Rev. eff. 6/1/07]**

- A. The camp health program shall be under the supervision of an individual qualified as stated at Section 7.711.22, B.
- B. At the time of admission, each camper shall furnish a health history which indicates communicable diseases and serious illnesses or operations the individual has had, any known drug reactions and allergies, medications being taken, and any necessary special diets at the time of camp admission.

- C. The camper shall present a statement confirming a physical examination which has been performed within the preceding twenty-four months by a licensed physician or qualified, licensed nurse practitioner. The physician or nurse practitioner shall be asked to inform the camp as to any physical problems which would limit the camper's activity, any special care which the child will need, and include a record of up-to-date immunizations which the child has had, including the date of the last tetanus shot.
- D. If the camper wishes an exemption from a statement confirming a physical examination and immunizations due to religious beliefs, the camper shall submit a written statement, signed by the camper's parents or legal guardian, which states the reason for such an exemption and that the individual is in good health. The camp has the right to refuse the admission of a child who has no statement from a physician or nurse practitioner.
- E. Within 24 hours after arrival at camp, each camper shall be observed by camp staff trained to do so to identify noticeable evidence of any illness, communicable disease, or signs of abuse. The camp health care provider shall meet with campers upon arrival at camp that have special medications or treatment procedures or dietetic restrictions or known allergic reactions or any known physical limitations.
- F. If a child shows signs of severe illness or communicable disease, the camper shall be separated from other campers, parents shall be notified, and a doctor or medical facility shall be consulted, if appropriate and as required, as to the child's treatment. All items used by the sick child shall be properly disinfected before use by any other person.
- G. The non-medical religious camp shall notify parents immediately when a camper becomes ill, but is exempt from the requirement of consultation with the doctor or medical facility.
- H. When communicable diseases occur, parents and staff members shall be advised what protective measures are available and indicated for the particular disease, and the county or state health officer notified.
- I. If a camper requires medical attention away from the camp site, the camper's parents or guardian shall be notified and necessary medical care shall be sought from a licensed physician or medical facility. Written authorization for medical care shall be in the child's file pursuant to Section 7.711.61, A, 9.
- J. If a camper requires medical attention away from the campsite of a non-medical religious camp, the parents shall be notified and their instructions followed.
- K. In the case of travel-trip camps, primitive camps, or trips away from the camp, a copy of the statement which has been signed by the parent or guardian indicating that the camp staff may obtain emergency medical care shall be in the possession of staff members accompanying the campers. The original signed statement shall be readily accessible.
- L. The camp health care provider shall be responsible for administering medication to campers. If the health care provider is not a currently Colorado licensed RN or physician, the health care provider may only administer medication delegated and supervised by a RN or physician. Respiratory therapists may administer medication within their scope of practice. The health care provider shall administer only medicines prescribed for an individual camper or medicines listed in written standing treatment procedures from a licensed physician who has agreed to furnish medical services for the camp, pursuant to Section 7.711.61, A. Such medicines shall only be administered by authority of written authorization given to the camp or to the health care provider by the child's physician or camp physician.

1. Medication prescribed for campers shall be from a licensed pharmacy; labeled with the name, address, and phone number of the pharmacy; name of the camper; name and strength of the medicine; directions for use; date filled; prescription number, and, the name of practitioner prescribing the medicine. When no longer needed, the medication shall be returned to the parent or destroyed.
  2. A record of any medications administered shall be maintained in a medication administration record pursuant to Section 7.711.15, D.
  3. All medication at the permanent camp site shall be kept in a clean, locked container, except emergency medication such as EPI-PENS or asthma inhalers. On excursions away from the camp, medication shall be under the control of an adult and shall be stored inaccessible to children.
  4. The camp may, with written parental consent and authorization of the prescribing practitioner, permit children who have asthma to carry their own inhalers and use them as directed. All staff must be aware of which children have asthma and which ones may use their own inhalers as needed.
- M. First Aid supplies shall be located near food service operations, program areas, maintenance areas, the headquarters of the medical supervisor, and in motor vehicles which are used to transport campers.
- N. There shall be an identified headquarters of the health care provider at the campsite.
- O. There shall be a location at the campsite furnished with necessary equipment to care for an individual who needs to be separated from other campers due to a communicable disease or illness. The isolation quarter shall be located within close proximity of rest room facilities.
- P. A responsible adult shall be present or within hearing distance of any ill child.
- Q. Transportation shall be available at all times in cases of medical emergency according to the written emergency medical evacuation plan of the camp.

