

STATE OF MAINE

YOUTH CAMPS RULE

10-144 CODE OF MAINE RULES

Chapter 208



Department of Health and Human Services
Maine Center for Disease Control and Prevention

11 State House Station
Augusta, Maine 04333-0011

Last amended: [date]

TABLE OF CONTENTS

SECTION 1. PURPOSE AND DEFINITIONS.....	2
A. Purpose.....	2
B. Definitions	2
SECTION 2. APPLICATION AND LICENSING.....	9
A. Fees	9
B. Complete Application	10
C. Application Requirement For Changes.....	11
D. Department Review and Decisions.....	11
E. Licensing.....	12
SECTION 3. VARIANCES.....	14
A. Variances	14
B. Documentation of Proposed Variance and Justification	14
C. Conformance with Approved Procedures	14
D. Violation of Variance.....	14
SECTION 4. INSPECTIONS	15
A. Right of Entry	15
B. Frequency.....	15
C. Inspection Report	15
D. Inspection Failure.....	16
E. Imminent Health Hazards	17
SECTION 5. FACILITIES	18
A. Location	18
B. Buildings and Structures	18
C. Sleeping Facilities for Residential Camps	19
D. Vector Control	19
E. Garbage and Refuse	20
SECTION 6. SANITARY FACILITIES.....	21
A. Toilet and Shower Facilities	21
B. Water Supply	22
C. Plumbing and Sewage Disposal.....	23
SECTION 7. FOOD SERVICE	24
A. Food Service	24
SECTION 8. HEALTH SUPERVISION	25
A. Infirmary	25
B. Health Services	26
C. Diseases and Conditions Reportable/Notifiable	29
SECTION 9. GENERAL STAFF REQUIREMENTS	30
A. Staff Requirements.....	30
B. Employee Screening And Selection.....	30
C. Ineligible for Employment.....	31

D. Prohibition of Abuse, Neglect, Bullying Or Hazing 32

E. Staff Orientation and Training 32

F. Staff Certifications and Program Ratios 34

SECTION 10. PROGRAMS AND PROGRAM STAFF REQUIREMENTS 35

A. General Programs..... 35

B. Aquatics Program 35

C. Adventure Challenge (E.G., Climbing, Rappelling and Ropes Courses) 37

D. Equestrian 38

E. Target Sports 39

F. Trip Camping 40

G. Farm Camping 42

H. Other Activities 45

SECTION 11. SAFETY AND FIRE PREVENTION 46

A. Administration 46

SECTION 12. TRANSPORTATION 47

A. Administration 47

B. Vehicles 47

C. Vehicle Related Safety Practices 47

D. Vehicle Insurance..... 48

E. Record Keeping 48

SECTION 13. ENFORCEMENT 49

A. Notice of Noncompliance 49

B. Sanctions for Failure to Comply with Department Notice..... 49

C. Temporary Suspension of License 49

D. Appeals 49

STATUTORY AUTHORITY AND HISTORY 49

APPENDIX 50

~~DEPARTMENT OF HEALTH AND HUMAN SERVICES~~
~~MAINE CENTER FOR DISEASE CONTROL AND PREVENTION~~
~~RULES RELATING TO YOUTH CAMPS, PRIMITIVE, AND TRIP CAMPING~~
~~10-144 CMR 208~~

~~**SUMMARY:** These rules define terms and establish requirements for the licensing of youth camps for boys, for girls and for boys and girls. Requirements for the camp's premises and buildings, sanitary facilities, health supervision, staffing, swimming facilities, program safety and fire prevention are outlined. Standards are also set for primitive camp facilities associated with youth camps and for the conduct of trip camping.~~

~~**SECTION 1 GENERAL PROVISIONS**~~

~~1.A. ADMINISTRATION. The Department is authorized and empowered to make and enforce all necessary rules for the administration of Title 22, Chapter 562.~~

~~1.B. FEES. The fees for licensing of youth resident camps, day camps, and trip and travel camps shall be as follows and as adopted in the 10-144 CMR 201, Rules Relating to the Administration and Enforcement of Establishments Licensed by the Eating and Lodging Program (2004):~~

~~Day Camps \$45.00~~

~~Residential Camps \$90.00~~

~~Trip and Travel Camps \$45.00~~

~~Licenses are valid for 1 year from date of issue.~~

~~1.C. SEVERABILITY CLAUSE. The provisions of the rules are severable. If any provision of the rules is invalid, or if the application of the rules to any person or circumstance is invalid, such invalidity shall not affect other provisions or applications, which can be given effect without the invalid provision or application.~~

~~1.D. VARIANCE OF REQUIREMENTS.~~

~~1.D.1. The Department may grant a variance by modifying or waiving the requirements of this Rule if a health hazard will not result from the variance. If a variance is granted, the Department shall retain the information specified under 1.D.2.~~

~~1.D.2 The Department may include specific provisions for the length of the variance.~~

~~1.D.3. Documentation Of Proposed Variance And Justification. Before a variance from a requirement of this Rule is approved, the information that shall be provided by the youth camp requesting the variance and retained in the Department's file on the youth camp includes:~~

~~(A) A statement of the proposed variance citing relevant rule section numbers;~~

~~(B) An analysis of how the potential health hazards addressed by the relevant Rule sections will be alternatively addressed by the proposal.~~

~~1.E. APPLICATION.~~

~~1.E.1. Application for a license shall be made to the Department on forms provided by the Department.~~

~~1.E.2. A separate license shall be issued for each youth camp location and shall not be transferable or assignable.~~

~~1.F. EXCEPTIONS. Youth camps licensed by the Department prior to the effective date of these rules, which do not comply with the rules, may be deemed acceptable if they are capable of being maintained in a safe and sanitary condition.~~

~~1.G. PURPOSE. The purpose of these rules is to provide safe and sanitary conditions for campers consistent with the philosophy, type or style of camp experience offered at each individual youth camp.~~

~~1.H. DEFINITIONS. The following words and terms, when used in the rules, shall have the following meanings, unless the context indicates otherwise.~~

SECTION 1. PURPOSE AND DEFINITIONS

- A. Purpose.** The purpose of this rule is to ensure safe and sanitary conditions for campers consistent with the philosophy, type or style of camp experience offered at each individual youth camp. This rule defines terms and establishes requirements for the licensing of youth camps for children residing in or visiting the State of Maine. Requirements for the camp's premises and buildings, sanitary facilities, health supervision, staffing, swimming facilities, program safety and fire prevention are outlined. Standards are also set for primitive camp facilities associated with youth camps and for the conduct of trip camping.
- B. Definitions.** The definitions in this rule supplement the definitions in the applicable statutes.
1. **Abuse and neglect** means a threat to a child's health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, or deprivation of essential needs, or lack of protection from these, by a person responsible for the child.
 2. **Accredited program:** ~~An approved credentialing program, recognized by the Department, which provides certification in knowledge pertaining to a particular skill.~~ means a Department approved certification program that has been evaluated and listed by an accrediting agency as conforming to national standards for organizations that certify individuals. Accredited program refers to the certification process and is a designation based upon an independent evaluation of factors such as the sponsor's mission; organizational structure; staff resources; revenue sources; policies; public information regarding program scope, eligibility requirements, re-certification, discipline and grievance procedures; and test development and administration. Accredited program does not refer to training functions or educational programs.

A list of Department-approved certification programs can be found here:
<https://www.maine.gov/dhhs/mecdc/environmental-health/el/training.htm#youthCamp>
 3. **Active managerial control** means a food safety management system where managers develop and implement food safety protocols to prevent, eliminate or reduce the occurrence of foodborne illness.
 4. **Adult:** ~~means~~ A ~~any~~ person 18 years of age or older.
 5. **Aquatics:** ~~means~~ A ~~a~~ program of activities, including swimming, watercraft or other recreational water related activities, that occur in the water or at the waterfront (i.e., lake or pool).
 6. **Animal husbandry** means the science of breeding and caring for farm animals.
 7. **Base camp:** ~~means~~ The ~~a structure or site from which a primitive or trip camping expedition originates. A base camp for a Trip and Travel camp must be located in Maine and is the location where food and equipment for trips are stored and where all documents, staff certifications and records required for inspection purposes are kept.~~
 8. **Bullying** means a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a camper or campers that has the effect of physically harming a camper or damaging a camper's property or placing a camper in reasonable fear of physical harm or damage to the camper's property. Bullying includes an interference of the rights of a camper by creating an intimidating or hostile environment for the camper or interferes with

- the camper's ability to participate in or benefit from the activities provided by the youth camp.
9. ~~Bus:~~ **Bus:** ~~means~~ A a vehicle designed to seat more than 15 ~~passengers~~occupants, including the driver.
 10. **Camp Director** ~~means~~ a person who owns, directly controls, or generally manages the day-to-day operations of a youth camp and is responsible for ensuring compliance with this rule, or a designee appropriately trained and responsible for overseeing camp operations when the Camp Director is not on site or available.
 11. **Camper:** ~~means~~ A any person in a youth camp on a fee or non-fee basis who is a participant in the ~~camp~~regular program and training of a youth camp, and who may take on duties relating to such program and training.
 12. **Child or children:** ~~means~~ A a person or persons under the age of 18.
 13. **Common drinking container** ~~means~~ a cup or other drinking vessel used by more than one person without cleaning and sanitizing between uses.
 14. **Common towel** ~~means~~ a towel used by more than one person without laundering between uses.
 15. **Complete license application** ~~means~~ an application for any license issued in Section 2(B) of this rule that includes all required youth camp information, for the Department to review and determine if issuance of a license is appropriate.
 16. **Counselor:** ~~means~~ A a person who supervises and/or instructs campers.
 17. **Counselor in training (CIT)** ~~means~~ a person 15-17 years of age, who is learning the leadership skills necessary to become a camp counselor. CIT can be both a person's designation and a program, intended to prepare people to become counselors.
 18. **Critical violation:** ~~means~~ A critical violation is a violation of ~~these~~ rules which presents a clear risk of contamination, illness, or other safety or environmental health hazard. A critical violation is denoted in ~~these~~ rules as Critical by the letter "C."
 19. **Day** ~~means~~ the period of time from 12:00 a.m. to 11:59 p.m. on any given calendar date, including a portion of this period.
 20. **Day camp:** ~~means~~ A a youth camp operated for any part of a day, but not overnight, for five or more consecutive days during one or more seasons of the year. Campers go home to a parent or guardian each night, except for an occasional overnight; not to exceed one per week.
 21. **Department:** ~~means~~ T the Department of Health and Human Services, Maine Center for Disease Control and Prevention.
 22. **Duckboard:** ~~means~~ A a boardwalk placed on the floor of a shower to keep occupants out of any accumulation of water.

23. **Dwelling:** ~~means~~ ~~A~~ any enclosed space, which is wholly or partly used for living or sleeping by human occupants.
24. **Extensively renovated or expanded:** means to reconstruct, replace or increase by 25% or more of (a) the youth camp's camper population, or (b) the youth camp's living quarters, kitchen, infirmary or shower/bathroom buildings.
25. **Facilities** means any building, structure or enclosure maintained and operated by the youth camp.
26. **Farm camp** means a camp providing a unique farm experience with the goal of educating participants in the aspects of animal husbandry and good agricultural practices.
27. **Farm camp apparel** means protective clothing and footwear worn during care and maintenance of farm animals.
28. **Garbage:** ~~means~~ ~~A~~ all putrescible wastes, except sewage and body waste, including animal and vegetable offal.
29. **Good agricultural practices (GAP)** means specific methods which, when applied to agriculture, create food for consumers or process food that is safe and healthy.
30. **Hazard analysis critical control point (HACCP)** means a systematic evaluation of food preparation procedures to identify opportunities for bacterial contamination and growth. From this perspective, a public health inspector may then determine those circumstances which could result in the development of food-borne diseases. This definition contains further clarification of the *Maine Food Code* at 10-144 CMR Ch. 200, §1-201.10(B)(53) for the purposes of this rule.
31. **HACCP plan** means a written document that delineates the formal procedures for following the HACCP principles developed by The National Advisory Committee on Microbiological Criteria for Foods. This definition contains further clarification of the *Maine Food Code* at 10-144 CMR Ch. 200, §1-201.10(B)(54) for the purposes of this rule.
32. **Hazing** means any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any camper or staff at a youth camp as a condition of joining or maintaining membership in a group that humiliates, degrades, abuses or endangers the camper, regardless of the camper's willingness to participate in the activity.
33. **Health hazard:** ~~means~~ ~~A~~ a significant threat or danger to health and safety that requires immediate correction or cessation of operation or activity to avoid potential, enduring and severe injury to one or more individuals.
34. **Health inspector** means a person employed by or contracted with the Department or delegated municipality to engage in the promotion and protection of public health and safety. This definition contains further clarification of the *Maine Food Code* (10-144 CMR Ch. 200, §1-201.10(B)(57)) for the purposes of this rule.
35. **High elements** means the parts of an adventure challenge course that are usually 25-50 feet from the ground and are typically anchored to trees or poles and have the potential for high risk to participants if not facilitated by trained instructors.

36. **Highly susceptible population** means a group of persons who are more likely than other people in the general population to experience foodborne disease because they are immunocompromised. Examples of highly susceptible populations include but are not limited to preschool age children.
37. **Imminent health hazard** means a significant threat or danger to health that is considered to exist when there is evidence sufficient to show that a product, practice, circumstance or event creates a situation that requires immediate correction or cessation of operation to prevent injury based on: (a) the number of potential injuries and (b) the nature, severity and duration of the anticipated injury. Imminent health hazard may include, but is not limited to, the following:
- a. An extended loss of water supply;
 - b. An extended power outage;
 - c. Flood water or sewer back-up into the youth camp;
 - d. Fire;
 - e. Failure to adhere to public health measures during an extreme public health emergency; or
 - f. Any other violation(s) or conditions that has/have the potential to pose an imminent threat to public health.
- Failure to include other violations in this definition shall not be construed as a determination that other violations may not, in light of the circumstances, be found to pose an imminent health hazard.
38. **Inspection** means an on-site regulatory review of an establishment licensed by the Department's Health Inspection Program and conducted by a health inspector. The types of inspections include:
- a. Pre-operational (an inspection prior to an operational inspection to meet with owner to check on equipment, facilities and other requirements);
 - b. New establishment (new construction; extensive renovation; or the establishment was not previously licensed by the Department);
 - c. Regular (a routine inspection for compliance as part of licensure, referred to in 22 MRS § 2494);
 - d. Change of ownership;
 - e. Follow-up (when a previous inspection requires an additional Department inspection);
 - f. Special investigation (an inspection for reports of a fire, an Imminent Health Hazard, flood, power outage, loss of water, boil water orders, or to investigate an inquiry or referral from another agency); and
 - g. Complaint.
39. **Lavatory** means a sink or washbasin in a toilet facility.

40. **Letter of enforcement or Notice of Noncompliance** means a Department document that notifies a licensee, applicant, or unlicensed entity requiring licensure of a licensing requirement or violation(s), outlines the actions to resolve any outstanding violations or requirements, and sets a deadline for the requirement or the correction of the violation(s). A letter of enforcement may also be issued to non-licensees to notify them that a license is required.
41. **Lifeguard**: means ~~A~~ a person certified as a lifeguard by the American Red Cross or who has equivalent certification from a Nationally Recognized Certifying Body (NRCB).
42. **Lookouts**: means ~~Lookouts are~~ staff members without lifeguard certification who work under the direct supervision of lifeguards in observing participants in swimming activities.
43. **Low elements** mean the parts of an adventure challenge course that are close to the ground and present a low risk.
44. **Nationally Recognized Certifying Body (NRCB)**: means ~~A~~ an organization recognized in its country of origin as one that certifies that an individual has certain training or skills.
45. **Non-critical violation**: means ~~A non-critical violation is~~ a violation of ~~these~~ rules which does not present a clear risk of contamination, illness, safety or environmental health hazard. In contrast to critical violations, which are denoted as Critical, A any violations lacking a Critical notation are non-critical violations. ~~is denoted in these rules by the letters "NC."~~
46. **Notifiable disease or condition**: means ~~A~~ any communicable disease or condition, occupational disease or environmental disease, the occurrence or suspected occurrence of which is required to be reported to the Department pursuant to 22 ~~M.R.S.~~MRS Ch. 250 and the Control of Notifiable Diseases or Conditions Rule at 10-144 CMR Chapter 258.
47. **Operator**: means ~~A~~ any person or entity who owns and/or operates a youth camp.
48. **Person in charge** means the individual who directly oversees the youth camp's food service during all hours of food service operation and attends any Department inspection. The person in charge is authorized to make operational decisions regarding compliance with the Maine Food Code (10-144 CMR Ch. 200). This definition further clarifies the Maine Food Code (§1-201.10(B)(77)) for the purposes of this rule.
49. **Primitive facility**: means ~~A~~ a portion of the basic camp premises or other site under control of the operator of the camp, at which site the basic needs for camp operation such as places to abide, water and supply systems, permanent type toilet facilities and permanent types of culinary facilities are not usually provided.
50. **Program**: means ~~A~~ an activity or activities conducted and monitored by the camp.
51. **Pool** means a basin, chamber or tank constructed of smooth, impervious, and easily cleaned materials, located either indoors or outdoors; in-ground, above-ground or on-ground; provided with a controlled water supply and containing an artificial body of water, used for swimming, recreational bathing, or wading. Pool includes any related equipment, structures, areas and enclosures that are intended for the use of persons using or operating the pool, including equipment, dressing lockers, showers and toilet rooms.

52. **Public pool** means any constructed or prefabricated pool, other than a residential pool or medical facility pool, that is intended to be used for swimming, recreational bathing, or wading. Examples include but are not limited to pools at childcare facilities, camps or schools. This definition supplements the statutory definition at 22 MRS § 2491(10-A) and the classifications of public pools in the *Rules Relating to Public Pools and Spas (10-144 CMR Ch. 202, §1(B)(13))*.
53. **Refuse:** means ~~A~~ all ~~nonputrescible~~ solid wastes, except body wastes. Refuse also includes garbage, rubbish, ashes, street cleanings, dead animals, abandoned automobiles, and solid market and industrial wastes.
54. **Repeat violation** means a violation determined and recorded during a previous inspection or site visit that is present again at the time of the current inspection or site visit.
55. **Reportable condition:** means ~~M~~ medical conditions as described in Section ~~5-C-18(C)(1)~~ of ~~these~~ this rules which are required to be reported within 72 hours to the Department.
56. **Residential camp:** means ~~A~~ a youth camp where campers stay overnight for at least five consecutive days and the camp is responsible for campers at all times ~~24 hours a day~~.
57. **Rubbish:** means ~~A~~ all ~~nonputrescible~~ solid wastes, except ashes. Rubbish consists of both combustible and noncombustible material, such as paper, cardboard, tin cans, yard clippings, wood, glass, bedding, crockery, metals and similar materials.
58. **Schedule ~~III~~ drug:** means ~~A~~ a drug scheduled in accordance with 21 U.S.C. §§ 801 et. seq. that has a current accepted medical use and a high potential for severe psychological or physiological abuse.
59. **Sewage:** means ~~A~~ any substance that contains any of the waste products or excrement or other discharge from the bodies of human beings or animals or any other polluting substance.
- ~~SHALL: Verb used to indicate a mandatory statement, the only acceptable method under these rules.~~
- ~~SHOULD: Term used to reflect the most preferable procedure, yet allowing for use of effective alternatives.~~
60. **Staff:** means ~~A~~ any camp employee or volunteer including a counselor.
61. **Standing orders:** mean ~~W~~ written instructions for medical care consistent with the youth camp's program(s), prepared, signed and dated annually by either a Maine--licensed physician or nurse practitioner or by an out-of-state physician or nurse practitioner who has obtained a youth camp license in accordance with the Maine Board of Licensure in Medicine requirements at statute (32 MRS § 3277) and rule (02-373 CMR Ch. 1, § 6(8)).
- ~~SWING VIOLATION: A violation that may or may not be critical depending on the circumstances. Denoted in these rules by "S".~~
62. **Tent or tent dwelling:** means ~~A~~ any non-permanent shelter of which ~~twenty five per cent (25%)~~ or more of the wall or roof or both are constructed of, or covered or protected by, canvas or any other fabric material.

- 63. Trip and travel camping:** ~~means~~ ~~A~~ a program with a duration of ~~three~~two or more consecutive nights in which groups of individuals who are mobile, moving under their own power or by transportation which permits individual guidance of the vehicle or animal (e.g., bicycle, canoe, horse, sailboat, snowmobile), travel from one site to another.
- 64. Van** means a vehicle having a capacity of 10 to 15 ~~passengers~~persons, including the driver, as determined by the vehicle manufacturer.
- 65. Variance** means a written document issued by the Department that authorizes a modification or waiver of one or more requirements of this rule if a health hazard will not result from the modification or waiver.
- 66. Violation** means a critical or non-critical regulatory finding of non-compliance with this rule.
- 67. Waterfront:** ~~means~~ ~~A~~any areas adjacent to a body of water including ~~artificial~~ pools, where swimming or other recreational water related activities occur.
- 68. Water supply:** ~~means~~ ~~A~~a source of water, and any or all water treatment storage, transmission and distribution facilities.
- 69. Youth camp:** ~~means~~ ~~A~~a combination of program and facilities established for the primary purpose of providing ~~an outdoor~~ group living experience for children with social, recreational, spiritual, and educational objectives and operated and used for five or more consecutive days during one or more seasons of the year. Youth camps include day camps, residential camps and trip and travel camps. Youth camp does not include programs coordinated by and taking place on the properties of municipalities and/or educational institutions.

SECTION 2 PLAN REVIEW

2.A.— PLANS:

~~Prior to commencement of any construction of a new, extensively renovated, or expanded youth camp, or the conversion of an existing facility to a new youth camp, all appropriate plans and documents shall be submitted to the Department for its review and approval. In the event the Department shall fail to respond to the proposed plans within a reasonable period of time, in no event later than sixty (60) days from receipt of the plans, the requirements of this section 2 shall be waived.~~

2.B.— REQUIRED INFORMATION FOR NEW YOUTH CAMPS:

~~2.B.1—The following information shall be included in any plans submitted to the Department.~~

~~2.B.2.— Name and address of applicant.~~

~~2.B.3.— The number of proposed campers and staff.~~

~~2.B.4.— Location and legal description of the property.~~

~~2.B.5.— Complete plans of the proposed camp showing:~~

~~2.B.5.a. The area and dimensions of the tract of land.~~

~~2.B.5.b. The number, location size, use, specifications for all buildings and structures~~

~~2.B.5.c. If regulated by the State of Maine Drinking Water Program evidence of compliance with the State of Maine Drinking Water Rules~~

~~2.B.5.c.1. Camps using well water supplies not regulated by the Drinking Water Program shall be required to submit directly to the Health Inspection Program satisfactory analysis for inorganic and volatile organics screening.~~

~~2.B.5.c.2. Camps using surface water supplies shall comply with the testing requirements of Section 4.B.4.a of these rules.~~

~~2.B.5.d. The location of garbage and/or refuse areas and manure pits.~~

~~2.B.5.e. The plans, specifications and location of any subsurface wastewater disposal areas. Applicant shall submit a completed HHE-200 form to the Subsurface Wastewater Program of the Division of Environmental Health, for each septic system approval.~~

~~2.B.5.f. The following codes shall be complied with by new youth camps:~~

- ~~1. The electrical system or electrical equipment shall comply with applicable state standards and regulations. (Title 32 M.R.S.A. Chapter 17 and 02-318 CMR chapter 120)~~
- ~~2. Installation of oil burning equipment, tanks, and centralized fuel supply systems shall comply with the applicable state standards and regulations. (Title 32 M.R.S.A. Chapter 33 and 02-381 CMR chapters 7 to 11)~~
- ~~3. All installation of gas appliances and gas piping shall comply with the National Fire Protection Association: Uniform Fire Code, 2006 Edition, available for \$70 at www.nfpa.org/catalog/product and as adopted by the State of Maine.~~
- ~~4. All new construction or extensively renovated Youth Camps shall comply with the current edition of the "Life Safety Code." (National Fire Protection Association 101 Life Safety Code, 2006 Edition, available for \$75 at www.nfpa.org/catalog/product)~~

~~2.B.5.g. Description of all Program areas.~~

~~2.B.5.h. Description of food preparation and service area. This description shall include, but not be limited to the following:~~

~~2.B.5.h.1. Floor plan of the kitchen and food storage areas.~~

~~2.B.5.h.2. Materials used for floors, walls, ceilings and food contact surfaces.~~

~~2.B.5.h.3. Special food operations areas (salad bars, buffets, food processing etc.)~~

~~2.B.5.h.4. Location of bathrooms.~~

~~2.B.5.h.5. Description and type of refrigeration equipment.~~

~~2.C. — REQUIRED INFORMATION FOR EXTENSIVELY RENOVATED OR EXPANDED YOUTH CAMPS~~

~~2.C.1. The following information shall be submitted to the Department:~~

~~2.C.1.a. Name and address of the youth camp~~

~~2.C.1.b. Complete plans for the proposed extensively renovated or expanded facilities demonstrating compliance with these rules.~~

SECTION 2. APPLICATION AND LICENSING

A. Fees. Unless otherwise stated in this section, applicants must pay the appropriate license fee to the Department at the time of submitting the application. Fee amounts for each license are outlined in the Health Inspection Program Administration Rule (10-144 CMR Ch. 201). If the Department receives overpayment, then the check or money order will be returned to the applicant. If the Department receives an under payment, then the applicant will be contacted for the remainder of the fee. The applicant must re-submit the correct fee payment, in order for the Department to continue its review of the application.