**7.711.52 Discipline [Rev. eff. 11/1/98]**

- A. The camp shall have a written policy regarding the discipline of children, which shall be explained to staff members before the camp session begins.
- B. Discipline shall be constructive or educational in nature and may include such measures as diversion, separation from problem situations, talking with the child about the situation, or praise for appropriate behavior.
1. Children shall not be subjected to physical harm, fear, or humiliation.
  2. Children shall not be punched, shaken, bitten, roughly handled, pinched, or subjected to any physical punishment.
  3. Separation, when used as discipline, shall be brief and appropriate to the child's age and circumstances, and the child shall be within hearing of an adult in a safe, lighted, well-ventilated place. No child shall be isolated in a locked room or closet.
  4. No child shall be punished for toileting accidents.

5. Verbal abuse or derogatory remarks about the child, his family, his race, religion, or cultural background shall not be used or permitted.
6. Meals may not be denied the camper as a disciplinary measure.
7. Authority to punish shall not be delegated to other children nor shall the camp sanction one camper punishing another camper.

**7.711.53 Security Practices [Rev. eff. 7/1/00]**

- A. The camp shall establish a written security procedure and shall train staff members and campers regarding this procedure. Such procedures may include, but are not limited to, the following:
  1. The campers and staff organized into a buddy system and trained to report immediately to camp authorities when they believe their buddy is missing.
  2. Whistles issued to campers and/or staff who are instructed as to their usage if a camper or staff member is attacked.
  3. Campers and staff trained to report to the camp administration any strangers or unidentified person who may be at the campsite.
  4. Bumper stickers for each authorized car at camp.
  5. Limited advertisement of camp location.
  6. Use of intra-camp emergency communication.
- B. The camp shall report to the local law enforcement office or department the dates of the camp sessions and the location of the camp.
- C. When a camper is discharged from camp or when the camp session is over, the child shall be returned to the parent or guardian or to a properly identified adult approved by the child's parent or guardian.

**7.711.54 Food and Nutrition [Rev. eff. 10/1/03]**

- A. Each camp shall establish a written policy for its nutrition and food service program. This policy shall include meal hours, type of food service, staff responsibilities during the time food is served, authorization of special diets, and the administration of the food service program. This policy shall be available to all staff members.
- B. All foods shall be stored and prepared in accordance with the rules and regulations governing the sanitation of food service establishments in the State of Colorado.
- C. Foods provided by the camp shall be of sufficient quantity and nutritional quality to provide for the dietary needs of each child. Menus shall meet the most recently revised recommended daily allowances of the Food and Nutrition Board, National Academy of Sciences, National Research Council, adjusted for age, sex, religion, and activity. The only exception shall be by written parental or medical direction.
- D. Menus shall be planned at least a week in advance and shall be dated as to the week in use. The current week's menu shall be posted in the food preparation area. Food substitutions shall be noted on the menus in writing. After use, the menus shall be kept on file for the period of the camping season.



- E. In travel-trip camps, all menus shall be planned prior to leaving and changes noted in writing. Menus shall be maintained in file of camp.
- F. Drinking water shall be readily accessible to campers at all times.