1. License fees provide for one licensure inspection and one follow-up inspection, in accordance with 22 MRS §2494. When additional inspections are necessary, the Department may charge an additional fee for each additional inspection or visit.
2. No fee is assessed for non-profit organizations establishments that are exempted by licensing requirements and by 22 MRS § 2501, which allow such organizations to -The establishments may conduct -24 -or fewer events and meals per year.
3. License fees established herein provide for one licensure inspection and one follow-up inspection, in accordance with 22 MRS §2494. When additional inspections are necessary, the Department is authorized to charge an additional \$100 fee for each additional inspection or visit.

4. If the Department returns a check to an applicant or licensee, due to insufficient funds, then payment by credit card, bank check or money order must be delivered in place of the check. In cases where the applicant or licensee fails to pay by the required method of payment, the Department will consider any licensed issued as a result of such insufficient payment to be issued in error.

B. Complete application. Prior to commencement of any construction of a new, extensively renovated, or expanded youth camp, or the conversion of an existing facility to a new youth camps, all plans and documents including a complete application for a license must be filed with the Department, along with full license fee payment, in accordance with Section 2(A) above. License applicants must be at least 18 years old and include the following items in, or with, the application, in order to be complete:

1. Complete plans of the camp showing:
 - a. The area and dimensions of the tract of land;
 - b. A schematic diagram of the youth camp for all dwellings and sanitary facilities including the number, location size, use, description and specifications;
 - c. The materials used in the construction for the floors, walls and ceilings.
 - d. The total number and location of all toilet, lavatory and shower fixtures.
2. Potable Water: If the camp is a public water system regulated by the State of Maine, Department of Health and Human Services, Maine Center for Disease Control and Prevention, Drinking Water Program, the Drinking Water Program's approval, that the camp complies with the *Rules Relating to Drinking Water* (10-144 CMR Ch. 231);
 - a. Camps using and serving well water that are not regulated by the Drinking Water Program must report written results of satisfactory analysis for inorganic and volatile organics screening if applicable or in accordance with the application.
 - b. Camps using and serving surface water must comply with the testing requirements of Section 6(B)(4)(a) of this rule.
3. The location of garbage, refuse areas and manure pits, if applicable.
4. A written approval statement from the municipality (local plumbing inspector), on the "Local Review and Verification Form" within the application, for applicants with private septic systems;
5. Additional Information required for youth camps that prepare food. Food operations and food safety practices must be in compliance with the *Maine Food Code* (10-144 CMR Ch. 200). The following information must be submitted at least 30 calendar days prior to opening:
 - a. Menu or draft menu;
 - b. Floor plan of the kitchen and food storage area;
 - c. Materials used for floors, walls, ceilings and food contact surfaces;
 - d. Special food operations areas (salad bars, buffets, food processing etc.)

- e. Location of bathrooms;
 - f. A list of all food service equipment;
 - g. The location and placement of all food service equipment;
 - h. Valid CFPM certificate for the person in charge of food operations at the youth camp;
6. **A valid certified pool operator certificate,** for those youth camps with a public pool or spa. Pool operations and practices must be in compliance with the *Rules Relating to Public Swimming Pools and Spas* (10-144 CMR Ch. 202).
7. **Child abuse and neglect policy.** A youth camp applicant must submit a copy of its policy for preventing, responding to, and reporting child abuse or neglect, in accordance with 22 MRS § 4010 (2). The following information must be included with either an application for licensure or upon renewal if not submitted at the time of application:
- a. A description of how the program and campers are managed to prevent abuse or neglect;
 - b. The reporting of suspected abuse or neglect or other violations to the appropriate designated authorities;
 - c. The youth camp's course of action if allegations of abuse or neglect are made against the youth camp or its staff; and
 - d. The youth camp's grievance procedures for staff and for campers and their parents or guardians regarding alleged abuse or neglect.
- C. Application requirement for changes.** An updated license application must be submitted for new construction or extensive renovation of a youth camp to include complete plans for the proposed renovated or expanded facilities demonstrating compliance with this rule. A new license application is also required for any change of ownership. Any change in LLC that results in a member assuming controlling interest from the original license will require a new application.
- D. Department review and decision.** The Department will review applications within 30 days of receipt of the completed application and full license fee payment. The Department will, in its review, determine whether to grant a full license, deny the license, issue a restricted license or issue a conditional license.
- 1. When the Department determines that all application and fee requirements are satisfied according to Sections 2(A) and (B) above, a health inspector will schedule a pre-operational inspection. If the inspection is satisfactory, the Department will issue a license to the applicant within 30 days of receiving the completed license application.
 - 2. **Denial of application for license** When the Department determines that conditions present a serious danger to the health and safety of the public, or the actions required to correct the conditions are impossible to complete under a conditional license, then the Department will deny the license application. The Department will notify the applicant of its denial of application within 30 days of receipt of the completed application and fee payment. This notification of license denial from the Department will include the following:

- a. The specific reasons and relevant rule citations for the license denial;
 - b. The actions, if any, that the applicant must take to qualify for a license; and
 - c. Notice of the applicant's right of appeal and the process and time frames for appeal that are provided in this rule.
3. **Conditional licenses.** When the Department decides to issue a conditional license to an applicant, it will notify the applicant of the specific reasons and relevant rule citations for the conditional license, the specific conditions and actions required to receive a full license, the duration of the conditional license, as well as notice of the applicant's right of appeal and the process and time frames for appeal that are provided in this rule. Conditional licenses will only be issued by the Department when it determines that the conditions are such that they may be achieved within the conditional licensing period.
- a. The Department will issue a conditional license for a specific length of time that is in accordance with managing public health risk.
 - b. Failure by the conditional licensee to meet the conditions specified by the Department is grounds for the Department to void the conditional license.
 - c. If the conditional licensee submits another license application, but the conditions from the previous conditional license are still not met, then the Department will deny the license application.
4. **Restricted licenses.** The Department may place restrictions on licenses, when there is a greater public health risk, which include, but are not limited to, under-sized septic systems, inadequate water quality or any other public health risk. Restrictions may include requiring single-service articles, bottled water exemptions, water meters, limiting meal service or any other requirement that protects public health.

E. Licensing

1. Any person, corporation, firm or co-partnership who conducts, controls, manages or operates, for direct or indirect compensation, any youth camp must be licensed by the Department.
2. A food service company contracted by a youth camp must have a separate Food Service at Youth Camp (Eating & Catering) license.
3. Licenses, conditional licenses, inspection reports or other notices issued by the Department must be displayed in a place readily visible to campers, staff, or visitors using a licensed youth camp. Department correspondence shall be made readily available to the public, upon request. The Department will ensure that medically identifiable information is removed from inspection reports, in accordance with 22 MRS §42(5).
4. **Term.** The Department will issue licenses for a term of one year for all licenses described in this rule, in accordance with 22 MRS Ch. 562.
5. **Compliance.** Licensees are responsible for ensuring compliance with this rule and all other applicable rules and statutes.

6. Renewal of licenses: The Department will notify licensees of an upcoming license renewal at least 30 days prior to the current license expiration date. The licensee must demonstrate compliance with Department rules, including, but not limited to, the Maine CDC Drinking Water Program's *Rules Relating to Drinking Water* (10-144 CMR Ch. 231) and *Subsurface Wastewater Disposal Rules* (10-144 CMR Ch. 241). When the Department is determining whether to renew a license, it will review the licensee's compliance status. When the Department finds that the licensee is in non-compliance, the Department may either deny the renewal or issue a conditional license instead of full renewal.
 - a. All youth camp licenses are renewed annually upon payment of a fee and demonstration of compliance with applicable Maine statutes and rules.
 - b. It is the responsibility of the licensee to renew licenses prior to the expiration date. Operation after the license expiration date without renewing the license is prohibited.
 - c. The Department will deny renewal of a license when conditions exist where violations are not corrected by the Department's deadlines or the licensee has repeatedly incurred the same violations after technical assistance and guidance, or the Department determines that correction of existing violations is not likely to be achieved during a conditional license and/or there is an immediate threat to public health and safety.
 - d. Pursuant to 22 MRS §2498(3)(B), youth camp licensees must pay all collectible fines to the Department prior to license renewal.
7. No license granted by the Department may be transferred or assigned.
8. The issuance of the license does not provide exemption from other State or local laws, ordinances or regulations, notwithstanding any other provision of law.
9. Licenses erroneously issued by the Department are considered void and must be returned to the Department.
10. All new construction or extensively renovated youth camps must comply with the current edition of the "Life Safety Code." (National Fire Protection Association 101 Life Safety Code)

SECTION 3. VARIANCES

- A. Variances.** The Department may grant a variance by modifying or waiving the requirements of this rule, if the Department determines that a health hazard will not result from the variance. If a variance is granted, the Department will retain the youth camp's information specified under such rule, in its records.
- B. Documentation of Proposed Variance and Justification.** A person seeking a variance of any provision of this rule is required to submit the following information, in support of the request:
1. A statement of the proposed variance of the requirement of the rule, citing appropriate section numbers;
 2. An analysis of the rationale for how the potential public health hazards and nuisances addressed by the rule will be alternatively addressed by the proposal; and
 3. A hazard analysis critical control point (HACCP) plan, if required by the Department, as specified under the relevant rule, that includes the information specified under this rule, as it is relevant to the variance requested.
- C. Conformance with approved procedures.** If the Department grants a variance as specified above, the licensee will:
1. For youth camps that prepare food:
 - a. Comply with the HACCP plans and procedures that are submitted as specified under the *Maine Food Code* (10-144 CMR Ch. 200, §§8-201.14) and approved as a basis for the modification or waiver; and
 - b. Maintain and provide to the Department, upon request, records specified under the *Maine Food Code* (10-144 CMR Ch. 200, §§8-201.14(D) and (E)), that demonstrate that the following are routinely employed:
 - i. Procedures for monitoring critical control points;
 - ii. Continuous monitoring of the critical control points;
 - iii. Verification of the effectiveness of an operation or process; and
 - iv. Necessary corrective actions, if there is failure at a critical control point; and
 - c. Meet all terms and conditions of the variance.
 2. For all other youth camps, meet the terms and conditions of the variance.
- D. Violation of variance.** When the licensee does not maintain compliance with the terms of the variance, the Department may take enforcement action to include assessing fines and penalties, subject to appeal by the licensee, who may request an administrative hearing.

SECTION 4. INSPECTIONS

A. Right of Entry

1. Licensed Youth Camp. The Department and any duly designated officer or employee of the Department shall have the right to enter upon and into the premises of any licensed youth camp, without an administrative inspection warrant at any reasonable time, in order to determine the state of compliance with any rules in force, in accordance with 22 MRS §§2497 and 2667.
2. Unlicensed Youth Camp. The Department may enter and inspect any premises of an unlicensed youth camp with the permission of the owner or person in charge. In the event that a person in charge of the unlicensed youth camp denies access to the Department, the Department may secure access through an administrative search warrant or pursuant to such process as provided by law.

B. Frequency

1. In accordance with 22 MRS §§2497 and 2667, the Department will conduct an inspection to determine whether the youth camp and the food service is in regulatory compliance, in accordance with the provisions of this rule. Based on the result of these routine inspections, the Department may increase frequency for a youth camp and/or food service from every two years to annually, if a youth camp or food service fails a routine inspection.
2. The Department may, at its discretion, inspect or determine whether a youth camp is in regulatory compliance at even more frequent intervals than annual intervals, as necessary, to follow-up on complaints or address other violations noted on previous inspections.
3. Youth camps that prepare and serve food to a highly susceptible population may be subject to increased inspection frequency, as determined by the Department.
4. Criteria for returning to standard, routine inspection frequency. The Department will return a youth camp to routine inspection frequency of every two years, when the youth camp has passed two consecutive inspections.

C. Inspection report

1. The Department's findings are noted on the inspection report and may refer to the compliance history of a youth camp, including any prior violations and corrective action. The findings will identify violations by the following means:
 - a. Site inspection or complaint investigation;
 - b. Review of laboratory analyses or inspection reports; and/or
 - c. Complaints or referrals from the public or other agencies.
2. The inspection report will note any violations of applicable rules, and the inspector will provide a copy of the report to the person in charge at the youth camp at the time of the inspection.

- a. Should the youth camp fail the inspection, the inspector will inform the person in charge in writing of the failed inspection, the remedies to correct the violation(s) and deadlines for corrective action.
 - b. The licensee must maintain a copy of the most recent inspection report at the youth camp and make that report available to the public, upon request.
 - i. The Department's inspector will document details of any denial of access to perform an inspection.
 - ii. The Department's inspector will ask the licensee or person in charge to sign the inspection report, acknowledging the receipt of the inspection report, findings and requirements.
3. When a licensee or person in charge refuses to sign an acknowledgement of receipt of an inspection report, the Department will respond by stating the following items to the licensee or person in charge:
- a. An acknowledgment of receipt does not constitute an agreement with the report findings;
 - b. Refusal to sign an acknowledgment of receipt will not affect the licensee's obligation to correct the violations noted in the inspection report within the time frames specified;
 - c. Refusal to sign an acknowledgment of receipt is noted in the inspection report and added to the Department's historical record for the youth camp; and
 - d. Make a final request for the licensee or person in charge to sign an acknowledgment receipt of inspection findings. Should the licensee or person in charge continue to refuse to sign, the inspector will document the refusal upon the inspection report.

D. Inspection failure

1. A failed inspection occurs when a youth camp:
 - a. Receives more than 3 critical violations; or
 - b. Receives more than 10 non-critical violations.
2. Critical violations may be corrected while the inspector remains on site, but, in any event, must be corrected within 10 calendar days of the site visit. The licensee must contact the Department when the critical violation has been addressed.
3. Non-critical violations must be corrected in a period to be determined by the Department, but no later than 30 calendar days after the inspection. The Department may approve a compliance schedule that extends beyond the time limits specified in this section, if a written schedule of compliance is submitted by the licensee and no health hazard exists or will result from allowing an extended schedule for compliance.

4. Failure to correct these violations satisfactorily within the time periods set in Section 4(D)(2) and (3) above, may result in enforcement proceedings by the Department as outlined in Sections 13, 14 and 15 of this rule.
5. Any failed inspection requires the health inspector to follow up with a later inspection, to ensure that all violations were corrected by specified deadline.

E. Imminent health hazards

1. Ceasing operations and reporting. A licensee shall immediately discontinue operations and notify the Department if an imminent health hazard (IHH) may exist because of an emergency, such as a fire, flood, extended interruption of electrical or water service, sewage backup, misuse of poisonous or toxic materials, onset of an apparent food-borne illness outbreak, gross unsanitary occurrence or condition, or other circumstance that may endanger public health.
2. If operations are discontinued or the Department has issued an IHH, or a license is temporarily suspended, the licensee must obtain approval from the Department before resuming operations.
3. For those youth camps with conditions that pose an imminent health hazard where conditions are not corrected within the time period set by the Department, then the Department may require suspension of a license, in accordance with the requirements of the *Maine Administrative Procedure Act* at 5 MRS §10003, on an ex-parte basis, under 4 MRS §184.
4. Specialized food processes. In accordance with the *Maine Food Code* (10-144 CMR Ch. 200), youth camps that perform specialized food processes, including but not limited to, vacuum packaging, cook chill packaging, sous vide packaging, acidifying foods for preservation, fermenting of vegetables and curing foods, must develop and implement a hazard analysis critical control point (HACCP) plan prior to performing these processes. Some of these specialized processes may also require a variance. Because it is the licensee's responsibility to develop a HACCP plan, the licensee must contact the Department for guidance prior to performing any specialized processing.
 - a. Applicants for a variance must demonstrate an appropriate level of training and/or experience to process the product safely;
 - b. The Department may mandate a HACCP training course, depending upon the licensee's knowledge, compliance history and experience with the specialized food processes they are performing;
 - c. The development of a HACCP plan is the responsibility of the licensee; and
 - d. The Department will review requests for, and issue, variances, on a case-by-case basis for specialized food processes.

SECTION 35. PREMISES AND BUILDINGS FACILITIES

3.A. Location:

3.A.1. No person ~~shall~~may operate a youth camp, unless that camp is located:

3.A.1.a. Where ~~approved~~ a potable water supply and sewage facilities approved by the Local Plumbing Inspector can be provided; ~~Critical~~C

3.A.1.b. Where traffic conditions create no undue safety hazards; ~~Critical~~C

3.A.1.c. Where the grounds, building and sleeping areas are kept in a safe condition; ~~Critical~~C

d. ~~Where the grounds, building and sleeping areas are kept~~ clean and free from accumulation of paper and rubbish; ~~NC S~~

3.A.1.d. ~~Where excessive dustiness in the central camp area is prevented by suitable means~~ i.e. hosing down the camp area with water or plant grass etc. ~~NC~~

3.B. Buildings/Structures/Housing:

3.B.1. The ~~Camp Director~~operator shall~~must~~ not use or permit the use of any building or ~~structures~~shelter for habitation in a youth camp ~~unless it is~~ it is structurally safe;

a. ~~adequate~~ adequate in size for intended use;

b. ~~can be kept~~ kept clean; ~~and~~

c. ~~has~~ has a roof that is weather tight, if the structure has a roof; ~~S and~~

d. ~~Structurally safe.~~ Structurally safe. ~~Critical~~

3.B.2. The ~~Camp Director~~operator shall~~must~~ provide the exterior openings in every enclosed building of the youth camp used for food preparation or food service and food storage with screens containing not less than 16 meshes per inch.

a. ~~Every screen door shall~~ Every screen door shall~~must~~ be tight-fitting and equipped with a self-closing device. ~~Critical~~C

3.B.3. The ~~Camp Director~~operator shall~~must~~ provide adequate lighting for the safe and sanitary use of each kitchen, dining room and infirmary. ~~Critical~~C

3.B.4. The ~~Camp Director~~operator shall~~must~~ maintain the floor in all buildings used for sleeping, food preparation or food service, smooth, clean and free from chronic dampness.

a. ~~The Camp Director~~ The Camp Director~~operator shall~~ operator shall~~must~~ keep the space beneath the floors clean and free of unsafe and unsanitary obstructions. ~~NC~~

3.B.5. The ~~Camp Director~~operator shall~~must~~ provide at least two accessible exits (including screened windows) on each floor, for ~~all parts of each every dwelling and~~ building used for human habitation, except tents or lean-to's, ~~at least two accessible exits, including screened windows, from each floor.~~ Critical

6. Exits ~~shall~~must be marked. *Critical*~~C~~
- 3.B.67. The ~~Camp Director~~operator shall be ~~is~~ responsible for ensuring that~~maintaining free of obstruction~~ all exits are free of obstruction~~means of exit~~. *Critical*~~C~~
- 3.B.78. The ~~Camp Director~~operator shall~~must install and~~ maintain the structural elements of every habitation building, including sleeping facilities, in good repair~~a manner fit for use intended~~.
S
9. All youth camps must comply with the National Fire Protection Association, Life Safety Code, 2018 edition, for carbon monoxide and smoke detection, if applicable. *Critical*

3.C. Sleeping facilities for residential camps.

- 3.C.1. The operator ~~shall~~must furnish a separate bunk, or cot for each person sleeping at the camp.
2. Beds ~~shall~~must be set so that the path of travel between them is not less than ~~twentyeight (28)~~ inches wide.
3. Triple-decked bunks are prohibited. *Critical*
4. Upper bunks ~~shall~~must have appropriate protection to prevent occupants from accidentally rolling out of bed. S *Critical*
- 3.C.25. The operator ~~shall so~~must arrange sleeping facilities so that ~~not less than forty (40)~~ square feet of floor space is provided for each person in ~~permanent~~ dwellings. ~~NC~~
- 3.C.36. Sleeping quarters, in ~~permanent~~ dwellings, ~~shall~~must be ventilated by openings to outer air equal to one-tenth (1/10) of the floor area.
7. Screens ~~shall~~must be maintained in good repair. ~~NC~~
- 3.C.48. Bedding and towels provided by the operator ~~shall~~must ~~have been~~ cleaned prior to each issue. *Critical*~~C~~
- 3.C.59. Sheets, towels and pillowcases for same-person use, shall~~must~~ be laundered at least once per week. *Critical*~~C~~
- 3.C.6. ~~All bedding and sleeping bags should be aired or sunned once a week. NC~~
- 3.C.710. Mattresses and covers ~~shall~~must be kept clean and in good repair.
11. All cloth mattresses provided by the operator ~~shall~~must have clean mattress covers. ~~NC~~

4.E.D. Vector control.

- 4.E.1. The facilities shall be maintained free of insects, rodents and other pests. *Critical*
2. The Department may require Aadequate measures for the control of arthropods, insects and rodents which the Department deems~~when it determines~~ a public health hazard ~~shall be taken~~.
3. Application of pesticides shall be in accordance with 22 MRS~~A~~, Chapter 258-A and Board of Pesticides Control~~Maine Code of Regulations (01-026 CMR Chapters 10 - 90)~~. Application
10-144 CMR 208, Rules Relating to Youth Camps, Primitive, and Trip Camping

of any pesticides (weed, insect, rodent or other pest controls such as Round Up, Ant cups, D-Con baits, etc.) in outdoor areas, common dining areas, sleeping quarters or other common areas must be done by licensed commercial applicators with few exceptions. *Critical*

The ~~e~~Exceptions to this requirement include the following:

- ~~a. n~~Non-powered applications (including aerosol spray) for the protection of the staff or campers to control stinging or biting insects e.g., bees, wasps and hornets;~~;~~
- ~~b. n~~Non-powered application of disinfectants for routine cleaning purposes, ~~e.g., like~~ bathrooms, ~~and~~ kitchens, ~~etc.~~;
- ~~c. a~~Application of over-the-counter paints, stains or wood preservatives;~~;~~
- ~~d. p~~Personal use of insect repellents;~~;~~ ~~and-or~~
- ~~e. w~~When campers and staff are not permitted upon or within the treated area for at least seven days after the application.

Information regarding exam preparation and licensing requirements is available at The Board of Pesticides Control web site www.maine.gov/agriculture/pesticides, or by calling 207-287-2731.

~~4.F.E.~~ **Garbage and refuse.**

- ~~4.F.1.~~ The collection of all garbage and refuse ~~shall~~must be conducted in a sanitary manner and as often as necessary. ~~NC~~
- ~~4.F.2.~~ ~~Prior to disposal, A~~all garbage and refuse containing food waste ~~shall~~must, ~~prior to disposal,~~ be kept in leak-proof, non-absorbent, rust and corrosion resistant containers of adequate number, which ~~shall~~must be kept covered with tight-~~fitting~~ lids when not in use. ~~NC~~
- ~~4.F.3.~~ All garbage and rubbish ~~shall~~must be disposed of with sufficient frequency and in such a manner as to prevent a nuisance. ~~NC~~
- ~~4.F.4.~~ Disposal of refuse ~~shall~~must comply with State ~~L~~aw. ~~S~~

SECTION 46. SANITARY FACILITIES

4.A. Toilet and shower facilities.