**7.711.55 Transportation [Rev. eff. 6/1/07]**

- A. If the camp transports children from their home to camp, the camp shall assume responsibility for the child between the place where he/she is called for and the camp, and from the time he/she leaves the camp until delivered to his/her parents or to a responsible person designated by the parents or guardians.
- B. Any transportation of the camper during the camp session is the responsibility of the camp.
- C. There shall be at least one adult supervisor in addition to the driver when nine or more children are being transported at any one time. No child shall be permitted to remain unattended in any vehicle.
- D. Only that number of children and adults for whom there is comfortable seating space shall be transported. Standing in the vehicle while it is moving shall be prohibited. No person shall sit on the floor or in aisles, or project head or limbs out of the vehicle.
- E. No more than three persons, including the driver, shall be permitted to occupy the front seat of the vehicle. Each camper permitted to ride in the front seat of the vehicle shall be secured by a seat belt.
- F. If trucks are used by the camp as a means of transportation, the use shall be limited to short periods of time such as no more than thirty minutes. Safe seating arrangements shall be provided. Only trucks with sides may be used. When such trucks are in use, the tailgate shall be closed at all times when the vehicle is in motion. There shall be an adult riding with the campers in the back of the truck. Campers shall be seated whenever the vehicle is in motion.
- G. The camp which provides any transportation shall have a written policy including, but not limited to, the following topics: safety education while riding in the vehicles, seating, highway stops, relief drivers, when necessary, supervision, and emergency procedures on the road.
- H. All vehicles transporting children shall comply with the applicable regulations of the Colorado Department of Revenue, Motor Vehicle Division, and the ordinances of the municipality in which the vehicle is operated.
- I. All persons who transport campers shall be properly licensed to operate the vehicle being driven.
- J. At least one adult in each vehicle shall hold a current Red Cross standard First Aid and safety certificate or equivalent. The vehicle shall be equipped with a First Aid kit.
- K. Any vehicle which transports nine or more passengers shall carry a fire extinguisher, reflective equipment, and road side markers.

**7.711.6 RECORDS FOR CHILDREN AND PERSONNEL**

**7.711.61 Children's Records [Rev. eff. 6/1/07]**

- A. At the time the child is admitted to the camp, the following information shall be obtained and maintained at the campsite for each camper:

1. Child's name, birth date, and address.
  2. Parents or guardian's names, addresses and telephone numbers.
  3. Parents or guardian's place of employment and telephone numbers, which may include work phone, cell phone and fax numbers, e-mail address and employment addresses.
  4. Name, address and telephone number of an adult designated to contact in case of emergency if the camp is unable to contact the parent or guardian.
  5. Name, address and telephone number of individuals authorized to take the child from camp if different from the parent or guardian.
  6. Names of individuals that are not authorized to take the child from camp.
  7. Dates of the camp session which the child will attend.
  8. Name, address and telephone number of the child's doctor. This information need not be obtained in a non-medical religious camp or if the child is exempt for the need for a statement confirming a physical examination pursuant to Section 7.711.51, D.
  9. Authorization signed by the person or agency having custody, giving authority for the camp to obtain emergency medical care. A non-medical religious camp is exempt from this regulation.
  10. Authorization signed by the parent, person or agency having custody of the child to participate in all special trips or excursions in which the child may be walking or riding away from the campsite.
  11. Indication of any camp activity in which the parent, person or agency having custody of the child does not wish the child to participate (see Section 7.719, et seq.).
- B. The child's records shall also include:
1. A statement confirming a physical examination signed by the physician or nurse practitioner or a written statement signed by camper's parent or guardian pursuant to Section 7.711.51, D, and a current health history from the parent regarding the child's current physical condition (see Section 7.711.51, B).
  2. Copies of reports submitted to the department regarding injury or illnesses suffered by the camper, the fatality of a camper, or a report of a camper being lost (see Section 7.711.15).

**7.711.62 Staff Records [Rev. eff. 6/1/07]**

There shall be maintained at the campsite a record for each staff member, paid or volunteer, which shall include the following:

- A. Name, address, and birth date of the individual.
- B. Training, education, experience of the staff member.
- C. Copies of any first aid certification or other certification confirming qualifications for the responsibilities assumed at the camp.

- D. Copy of a statement signed by the physician or the nurse practitioner regarding the physical examination of the staff member or a statement from the staff member pursuant to Section 7.711.21, E.
- E. Name, address, and telephone number of any person(s) to be notified in the event of an emergency, which may include home phone number, work phone, cell phone, pager, fax number, and e-mail address if available.
- F. Copy of the written references or note of phone references pursuant to Section 7.711.21, D.
- G. Copy of the signed letter of agreement pursuant to Section 7.711.21, C.
- H. The dates that the staff member was on the staff of the camp.

**7.711.63 General Information [Rev. eff. 7/1/00]**

- A. The camper's file shall be retained by the camp for at least three years after the child leaves the camp, and shall be available without restriction to the licensing agency, but otherwise shall be treated as confidential. Retention of records for a longer period may be desirable where they reflect an accident, injury, or other unusual circumstances.
- B. Personnel records shall be maintained by the camp for at least three years. If the record reflects an accident, injury, or other unusual circumstance, it is suggested that the record be maintained for a longer period of time.
- C. Children's records shall be confidential, and facts learned about children and their families shall be kept confidential. The license may be denied, revoked, or made probationary if confidentiality of records or information is not maintained.

**7.711.7 CAMPSITE, PHYSICAL FACILITY, FIRE SAFETY AND SANITATION**

**7.711.71 Campsites [Rev. eff. 6/1/07]**

- A. All new and remodeled camp buildings, facilities, and equipment must meet the requirements of applicable codes and regulations, such as those governing health, safety, sanitation, building and fire; specifically, the codes of the local fire departments and the Colorado Department of Public Health and Environment.
- B. Prior to issuance of an original license, and at least every two years, the camp shall be inspected and approved by the state health department or its local unit as conforming to sanitary standards. In the case of a travel-trip camp, the plans that the camp has made to meet the requirements shall be inspected and approved prior to the date the trip camp begins.
- C. The camp must conform to fire prevention and protection requirements of local fire departments in the locality of the camp. An inspection and approval of the local fire department must be obtained prior to original licensing and at least every two years. If the camp is not located within the jurisdiction of a local fire department, such fire department approval is not required. In the case of a travel-trip camp, the fire department approval is not required since the camp has no permanent campsite.
- D. Existing facilities can be required to correct deficiencies, caused by non-compliance with regulations of the health or fire departments, which may be hazardous in nature.
- E. The camp shall identify hazardous, high-risk areas such as cliffs, cellars, mineshafts, etc. These areas shall be guarded or posted to reduce the possibility of accidents.

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- F. Each residential camp shall have a telephone or comparable means of communication. If either of these is impossible, individual arrangements shall be made by the camp and approved by the State Department.
- G. Emergency telephone numbers shall be posted for at least, but no limited to, the camp doctor, nearest clinic or hospital, ambulance service, local sheriffs office and rescue unit, national or state forest service office (as appropriate), fire department or lookout station, and poison control center (if available).
- H. In the case of a primitive camp or travel-trip camp, sources of emergency care and methods of communication with such facilities as hospitals, police, forest service shall be identified for each campsite on the itinerary.
- I. When playground equipment is provided at a residential camp, the equipment and playground area shall be free of obstruction and man-made or natural hazards and shall be away from natural pathways of traffic. Playground equipment such as, but not limited to, climbing apparatus, slides, swings, and swing sets shall:
1. Be in good repair, of solid and safe construction, free of rough edges, protruding bolts and the possibility of entrapment of extremities.
  2. Be securely anchored to concrete or other suitable footing.
  3. Swings must have seats made of a flexible material.
  4. Moving equipment must be located toward the edge or corner of a play area or be designed in such a way as to discourage children from running into the path of the moving equipment.
  5. Metal equipment shall be placed in the shade when possible and must be arranged so that children playing on one piece of equipment will not interfere with children playing on or running to another piece of equipment.
  6. The maximum height of any piece of playground equipment is six (6) feet.
  7. All pieces of playground equipment must be designed to guard against entrapment and strangulation.
  8. All pieces of permanently installed playground equipment must be surrounded by a resilient surface of a depth of at least six (6) inches. Rubber mats manufactured for such use consistent with the guidelines of the Consumer Product Safety Commission may be used in place of resilient material.
  9. The use of any materials under permanently installed playground equipment other than wood chips, wood mulch, engineered wood fiber, pea gravel, synthetic pea gravel, and shredded rubber tires must be approved by the State Department.
- J. If the residential camp is located on or uses national or state lands, the director shall familiarize the staff and campers with rules and ethics governing the use of such property and shall be responsible for compliance.