- 4.A.1. All toilet facilities, including rooms and fixtures, ~~shall~~must be of a sanitary and cleanable design. ~~S~~ Critical
- 4.A.2. Each toilet room ~~shall~~must meet the following requirements:
 - 4.A.2.a. All toilet and shower facilities ~~shall~~must be kept in a clean and sanitary condition; ~~Critical~~and
 - b. ~~_____~~ All toilet and shower facilities must be maintained in good repair; ~~Critical~~C
 - c. ~~_____~~ All toilet and shower facilities must be cleaned daily;
 - d. ~~_____~~ All toilet and shower facilities must be cleaned and thoroughly disinfected a minimum of three times per week by an adult staff member; Critical ~~and~~
 - e. ~~_____~~ Any areas contaminated with bodily fluids or effluent from a plumbing malfunction or sewage back-up must be cleaned and thoroughly disinfected immediately by an adult staff member. Critical
- 4.A.3. Outside doors ~~shall~~must be self-closing. ~~NC~~
- 4.A.4. Adequately screened ventilation or approved use of exhaust fans to the outside ~~shall~~must be provided. ~~NC~~
- 4.A.5. Clean receptacles ~~shall~~must be provided for waste materials. ~~NC~~
 - 4.A.5.a. Waste receptacles for sanitary napkins ~~shall~~must be covered. ~~NC~~
- 4.A.6. Toilet seats ~~shall~~must be provided. ~~Critical~~C
- 4.A.7. There ~~shall~~must be adequate hand washing facilities adjacent to, and consistent with, the plumbing at the location of existing toilet facilities. ~~Critical~~C
- 4.A.8. ~~All~~ Toilets, showers, bathtubs, and hand washing facilities in residential youth camps for campers and staff members ~~shall~~must be reasonably accessible to all sleeping, dining, and activity areas and receive approval from the Local Plumbing Inspector in the youth camp's municipality. in the ratios indicated in the following table: ~~C~~

No. of Campers	No. of Toilets and Lavatories	
	Male	Female
For first 15 campers	2	2
For Each additional 15 campers add	1	1

~~A ratio of one toilet and one lavatory for each 25 boys and 25 girls for day camps shall be required. C~~

~~4.A.9. Urinals for males or urinals specifically designed for females may be provided in lieu of toilet seats but consist of no more than one third (1/3) of the required number of toilet seats. NC~~

~~4.A.109. Pit and chemical toilets facilities, if provided, shall must be screened or vented and equipped with toilet seats and lids~~

~~4.A.11. Showers or bathtubs shall be in ratio of 1 to 20 for each sex. NC~~

~~4.A.1210. —Where hot water is provided, the temperature shall must not exceed 120° F. Critical C~~

~~11. Where hot water is provided, the minimum temperature must be at least 100° F.~~

~~4.A.1312. Day camps that do not have artificial swimming pools are not required to provide showers or bathtubs.~~

~~4.A.1413. The use of duckboards in showers shall be is prohibited. NC~~

~~4.A.1514. Adequate dry space and ventilation should must be provided in common use shower facilities. NC~~

~~4.A.1615. All lavatories in youth camps, where campers do not provide their own soap and individual towels, shall must be provided with a hand-cleaning agent and single-service towels. Critical C~~

~~4.A.1716. No operator of any youth camp shall provide for use, or allow to be used any C common drinking containers or any common towels are not allowed for use by his employees, campers, or visitors. Critical C~~

4.B. Water supply.

~~4.B.1. If the youth camp is a public water supply system as defined in the Department of Health and Human Services Rules Relating to Drinking Water, (10-144 C.M.R.-CMR Ch. 231), the youth camp, which is a public water supply system, shall must comply with the requirements for transient non-community public water systems. Critical C~~

~~4.B.2. Copies of the water analysis is shall must be posted with the Department license at the youth camp. NC~~

~~4.B.3. Youth camps serving water from using their own water supply (well or local lake or pond) shall must obtain report a satisfactory water test result from a Maine-accredited water testing laboratory within 30 days preceding the first use of the water by campers or staff. Critical C~~

~~4.B.4. Youth camps not considered as public water supplies systems shall must comply with the following minimum water testing standards:~~

~~4.B.4.a. Camps with using surface water from a lake or river for ware-washing and showering or for service in cooking and drinking surface water, sources, shall must test that water by collecting samples and sending them to a Maine-accredited water testing laboratory. Camps using or serving surface water must test for coliform bacteria once~~

a month and for nitrate~~s/nitrite~~ once a season and test for nitrites every nine years.
~~Critical~~€

~~4.B.4.a.1.i.~~ All water obtained from a surface water source, such as a lake or stream, ~~shall~~must be filtered with an appropriate prefilter followed by a 1 micron filter, and be chlorinated to achieve a chlorine residual after 30 minutes contact time of 0.25 ppm free chlorine or 1.0 ppm total chlorine. A written daily record of chlorine residual ~~shall~~must be maintained. A bacteriological analysis and test for turbidity ~~shall~~must be conducted monthly when the ~~establishment camp~~ is in operation. Youth camp personnel must contact the Department immediately upon learning when a finished water turbidity measurement exceeds 5 NTU (Nephelometric Turbidity Units). ~~Critical~~€

~~4.B.4.b.~~ Camps with using or serving well water ~~sources shall~~must test for coliform bacteria, ~~nitrite~~ and nitrate~~s~~ prior to opening for the~~once a~~ season. ~~Critical~~€

~~4.B.4.c.~~ Additional samples may be required by the Department, ~~if~~ if unsatisfactory samples are ~~obtained~~reported.

4.D.C. Plumbing and sewage disposal.

~~4.D.1.~~ All plumbing and sewage disposal ~~shall~~must comply with all applicable the State of Maine Internal Plumbing Code, 10-144 C.M.R. Ch. 238, the State of Maine Subsurface Wastewater Disposal Rules, 10-144 C.M.R. Ch. 241, and other state and local rules or ordinances.
~~S~~Critical

SECTION 7. FOOD SERVICE

~~4.A.C.~~ **Food service.**

- ~~4.C.1.~~ Where food service is provided in a youth camp, the food service facilities and operations ~~shall~~must comply with the *Maine Food Code* ~~adopted jointly by the Department of Agriculture, Food and Rural Resources, 01-001CMR Ch. 331 and the Maine Department of Health and Human Services, (10-144 C.M.R. CMR Ch. 2004)~~ . Any Maine Food Code violation will be documented on the food service inspection report.
- ~~4.C.2.~~ The person in charge (PIC) of the camp's food service ~~shall have the responsibility of~~is responsible for operating and maintaining the food service facility in a safe and sanitary condition; ~~and The PIC shall~~must be able to demonstrate knowledge of food safety in accordance with ~~Section 2-102.11 of the Maine Food Code (10-144 CMR Ch. 200) and the Health Inspection Program Rule (10-144 CMR Ch. 201), as set forth in Appendix A of these rules.~~ NC

~~4.D.~~ **PLUMBING AND SEWAGE DISPOSAL.**

- ~~4.D.1.~~ All plumbing and sewage disposal shall comply with the *State of Maine Internal Plumbing Code*, 10-144 C.M.R. Ch. 238, the *State of Maine Subsurface Wastewater Disposal Rules*, 10-144 C.M.R. Ch. 241, and other state and local rules. S

~~4.E.~~ **VECTOR CONTROL.**

- ~~4.E.1.~~ Adequate measures for the control of arthropods, insects and rodents which the Department deems a public health hazard shall be taken. Application of pesticides shall be in accordance with 22 MRSA, Chapter 258-A and Maine Code of Regulations 01-026 Chapters 10-90. Application of any pesticides (weed, insect, rodent or other pest controls such as Round Up, Ant cups, D-Con baits, etc.) in outdoor areas, common dining areas, sleeping quarters or other common areas must be done by licensed commercial applicators with few exceptions. C

The exceptions include:

- ~~non powered applications (including aerosol spray) for the protection of the staff or campers to control stinging or biting insects e.g., bees, wasps and hornets,~~
- ~~non powered application of disinfectants for routine cleaning purposes, e.g., bathrooms, kitchens, etc.,~~
- ~~application of over the counter paints, stains or wood preservatives,~~
- ~~personal use of insect repellents, and~~
- ~~when campers and staff are not permitted upon or within the treated area for at least seven days after the application.~~

~~Information regarding exam preparation and licensing requirements is available at The Board of Pesticides Control web site or by calling 207-287-2731.~~

~~4.F.~~ **GARBAGE AND REFUSE.**

- 4.F.1. ~~The collection of all garbage and refuse shall be conducted in a sanitary manner and as often as necessary. NC~~
- 4.F.2. ~~All garbage and refuse containing food waste shall, prior to disposal, be kept in leak-proof, non-absorbent, rust and corrosion resistant containers of adequate number, which shall be kept covered with tight fitting lids when not in use. NC~~
- 4.F.3. ~~All garbage and rubbish shall be disposed of with sufficient frequency and in such a manner as to prevent a nuisance. NC~~
- 4.F.4. ~~Disposal of refuse shall comply with State Law. S~~

SECTION ~~5.8.~~ HEALTH SUPERVISION

- ~~5.A.~~ **Infirmary.** A residential youth camp ~~shall~~must provide an infirmary building that meets the following minimum requirements:
1. ~~Screened and protected from flies and other insects; Critical that meets the following minimum requirements:~~
- ~~5.A.12.~~ A treatment area with a handwash lavatory equipped with hot and cold or warm mixed running water, soap and paper towels; ~~Critical~~
- a. The handwash lavatory water must have a minimum temperature of 100°F.
- b. The handwash lavatory must have soap dispensed from a pump or mounted wall unit.
- c. The handwash lavatory must have single-use paper towels mounted or otherwise individually dispensed.
- ~~5.A.23.~~ Lockable storage areas for medications; ~~Critical~~
- ~~5.A.34.~~ A bathroom facility equipped with a toilet, lavatory and shower ~~shall~~must be located in, or readily available to, the infirmary; ~~Critical~~
- a. Hot and cold running water from mixing faucets shallmust be provided to the lavatory and shower. ~~Critical~~
- b. The hot water temperature shallmust not exceed 120°F. ~~Critical~~
- ~~5.A.45.~~ ~~Not less than 1~~At least one bed ~~shall~~must be provided for every 50 persons in camp; ~~NC~~
- ~~5.A.56.~~ Beds ~~shall~~must be provided with clean sheets and pillowcases and ~~shall~~must be changed whenever soiled or when a patient is discharged; ~~Critical~~
- ~~5.A.67.~~ An isolation area ~~shall~~must be provided for patients with suspected or confirmed cases of communicable diseases; ~~Critical~~
- ~~5.A.78.~~ All floors and walls ~~shall~~must be kept clean and in good repair;
- a. Ceilings shallmust be kept clean and free from dust and cobwebs. ~~NC~~

9. Screens on doors and windows must be maintained in good repair;

~~5.A.810.~~ Day Camps shall must provide an infirmary facility protected from flies and other insects to be used for the temporary isolation of the sick or injured; *Critical*

~~Screens shall be maintained in good repair.~~ Sections ~~5.A.48(A)(1)~~ through ~~5.A.78(A)(9)~~ ~~shall do~~ not apply to day camps. ~~S~~

~~5.A.911.~~ There ~~shall must~~ be a communication system capable of communicating with outside medical services; *Critical*

~~a.~~ Emergency contact information shall must be clearly posted. *Critical* ~~C~~

~~5.A.120.~~ A stretcher or backboard, and other first aid equipment and supplies in accordance with the health care plan, shall must be available on site; ~~and;~~ *Critical* ~~C~~

~~5.A.131.~~ All first aid kits shall must be marked as such, stocked with the items deemed appropriate by the youth camp and placed at all program activity locations and other locations as required by this rule, deemed appropriate by the youth camp and accessible by the health supervisor or directing physician. *Critical* ~~C~~

5.B. Health services.