- K. An itinerary shall be filed or an arrangement shall be made with national or state forest service office if such land is to be used by the travel-trip camp. The director shall familiarize the staff and campers with rules governing the use of such property. Should the travel-trip camp pass onto private land, an agreement shall be made with the individual responsible for that land prior to access.

**7.711.72 Permanent and Semi-Permanent Shelters and Sleeping Facilities**

- A. All structures used by children shall be kept in good repair at all times.
- B. At least one-half of the floor area in each living unit, excluding tents, shall have a minimum ceiling height of seven feet. No portion of a room having a ceiling height of less than five feet shall be considered as usable floor space.
- C. If fabric structures are used, no plastic material will be permitted. Fabric structures shall be of a fire- and flame-retardant material. Existing fabric structures may be required to be removed on the basis of hazard potential.
- D. Campfires and open flames of any type shall be prohibited within ten feet of any tent.
- E. Each camp building used for living or sleeping quarters shall have windows or openings constructed so as to admit adequate light and air.
- F. Each camper shall be provided with his/her own mat, pad bad or cot.
- G. The aisles between rows of cots, beds, or bunks shall be kept clear for exiting purposes. There shall be at least two feet of clear space separating sides of beds.
- H. If bunk beds are in use, no bunks shall contain more than two tiers of beds. There shall be at least twenty-seven inches of clear space separating the tiers of beds and thirty-six inches of clear space between the top tier and the ceiling. Electric lights which are within reach of the top bunk shall be protected.
- I. Each permanent sleeping unit, building, or tent shall have not less than 30 square feet of floor space per person, camper, or counselor for single-tier beds and twenty square feet per person, camper or counselor for two-tier bunks.
- J. In tent structures which have a platform floor, beds or bunks shall be arranged in such a fashion that no camper who might fall from a bed or bunk could fall through the sides of the tent to the ground below.
- K. There shall be provision in each sleeping unit for storage of the camper's clothing and personal belongings.
- L. No camper shall sleep in the same room or tent with any person of the opposite sex excepting members of his/her immediate family.
- M. In a primitive camp or travel-trip camp, adequate shelters such as a tent shall be available for each child. There shall be fifteen square feet per occupant in each tent or shelter.
- N. Reasonable insulation shall be provided from cold/dampness by means of such things as a ground cloth beneath the tent.

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**7.711.73 Toilet and Bathing Facilities**

- A. In a resident camp there shall be one toilet for every twenty campers or fraction thereof for which the camp is licensed. Urinals may be substituted for no more than one-third of the required toilets.
- B. Separate designated toilet facilities shall be provided for each sex in coed camps.
- C. Installation, operation, and maintenance requirements for toilet facilities and urinals:
  - 1. Water-flush toilets and urinals, chemical toilets, pit privies or latrines shall be provided and maintained in a clean and sanitary condition.
  - 2. Toilets, privies, and latrines shall have tight seat covers free of splinters.
- D. Hand washing facilities shall be provided throughout the camp. There shall be one basin or lavatory for each twenty campers.
- E. Showers or bathtubs shall be located within buildings used for sleeping, such as cabins or dormitories, or in a centrally located shower or bathing structure.
  - 1. There shall be one shower head or bathtub for each twenty campers or fraction thereof for which the camp is licensed.
  - 2. Hand washing facilities shall be available in the shower or bathing area.
  - 3. Shower or bathhouses shall be provided with vapor-proof lights enclosed in a shatterproof container.
- F. All sewage disposable systems shall meet the state and local health department requirements.
- G. In a primitive or travel-trip camp, the following shall be provided:
  - 1. If the camp is not provided with privies or other acceptable- type toilets, there shall be separate designated areas; for each gender for toilet use that meets the Health Department's requirements.

**7.711.74 Food Preparation Area**

- A. The kitchen, the food preparation process, dish and utensil washing, food storage, and all other food service areas shall be operated in compliance with the rules and regulations governing food services establishments within the State of Colorado.
- B. Garbage and trash removal shall meet the requirements of the state, federal, and local ordinances.

**7.711.75 General Building Safety [Ref. eff. 6/1/12]**

- A. Every building, structure, tent, cabin and camp premises shall be kept in good repair, and shall be maintained in a safe condition.
- B. All new electrical installations shall meet standards of the National Electrical Code. All electrical work must be installed by a licensed electrical contractor with proper permits and inspections. Each electric outlet on the outside of a building shall be mounted in approved, protective weatherproof housing.

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- D. In buildings accommodating more than 12 persons, exit signs shall be posted at every required exit doorway and wherever otherwise required to clearly indicate the directions of egress. Exit signs shall have letters of at least five inches in height.
- E. A building with an occupancy of more than twelve persons shall be provided with at least two separate and independent means of egress located as far apart as practical and in no case less than fifty percent of the largest dimension of the building.
1. In an existing building such as a cabin occupied by more than twelve but less than twenty persons, a window may be utilized as an acceptable second exit. The window must be openable and the distance from the window to the ground must not be more than four feet.
  2. Each exit door shall be hung to swing in the direction of exit travel. Exiting through a food preparation area is not permitted.
- F. If buildings with second stories are used by campers, there must be two widely separated exits from each floor.
- G. Each fire escape from any upper level of a building must be installed in accordance with requirements of the National Fire Protection Association codes.
- H. The door hardware on a door, forming part of a means of egress, shall be of a type that is non-locking against egress and operated with a single motion. The use of hooks and eyes, bolts, bars, and similar devices is prohibited on any door provided for exiting purposes or designated as an exit when camp is in use.
- I. When occupancy of a building exceeds 100 persons, exit doors shall be equipped only with panic hardware.
- J. The means of egress or the entire passage to free and safe ground remote from a building shall be unobstructed for easy travel conditions at all times.
- K. There shall be fifteen square feet per occupant in any room having an occupant load of more than 50 persons where fixed seats are not installed and which is used for classroom, assembly, or similar purposes. The maximum occupancy shall be posted in a conspicuous place near the main exit from the room.
- L. In an assembly area or classroom such as a recreation room, dining hall, chapel or gymnasium, each door from that room occupied by campers shall enter a one-hour fire-rated corridor between exits or there shall be a direct egress to the outside from each such room.
- M. Where a sleeping occupancy is maintained on the floor over a basement area or on a second floor, the ceiling of the basement or first floor shall be protected with five-eighths inch United Underwriters Laboratory-listed gypsum wallboard or any other proven assembly of materials that will provide a minimum one-hour resistance to fire, unless such construction is of solid or laminated wood timbers not less than three inches in thickness and installed so as to be smoke tight.
- N. Furnaces, fireplaces, heaters, or wood-burning stoves shall meet the following regulations:
1. Furnaces such as forced-air furnaces or hot water boilers must be separated from the rest of the building by one-hour fire-resistive material (see Section 7.711.75, M) provided with adequate outside combustion air, installed and maintained with safety devices to prevent fire, explosions, and other hazards.