~~5.B.1.~~ There ~~shall must~~ be standing orders issued by a physician or nurse practitioner who is either licensed to practice in Maine or a physician temporarily licensed, pursuant to 32 MRS § 3277. The standing orders that must include provisions for emergency first aid and medical care. These standing orders ~~shall must~~ be reviewed, signed and dated annually by the physician or nurse practitioner. *Critical* ~~C~~

~~5.B.2.~~ A residential youth camp must have onsite one of the following Maine-licensed adult health supervisors on site at all times who is one of the following: *Critical* ~~C~~

- Physician (MD or DO);
- Nurse Practitioner (NP);
- Physician Assistant, (PA);
- Registered Nurse, (RN);
- Licensed Practical Nurse, (LPN);
- Emergency Medical Technician (EMT);
- A person holding a Wilderness First Responder Certificate, (WFR); or
- An athletic trainer certified by the National Athletic Trainers' Association Board of Certification (NATABOC), with the appropriate level of training provided by the National Safety Council, or an equivalent certification approved by the Department.

- ~~5.B.2.a.~~ If the only "on-site" health supervisor is a Licensed Practical Nurse, then there ~~shall~~must be an arrangement with an off-site Registered Nurse for consultation on a 24-hour basis and a documented site visit at least once ~~a-per~~ week. ~~Critical~~C
- ~~b.~~ For day camps only, a person with the certification of Wilderness First Aid and Adult and Child CPR with a minimum of 22 hours training also satisfies this requirement. Critical
- ~~5.B.2.bc.~~ The health care supervisor ~~shall~~must be qualified to provide services in the State of Maine ~~or have proof of reciprocity with another state.~~ ~~Critical~~C
- ~~5.B.2.ed.~~ An adult or adults with current certification from a NRCB in first aid, including training on bloodborne pathogens and certification from a NRCB in age-appropriate cardiopulmonary resuscitation (CPR) that includes the use of breathing devices, ~~shall~~must be readily accessible to all activity areas. ~~Critical~~C
- ~~5.B.3.~~ Except as provided in ~~Section 58-(B)-(4)-,~~ all ~~prescription~~ medications brought to camp by campers and staff housed with campers, ~~shall~~must be kept under lock. ~~Critical~~C
- ~~5.B.3.~~ a. Schedule II drugs ~~and medical cannabis prescribed to campers and staff shall~~must be kept under double lock or in the immediate possession of the health supervisor or the person specifically designated by such supervisor. ~~Critical~~C
- ~~b.~~ The double lock ~~should~~must be a locked compartment ~~secured~~ inside of a locked cabinet. ~~Critical~~C
- ~~5.B.4.-~~ The youth camp ~~shall~~must have a written policy authorizing those campers who are required to self-administer emergency medication, including, but not limited to, an asthma inhaler or an epinephrine pen to self-administer such medication, provided the following requirements are met: ~~Critical~~C
- ~~5.B.4.a.~~ A camper who self-administers emergency medication ~~shall~~must have the prior written approval of the camper's primary health care provider and the camper's parent or guardian;
- ~~5.B.4.b.~~ The camper's parent or guardian ~~shall~~must submit written verification to the camp from the camper's primary health care provider confirming that the camper has the knowledge and the skills to safely self-administer the emergency medication in camp;
- ~~5.B.4.c.~~ The documentation referred to in ~~Sections 5-B.4.a8(B)(4) and 5-B.4.b8(B)(4)(b)~~ above ~~shall~~must be kept with the health history of the individual and be available for review by the Department upon request; ~~and~~
- ~~5.B.4.d.~~ The camp health staff ~~shall~~must evaluate the camper's technique to ensure proper and effective use of the emergency medication in camp.
- ~~5.B.5.~~ A ~~written or electronic~~ treatment log for all campers and staff ~~shall~~must be kept and made available to the Department upon request. ~~Critical~~C
- ~~5.B.5.a.~~ The log ~~shall~~must contain the following:
- ~~5.B.5.a.1j.~~ The name of each person receiving treatment; ~~Critical~~C

- ~~5.B.5.a.2ii.~~ The ailment being treated; ~~Critical~~
- ~~5.B.5.a.3iii.~~ The medication and dosage administered; ~~Critical~~
- ~~5.B.5.a.4iv.~~ The name of the person providing treatment; ~~and Critical~~
- ~~5.B.5.a.5v.~~ The date and time of treatment. ~~Critical~~
- ~~5.B.5.b.~~ A written record of medical treatment, including medications dispensed to campers or staff while away from camp on a camp-sponsored trip or outing, ~~shall-must~~ be submitted to the health care supervisor by the trip leader upon return to camp. ~~Critical~~
- ~~c.~~ Information from this record ~~shall-must~~ be transferred to the treatment log and be made available for review by the Department, upon request. ~~Critical~~
- ~~d.~~ The original record ~~shall-must~~ be kept by the health care supervisor for a minimum of three years and be made available for review by the Department upon request. ~~Critical~~
- ~~5.B.6.~~ The health histories of each camper and staff member ~~shall-must~~ be kept and made available for review by the Department upon request. ~~In addition, camps shall comply with the Department of Health and Human Services immunization rules relating to youth camps.~~ ~~Critical~~ ~~5.B.6.a.~~ Health histories ~~shall-must~~ include the following:
- ~~a.5.B.6.a.1.~~ ~~List Description~~ of any past and/or current health conditions requiring medication, treatment, or special restrictions while at camp; ~~Critical~~
- ~~5.B.6.a.2.~~ ~~A record of past medical treatment.~~ ~~C~~
- ~~b.5.B.6.a.3.~~ A record of immunizations, if applicable. The record of any immunizations must include the date of last tetanus shot, and available information concerning age-specific vaccinations consistent with the sample immunization form, which is available at <https://www.immunize.org/catg.d/p2022.pdf>. If a camper is not immunized and, therefore, presents no history of immunizations, then this immunization status must be documented; ~~Critical~~
- ~~c.5.B.6.a.4~~ A list of known allergies; ~~and Critical~~
- ~~d.5.B.6.a.5~~ A consent and information form for preventative health care and treatment signed by the parent or guardian. ~~Critical~~
- ~~5.B.7.~~ First aid kits, as well as any applicable medications prescribed to campers, including but not limited to inhalers, ~~shall-must~~ be packed taken on for all out-of-camp trips. ~~Critical~~
- ~~5.B.8.~~ Emergency transportation ~~shall-must~~ be available at all times. ~~Critical~~
- ~~5.B.9.~~ Sections ~~5B.18(B)(1) to 5.B.78(B)(7)~~, ~~shall-do~~ not apply to a youth camp or an individual whose religious beliefs prohibit or restrict medical attention, nor shall any part of ~~these~~ rules be construed to compel any person, either on behalf of himself or his child or ward, to submit to any physical examination, ~~or immunization~~ if such a persons, beliefs are in conflict with

~~these practices. parent, or guardian relies in good faith on spiritual means alone through prayer to prevent or cure disease or suffering and objects to the same in writing.~~

5.C. Diseases and Conditions reportable/notifiable.

- ~~5.C.1. Within 72 hours of any of the reportable diseases or conditions sustained by a camper or staff member and listed in this section, tThe camp operator or designee shall must report such disease or condition directly to the Department's Health Inspection Program, using the Reportable Diseases and Conditions form, located at: <http://www.maine.gov/dhhs/mecdc/environmental-health/el/index.htm>. Completed forms must be either faxed to 207-287-3165 or emailed to the email address provided at the bottom of the form. Maine Center for Disease Control and Prevention within 72 hours any of the following reportable conditions. Reportable diseases and conditions include the following: NC~~
- ~~5.C.1.a. Injuries causing unconsciousness or, causing fracture or break of a bone that, necessitating hospitalization; for 12 hours or more, requiring suturing; or head, neck, spinal cord injuries or injuries of equivalent severity; and an explanation of how the injury occurred.; NC~~
- ~~5.C.1.b. Carnivorous animal bite wounds.; NC~~
- ~~5.C.1.c. (Food poisoning) Epidemic illnesses involving 3-two or more persons, including suspect food infection, or food intoxication.; NC~~
- ~~5.C.1.d. Any illness causing muscle paralysis or weakness, unconsciousness, or loss of hearing.; NC~~
- ~~5.C.1.e. Any unexpected occurrence involving serious physical illness or injury that resulting in the death or near death of any camper, employee or visitor to the camp.; and NC~~
- ~~5.C.2. In addition, the camp operator shall must report to the Department of Health and Human Services Maine Center for Disease Control and Prevention, Division of Disease Surveillance, any "Notifiable Disease or Condition" listed in the Rules for Control of Notifiable Diseases and Conditions Rule; (10-144 ~~C.M.R.~~ CMR Ch. 258) -in the timeframe specified in the Notifiable Diseases and Conditions Rule. list found in Appendix B of these rules. Critical C~~
- ~~5.C.3. All reports made to the Department of Health and Human Services shall must include a description of how, and under what circumstances, the reportable disease or condition occurred, to explain how the illness or injury happened. NC~~

SECTION ~~69~~. GENERAL STAFF REQUIREMENTS

A. Staff requirements

~~6.A.1. Except as provided in 6.A.1.a., the camp director shall~~must be at least 25 years of age, except that a director of a day camp must be at least 21 years of age.

~~C6.A.1.a. A day camp director shall be at least 21 years of age. C~~

~~6.A.1.b. The camp director shall~~must have 16 weeks of administrative or supervisory experience in an organized camp. S Critical

B. Employee Screening and Selection

~~6.A.21. The camp director or designee must select s~~Staff selection, conduct orientation, training, and supervising procedures ~~should~~in a way that promotes the employment of emotionally well adjusted, mature, and responsible counselors. Critical

~~6.A.32. The camp director or designee must employ the following precautions during the employment screening and selection process: Precautions shall be taken to avoid the employment or volunteer selection of persons who have been convicted of a sexual offense. C~~
Critical

~~6.A.3.a. Such precautions shall include the u~~Using of a written employment application form that requires the applicant to provide the following information:

~~(1)~~i. Name, address, telephone number;

~~(2)~~ii. eEmployment history;

~~(3)~~iii. nName and address of three references;

~~(4)~~iv. sSexual criminal history; and

~~(5)~~v. pPermission for a criminal background check. ~~For the purpose of meeting this requirement the collection of Social Security numbers must be on a voluntary basis. Critical~~C

~~6.A.3.b. Prior to hiring any employee, or selecting any volunteer, the youth camp should; (1)~~
rReviewing the employment application;

~~(2)~~c. eChecking references before hiring the applicant;

~~(3)~~d. iInterviewing the applicant; and

~~(4)~~e. rreview the National Sex Offender Public Registry of the US Department of Justice or other relevant available public record information Conducting a criminal background check in accordance with Section 9(C)(3) below.

3. Components of a comprehensive background check. The following registries, repositories, and databases must be checked for each individual for whom a background check is requested, with the mandatory use of fingerprints, as described below:

- a. National Crime Information Center (NCIC) National Sex Offender Registry and Federal Bureau of Investigation (FBI) fingerprint check using Next Generation Identification.
- b. In the State where the individual resides: State Child Abuse and Neglect registry/ database, State Bureau of Identification (SBI) or comparable State agency's crime repository with fingerprints, and State Sex Offender Registry.
- c. In each State where the individual has resided for the previous five years: State Child Abuse and Neglect registry/ database, SBI or comparable State agency's crime repository with or without fingerprints, and State Sex Offender Registry.
- d. Prior to staff hire, camps must conduct a check of the National Crime Information Center (NCIC) National Sex Offender Public Registry, Child Protective Services and a criminal background check on all staff members including volunteers and camp directors.

C. Ineligible for Employment: Any of the following is considered disqualifying information:

- 1. Registration on a State or National Sex Offender Registry, or information that the individual is required to be listed on such a registry;
- 2. A Substantiated Finding of Child Abuse or Neglect by the Department, or any comparable department of another state;
- 3. Felony conviction for any of the following crimes:
 - a. Murder;
 - b. Child abuse or neglect;
 - c. A crime against children, including child pornography;
 - d. Domestic partner abuse;
 - e. A crime involving rape or sexual assault;
 - f. Kidnapping;
 - g. Arson;
 - h. Physical assault/battery; or
 - i. A drug-related offense committed during the preceding five years.
- 4. Conviction of a violent misdemeanor committed as an Adult against a Child, including Child abuse, Child endangerment, sexual assault, or a misdemeanor involving Child pornography.
- 5. Conviction of a misdemeanor within the preceding 10 years, to include:
 - a. Reckless conduct;

- b. Domestic violence assault;
- c. Domestic violence terrorizing;
- d. Domestic violence stalking;
- e. Assault;
- f. Assault while hunting
- g. Domestic violence criminal threatening; or
- h. Domestic violence reckless conduct.