2. Only heaters installed with permanent connections and protectors shall be used.
  3. All heaters installed shall be U.L. approved and installed according to manufacturers' specifications.
  4. Boilers used for hot water supply rated at over 200,000 BTU or any boiler used for building heating shall be inspected and a certificate provided as required by the Division of Labor.
  5. A heater or wood-burning stove shall be located and/or protected in such a manner as to prevent injuries to occupants of the building.
  6. Wood-burning stoves shall be regularly cleaned of ashes, which are immediately removed from the building and properly stored.
  7. Fireplaces shall be protected by a screen or glass device.
  8. Space around furnaces, heaters, and wood-burning stoves shall not be used for storage.
- O. Fire hazards and combustible materials such as paper and rags shall not be permitted to accumulate upon the premises and shall not be stored near water heater, furnaces, heaters, stoves.
- P. Ammunition, firearms, explosives, power tools, and special equipment involving unusual risk shall be stored in a locked place not occupied by children and shall always be under the custody and direct supervision of authorized personnel when in use.
- Q. All flammables shall be stored in approved containers or storage cabinet or in a building other than buildings which children occupy.
- R. Substances which may be toxic to a child if ingested, inhaled or handled, including, but not limited to, poisons, drugs, medicines, insecticides, herbicides, rodenticides, bleaches, chemicals, plastic bags and corrosive agents shall be stored in a cabinet or enclosure located in an area not used by children, stored in the original container, and properly labeled.
- S. Glass doors, walls, or panels shall be clearly marked. Safety glass shall be installed when required.
- T. Stairways of more than three risers shall be equipped with handrails on each side of the stairways. A stairway which is larger than 88 inches wide shall have an intermediate handrail equidistant between the two handrails.
- U. All window wells and outside stairwells that are hazardous to children shall be equipped with screens or guards, which shall be attached in such a manner that they may either be removed from the inside or broken in from the outside in case of fire.
- V. Premises shall be free of all hazards, including, but not limited to, old refrigerators, freestanding walls, open cisterns, grease traps, unsafe fences, worn or hazardous play equipment.

**7.711.76 Fire Safety Provisions [Rev. eff. 4/1/15]**

- A. Any fire extinguisher used at the camp must be of a dry chemical type, hung at a level readily available to staff members, and annually inspected by an approved inspector. Indian pump backpack fire extinguishers and fire extinguishers approved for use by the U.S. Forest Services are also acceptable.



1. There must be a fire extinguisher located in the cam kitchen.
  2. In each building and/or structure, there must be a fire extinguisher on each floor.
  3. In tent areas, there must be a fire extinguisher located within seventy-five (75) feet of each tent or a plan approved by the department.
- B. In each camp there must be a fire alarm(s) which sounds a separate and distinctly recognizable tone from all other signaling devices used by the camp. The alarm(s) must be audible throughout the occupied camp premises. The alarm device, once activated, must continue to sound automatically.
- C. Within twenty-four hours after arrival at the campsite, all individuals attending the camp must be made familiar with the methods by which the fire alarm may be activated and with procedures to be followed upon notification of fire.
- D. Each separate building used for sleeping campers and each multistory building must be protected by a smoke detector on each floor of the building.
- E. Areas used for campfires must be cleared and must be away from overhanging branches.
- F. Campfires must never be left unattended and must be thoroughly extinguished. Extinguishing equipment must be close at hand.

#### **7.712 RULES REGULATING SCHOOL-AGE CHILD CARE CENTERS**

All school-age child care centers must comply with the "General Rules for Child Care Facilities" as well as the "Rules Regulating School-Age Child Care Centers" and the "Rules and Regulations Governing the Sanitation of Child Care Centers in the State of Colorado."

##### **7.712.1 (None) [Rev. eff. 6/1/12]**

##### **7.712.2 DEFINITIONS [Rev. eff. 6/1/07]**

- A. A "school-age child care center" (hereafter referred to as the "center") is a child care center that provides care for 5 or more children who are between 5 and 16 years of age. The center's purpose is to provide child care and/or an outdoor recreational experience using a natural environment. The center operates for more than one week during the year. The term includes facilities commonly known as "day camps", "summer camps", "summer playground programs", "before and after school programs", and "extended day programs". This includes centers operated with or without compensation for such care, and with or without stated educational purposes.
- B. A "building-based school-age child care program" is a child care program that provides care for 5 or more children who are between 5 and 16 years of age. The center is located in a building that is regularly used for the care of children.
- C. A "day camp" is a school-age child care program which operates at least four (4) hours a day primarily during one season of the year, and during school vacation periods for children between five (5) and eighteen (18) years of age, which accepts registrations for finite, not necessarily contiguous sessions. Programs may operate daily between 6:00 a.m. and 10:00 p.m. Day camp programs may incidentally offer not more than two overnight stays each camp session. The day camp provides a creative recreational and educational opportunity through group oriented programs. The day camp utilizes trained leadership and the resources of the natural surroundings to contribute to each child's mental, physical, social, and personal growth.