6. An individual will be determined ineligible if they refuse to consent to a background check or knowingly make materially false statements in connection with such a background check.

6.A.4.7. Any documentation prepared in accordance with Sections 6.A.3.a-9(B)(2)(a), and (b)-, and (c), shall must be available for review by the Department upon request. ~~NC~~

D. Prohibition of Abuse, Neglect, Bullying or Hazing

6.A.51. Abuse and neglect, as defined in 22 MRSA § 4002.1 and Section 1(B) of this rule, is prohibited at a youth camp. Camp directors and staff are responsible for following camp policies, in accordance with Section 9(E) below. ~~C~~

6.A.62. All youth camp staff must report a Any suspected or confirmed abuse or neglect of campers shall be reported within 24 hours to the operator or designee Camp Director immediately. ~~C~~
~~6.A.6.a. The operator or designee Camp Director, in accordance with 22 MRS § 4011-A, shall~~ must immediately report these allegations within 24 hours to the Department of Health and Human Services, Office of Child and Family Services, Children's Licensing and Investigation Services Programs, Out of Home Investigations, at 1-(800)-452-1999. If the caller is deaf or hard of hearing, the reporter must call 711 (Maine Relay). ~~Critical NC~~

3. Hazing, as defined in Section 1(B) of this rule, is prohibited at a youth camp. Camp directors and staff are responsible for following camp policies that prevent hazing and explain how to respond to and report hazing incidents

4. Bullying, as defined in Section 1(B) of this rule, is prohibited at a youth camp. Camp directors and staff are responsible for following camp policies that prevent bullying and explain how to respond to and report bullying incidents.

E. Staff orientation and training

1. The Camp Director or designee must document completion of staff orientation/training, maintain records and provide such records to the Department upon request.

6.A.72. A youth camp shall must have a written statement of personnel policies and practices. Staff shall must be informed of these policies and practices and of their specific duties. ~~NC~~

6.A.83. The youth camp shall ~~conduct and document pre-season~~ Staff orientation and training must include: for the staff. This orientation and training shall must include: ~~NC~~

~~6.A.8.a.~~ Verbal or printed informational materials and/or instructions regarding policies that include but are not limited to the following topics: ~~NC~~

~~6.A.8.a.1ai.~~ Personnel policies and practices.; ~~NC~~

~~6.A.8.a.2bii.~~ Job description and responsibilities.; ~~NC~~

~~6.A.8.a.3ciii.~~ Disciplinary action policies.; ~~NC~~

~~6.A.8.a.4d4iv.~~ Sexual harassment policies.; ~~NC~~

~~ev.~~ Child abuse and neglect policies, as specified in Section 8(E)(4) of this rule; Critical

~~fvi.~~ Hazing and bullying policies, which may be included in the required child abuse and neglect policies; Critical

~~6.A.8.a.5gvii.~~ Emergency first aid procedures.; Critical~~C~~

~~6.A.8.a.6hviii.~~ Emergency response ~~and~~ procedures, as specified under Sections 8.A.1.a11(A)(1)(a): and 8.A.1.e11(A)(1)(c): of these rules.; and Critical~~C~~

~~i.~~ Completion of mandated reporter training for staff, in accordance with 22 MRS § 4011-A(9).

4. Policies for Prevention and Reporting of Abuse and Neglect Critical

a. Every youth camp licensed by the Department must establish and maintain a written policy regarding child abuse and neglect, in accordance with 22 MRS § 4010-A, which requires the following areas:

i. A description of how the program and campers are managed to prevent abuse or neglect;

ii. The reporting of suspected abuse or neglect or other violations to the appropriate designated authorities;

iii. The youth camp's course of action if allegations of abuse or neglect are made against the youth camp or its staff; and

iv. The youth camp's grievance procedures for staff and for campers and their parents or guardians regarding alleged abuse or neglect.

b. Each youth camp must submit a copy of the required child abuse and neglect policy with its licensing application or renewal (if one was not submitted at the time of initial licensure), to the Department, in accordance with Section 2 B(8) of this rule and 22 MRS § 4010-A.

c. If the Department receives a complaint of child abuse or neglect at the youth camp and no record of such policy is on file with the Department, the Department will

require a copy of the child abuse and neglect policy during its follow-up investigation.

5. Policies for Prevention and Reporting of Hazing and Bullying *Critical*

- a. All youth camps must establish and maintain a written policy which establishes that hazing and bullying at its youth camp premises or at any activity organized by the youth camp, by any camper or staff member, is prohibited.
- b. These hazing and bullying policies must include a protocol for campers and staff to respond to and report incidents of hazing or bullying.

F. Staff Certifications and Program Ratios

~~6.A.91.~~ The ~~Camp Director~~~~operator or designee shall~~ must maintain ~~either paper or electronic file in the camp office,~~ copies of all current staff certifications and other qualifications in the camp office. ~~NC~~

~~6.A.102.~~ At least 80% of the counselors and program staff required to meet the ratios in Section 6.A.12.99(F)(4) ~~should~~ must be at least 18 years of age and older. This section does not apply to day camps. § Critical

~~6.A.113.~~ All ~~junior~~ counselors in training, counselors and program staff required to meet the ratios in Section 6.A.12.910(F)(4) who are under 18 years of age, ~~shall~~ must be at least two ~~(2)~~ years older than the camper group with which they are working, but under no circumstance may ~~At no time shall a junior counselor~~ be less than 15 years of age. § Critical

~~6.A.124.~~ In addition to the appropriate instructor(s) for any activity, the following ratios of counselors to campers ~~shall~~ must be ~~used~~ maintained: *Critical*

Ages Served	Counselor	to	Camper
6 years and under	1	to	5
7-8 years	1	to	6
9-14 years	1	to	8
15-18 years	1	to	10
19 years and over	1	to	20

SECTION 710. PROGRAMS AND PROGRAM STAFF REQUIREMENTS

~~7.A.~~ General programs:

- ~~7.A.1.~~ The instructor in charge of a program including those listed below ~~shall~~must be a mature ~~an~~ adult ~~and who is~~ competent in the skills specific to the activity. ~~S~~ Critical
- ~~2.~~ Staff must document in writing any required safety checks described in this section.

~~7.B.~~ Aquatics program:

- ~~7.B.1.~~ Aquatics ~~shall~~must include but not be limited to the activities listed ~~in this subsection below:~~
~~7.B.~~
- ~~7.B.1.a.~~ All docks, floats and other aquatic activity areas ~~shall~~must be maintained in good repair to safe~~avoid the risk of injury.~~ Critical
- ~~7.B.2.~~ Aquatics staff. The aquatics director ~~shall~~must be in charge and oversee all aspects of the aquatics program and ~~shall~~must be at least 21 years of age and hold or have evidence of having held within the last ~~5~~five years one of the following certifications: ~~E~~
- ~~1a.~~ Lifeguard training from a NRCB; or Critical
- ~~2b.~~ Swim Instructor certification from a NRCB; or Critical
- ~~3c.~~ Instructor or Instructor Trainer rating from a NRCB; or Critical
- ~~4d.~~ Equivalent certification. Critical
- ~~7.B.32.a.~~ When aquatic activities are occurring, at least one lifeguard ~~shall~~must be present on the waterfront and readily accessible to each activity area. Critical~~E~~
- ~~7.B.34.~~ Swimming
- ~~7.B.3.a.~~ The construction, modification, maintenance and operation of any pool or spa ~~artificial bathing place~~ in a youth camp ~~shall~~must be subject to comply with Department of Health and Human Services the Rules Relating to Public Swimming Pools and Spas; (10-144 ~~C.M.R.~~CMR Ch. 202). ~~NC~~
- ~~7.B.3.b.~~ All designated swimming areas at camp ~~shall~~must be clearly marked. ~~S~~ Critical
- ~~7.B.3.c.~~ Any person who wishes to go swimming ~~shall~~must be classified according to ability in swimming, and ~~shall~~must be supervised according to this classification. Critical~~E~~
- ~~7.B.3.d.~~ A system of checking persons in and out of the water for swimming ~~shall~~must be used. Critical~~E~~
- ~~7.B.3.e.~~ Swimming after dark ~~shall~~isbe prohibited unless adequate artificial lighting is provided. Critical~~E~~
- ~~7.B.3.f.~~ All swimming areas ~~shall~~must be provided with at least one~~an adequate number of~~ lifesaving devices ~~that are~~ positioned to be readily accessible to all swimming areas. Critical

g. ~~_____~~ The life-saving equipment ~~shall~~must be kept in good working order. *Critical*~~€~~

~~7.B.3.g.h.~~ Swimming rules ~~shall~~must be posted on the waterfront. ~~S~~

i. ~~_____~~ Appropriate swim attire must be worn at all times while swimming. *Critical*

~~7.B.45.~~ Swimming staff

~~7.B.4.a.~~ ~~There shall be at~~ At least one adult swimming instructor must be present for instructional swimming activities. A swim instructor must ~~who shall~~ have swim instructor or swim instructor trainer certification from a NRCB or equivalent certification. Additional swim instructors may be non-certified instructional assistants who are under the immediate supervision and direction of the certified instructor and have demonstrated elementary rescue skills. *Critical*~~€~~

~~7.B.4.b.~~ For all instructional swimming there ~~shall~~must be swim instructors in a ratio to participants appropriate to the conditions under which swim instruction occurs. *Critical*~~€~~

~~7.B.4.c.~~ For all swimming activities held within the camp or during out of camp trips, the youth camp ~~shall~~must provide at least one LIFEGUARD~~lifeguard employed by the camp, in addition to at least one staff person acting as a lookout~~ for every 20 persons in the water. *Critical*~~€~~

~~7.B.56.~~ Watercraft

~~7.B.5.ba.~~ All watercraft activities ~~shall~~must have a properly operating and suitably equipped rescue boat ~~appropriately~~ located to promptly respond to emergencies. *Critical*~~€~~

b. All watercraft available for use in watercraft activities must be maintained in good repair and in operable condition. *Critical*

~~7.B.5.c.~~ All watercraft ~~shall~~must be equipped with one wearable type I, II or III personal flotation device (PFD) for each person in the boat. Campers ~~shall~~must wear PFDs at all times while in watercraft, except as specified under Maine Department of Inland Fisheries and Wildlife ~~Watercraft Regulations~~Rules; (09-137 ~~C.M.R.-CMR~~ Ch. 13). *Critical*~~€~~

~~7.B.5.d.~~ All watercraft with an electric starting gasoline motor ~~shall~~must be equipped with a B-1 hand portable fire extinguisher. *Critical*~~€~~

~~7.B.5.e.~~ All motorized watercraft ~~shall~~must be equipped with a throwable type, Coast Guard approved PFD (~~Personal~~professional Flotation Device). *Critical*~~€~~

~~7.B.5.f.~~ Watercraft rules ~~shall~~must be posted at boating areas. ~~S~~

~~7.B.5.g.~~ Camps with watercraft programs ~~shall~~must instruct all watercraft program participants including staff and campers in Maine basic boating laws. ~~S~~ *Critical*

~~7.B.6.~~ Watercraft staff

~~7.B.6.a.~~ The watercraft director ~~shall~~must be an adult who holds one of the following: ~~€~~
Critical

- ~~1i.~~ Instructor rating in the appropriate craft from a NRCB~~;~~_; or
- ~~2ii.~~ Lifeguard training from a NRCB~~;~~_; or
- ~~3iii.~~ Other appropriate certification or license~~;~~_; or
- ~~4iv.~~ Other appropriate documented training or experience.

~~7.B.6.b.~~ All persons instructing watercraft activities ~~shall~~must be evaluated by the aquatics director or designee to determine qualification to be an instructor for the watercraft activities conducted. Critical~~€~~

~~7.B.6.c.~~ Each watercraft activity within camp and during trips away from camp shall~~must~~ be supervised by one or more qualified watercraft staff, in addition to the number of counselors specified in 10(F)(4)_;, appropriate to the conditions under which watercraft activities occur. Critical~~€~~

~~7.B.7.8.~~ Motorized watercraft operators

~~7.B.7.a~~ All persons who operate motorized watercraft ~~shall~~must have knowledge of Maine boating laws. ~~€~~ Critical

~~7.B.8.9.~~ Scuba diving

~~7.B.8.a.~~ ~~All~~ Any scuba diving instructors ~~shall~~must be an adult and have a current SCUBA Instructor rating from a NRCB. Critical~~€~~

~~7.C.:~~ **Adventure challenge (e.g., climbing, rappelling and ropes courses)**

~~7.C.1.~~ Adventure challenge program. All requirements associated with adventure challenge programs must comply with the American National Standards Institute (ANSI)/Professional Ropes Course Association (PRCA) Ropes Challenge Course Installation 1.0-3-2014.

~~7.C.1.a.~~ Prior to the seasonal operation of an adventure challenge course, the youth camp ~~shall~~must assess all course elements including all hardware, materials and equipment for safety and integrity.

- ~~i.~~ _____ Camps operating adventure challenge courses containing both low and high or just high elements ~~shall~~must have an annual inspection of all course elements by qualified personnel for integrity of all hardware, materials and equipment. Critical
- ~~ii.~~ _____ Camps with courses containing only low elements ~~shall~~must have a biennial inspection of all course elements by qualified personnel for integrity of all hardware, materials and equipment this inspection biennially. Critical
- ~~iii.~~ _____ The inspection ~~shall~~must include a written report detailing the condition of all equipment, materials and hardware and the corrective action and/or the corrective action plan taken by the camp. Critical~~€~~

- ~~7.C.1.b.~~ The ~~Camp Director~~ operator or designee ~~shall~~ must cause retain written records ~~to be maintained~~ for the maintenance of equipment and elements utilized in the Adventure Challenge program, in accordance with the corrective actions taken and/or the corrective action plan. *Critical* ~~€~~
- ~~7.C.1.c.~~ The adventure challenge staff ~~shall~~ must assess ~~the safety of all elements all course elements (i.e. climbing equipment) daily~~ prior to each use. *Critical* ~~€~~
- d. The adventure challenge staff must assess the safety of all equipment prior to each use. *Critical*
- ~~7.C.1.d.~~ Adventure challenge ~~regulations rules~~ ~~shall~~ must be posted at each adventure challenge area. ~~§~~
- f. Any person engaging in adventure challenge activities must wear appropriate personal protective equipment (PPE) for that activity. *Critical*

~~7.C.2.~~ Adventure challenge staff
~~STAFF~~

- ~~7.C.2.a.~~ The adventure challenge director ~~shall~~ must be an adult with documented training ~~from an authoritative source and/or experience, or documented experience~~ appropriate to the program elements in adventure challenge activities. *Critical* ~~€~~
- ~~7.C.2.b.~~ The operator or designee ~~shall~~ must evaluate the qualifications of all persons instructing adventure challenge activities. *Critical* ~~€~~
- ~~7.C.2.c.~~ The adventure challenge director or an adventure challenge instructor ~~shall~~ must be present whenever campers are performing adventure challenge activities. -This person ~~must~~ shall be an adult when high elements are in use. *Critical* ~~€~~

7.D. Equestrian

~~7.D.1.~~ Equestrian facilities

- ~~7.D.1.a.~~ Stables, corrals, paddocks and riding rings ~~shall~~ must be clean, dry, free from standing water, ~~or an~~ accumulation of manure, and include provided with an adequate supply of fresh water. ~~NC~~
- ~~7.D.1.b.~~ Manure removed from stables, corrals, paddocks or riding rings ~~shall~~ must not be stored within 300 feet of a potable water supply, sleeping, ~~and or~~ eating facilities, or ~~and~~ bodies of water. *Critical* ~~€~~
- ~~7.D.1.c.~~ All self-watering water troughs without an air gap ~~shall~~ must be equipped with backflow prevention. *Critical* ~~€~~

~~7.D.2.~~ Equestrian program

- ~~7.D.2.a.~~ Access to stables, corrals, paddocks and riding rings ~~shall~~ must be controlled. ~~NC~~
- ~~7.D.2.b.~~ Riding equipment ~~shall~~ must be maintained in good repair. *Critical* ~~€~~

- ~~7.D.2.c.~~ Riders ~~shall~~must be assessed for rider skill level and assigned to appropriate horses, equipment and activities. Critical~~€~~
- ~~7.D.2.d.~~ Riders ~~shall~~must wear appropriate apparel including helmets, boots or suitable shoes and long pants. Critical~~€~~
- ~~7.D.2.e.~~ Riding regulations ~~shall~~must be posted at each equestrian area. ~~S~~
- ~~7.D.2.f.~~ Equestrian staff ~~shall~~must assess the health and soundness of each horse daily. Critical
- ~~g.~~ Lame horses shall must not be ridden. Critical~~€~~
- ~~7.D.2.g.h.~~ Horses ~~shall~~must receive proper care and treatment. Critical~~€~~

~~7.D.3.~~ Equestrian staff

- ~~7.D.3.a.~~ The equestrian director ~~shall~~must be an adult and hold at least one of the following: Critical~~€~~
- ~~1i.~~ Certification as an instructor from a NRCB or riding school; or
- ~~2ii.~~ Documented endorsements of successful experience in formal horseback riding instruction.
- ~~7.D.3.b.~~ The operator or designee ~~shall~~must evaluate the qualifications of all persons instructing equestrian activities. Critical~~€~~

~~7.E.~~ **Target sports**

~~7.E.1.~~ Target sports program.

- ~~7.E.1.a~~ Firearms, ammunition, archery equipment and other hazardous weapons ~~shall~~must be kept in locked compartments when not in use. Critical~~€~~
- ~~7.E.1.b.~~ Firearms, ~~and~~ ammunition and archery arrows shall must be stored in separate locked compartments. Critical~~€~~
- ~~7.E.1.c.~~ Overnight storage of firearms, ~~and~~ ammunition and archery arrows shall must be at a secure location and under double lock. Critical~~€~~
- ~~7.E.1.d.~~ Target sport activity locations ~~shall~~must be designed to prevent danger from fired bullets or arrows and maintained in a safe condition. Critical~~€~~
- ~~7.E.1.e.~~ Target sport regulations ~~shall~~must be posted at each separate target sport location. ~~S~~
- ~~f.~~ Staff must assess the safety of all target sport equipment prior to each use. Critical
- ~~g.~~ Any person engaging in target sport activities must wear personal protective equipment (PPE) appropriate for that activity including, but not limited to, PPE for arms, ears and eyes. Critical

~~7.E.2.~~ Target sport staff

- ~~7.E.2.a.~~ Any camp that offers target sport programming using firearms must employ a riflery director. *Critical*
- ~~b.~~ The riflery director ~~shall~~must be an adult and have certification from a NRCB or other documented training or experience. *Critical*~~€~~
- ~~c.~~ Any camp that offers target sport programming using archery must employ an archery director. *Critical*
- ~~7.E.2.bd.~~ The archery director ~~shall~~must be an adult and have certification from a NRCB or other documented training or experience. *Critical*~~€~~
- ~~7.E.2.ee.~~ The operator or designee ~~shall~~must evaluate the qualifications of all persons instructing ~~t~~Target ~~s~~Sports. *Critical*~~€~~
- ~~7.E.2.fd.~~ Adult target sport instructors ~~shall~~must be present whenever ranges are in use. *Critical*~~€~~

7.F. Trip camping

~~7.F.1.~~ Primitive facilities.

- ~~a.~~ Primitive ~~F~~facilities ~~shall~~must be operated so as to meet basic safety and public health requirements. *Critical*~~€~~
- ~~7.F.2.—b.~~ Toilets. Primitive ~~F~~facilities and primitive camp sites not provided with privies should use the most environmentally appropriate method of disposing of solid human waste such as packing it out ~~and or~~ cat hole disposal. Any disposal area ~~shall~~must be located at least 100 feet from any stream, lake, well, spring, or wetland and ~~shall~~must be at least 50 feet from any sleeping area. *Critical*~~€~~
- ~~7.F.3.—c.~~ Water supply. Drinking water used on trips away from camp, ~~shall~~must be known to be safe, or made safe before using. *Critical*~~€~~
- ~~7.F.3.ad.~~ Any of the following methods may be used for water purification. Each method ~~shall~~must be performed in accordance with the appropriate protocols: ~~€~~
- ~~1i.~~ ~~Halazone tablets~~NSF 60 certified drinking water purification tablets; *Critical*
 - ~~2ii.~~ ~~Hypochlorite preparation~~NSF 60 certified sodium hypochlorite (bleach) preparation (or EPA registered bleach for emergency disinfection of drinking water); *Critical*
 - ~~3iii.~~ Boiling water for ~~20-10~~ minutes at a rolling boil; *Critical*
 - ~~4iv.~~ Filter water with a filter capable of removing bacteria and viruses; *Critical* or
 - ~~5v.~~ Equivalent method meeting State of Maine~~EPA~~ disinfection standards for safe drinking water. *Critical*

~~7.F.4.~~ ~~e.~~ Solid waste. At ~~p~~Primitive ~~f~~Facilities and primitive camp sites, all refuse ~~shall~~must be packed out to appropriate disposal facilities. No refuse ~~shall~~may be buried.
Critical~~€~~

~~7.F.5.~~ ~~f.~~ Food. Only those foods capable of being maintained in a wholesome condition at proper temperatures with the equipment available ~~shall~~may be served on trips away from camp. *Critical*~~€~~

~~7.F.5.a.g.~~ The trip leader ~~shall~~must demonstrate knowledge of safe food handling practices and ~~the prevention of~~ cross contamination in accordance with Appendix A. ~~The trip leader must and shall~~ be responsible for ensuring that all food ~~be is~~ handled properly.
Critical~~€~~

~~7.F.6h.~~ ~~Utensils and equipment.~~ Utensils and equipment ~~shall~~must be washed in warm water with soap, rinsed, and sanitized by one of the following methods: *Critical*

i. In boiling water;

ii. In a warm chlorine solution that has between 50 and 100 ppm available chlorine;

iii. In a warm Quaternary Ammonium Compound solution used in accordance with the manufacturer's instructions; ~~or~~

iv. By use of other sanitizing solutions listed in the Maine Food Code (10-144 CMR Ch. 200)~~21 CFR 178.1010.~~ ~~€~~

~~7.F.7.~~ Safety.

~~7.F.7.a.~~ Adequate instructions and supervision ~~shall~~must be provided for those campers using the primitive facilities. The experience of each camper ~~shall~~must be evaluated prior to ~~T~~trip ~~€~~camping. ~~S~~ *Critical*

~~7.F.7.b.~~ The trip staff members ~~shall~~must have specific information and training on how and where to obtain medical and emergency assistance on the trip. *Critical*~~€~~

~~7.F.7.c.~~ ~~Campers and s~~Staff ~~shall~~must ~~be know how instructed about how~~ to protect themselves and campers from the elements with proper shelters and appropriate clothing while trip camping. ~~NC~~

~~7.F.7.d.~~ The itinerary for trip camping ~~shall~~must be filed with the Camp Director or designee.
~~S~~ *Critical*

~~7.E.7.e.~~ Copies of health records ~~shall~~must be taken on trip camping. *Critical*~~€~~

~~7.F.7.f.~~ The trip leader ~~shall~~must keep a written record of medical treatments including medications dispensed during trip camping. *Critical*~~€~~

~~7.F.7.g.~~ A first aid kit, as well as any required medications for campers, as specified in ~~s~~Sections 8(A)(13) and 8(B)(7)5-A.11., ~~shall~~must be packed and brought on~~available~~ ~~for~~ trip camping. *Critical*~~€~~

7.F.83. Trip camping staff.

- 7.F.8.a. The trip camping leader ~~shall~~must be an adult and possess and use skills in trip camping, have experience as a trip counselor, and exercise sound judgment and leadership. The trip camping leader ~~shall~~must have a valid ~~C~~camp ~~T~~trip ~~L~~leaders ~~P~~permit, if required by the State of Maine Department of Inland Fisheries and Wildlife. *Critical*~~C~~
- b. The trip leader must possess knowledge and experience of waterways, portage and hiking trails and all hazards associated with these environments. Critical
- 7.F.8.bc. At least one staff holding a valid ~~W~~wilderness ~~F~~first ~~A~~aid ~~C~~certificate or equivalent NRCB training ~~shall~~must be present on all wilderness trip camping. *Critical*~~C~~
- 7.F.8.ed. In addition to the trip camp leader, A minimum ratio of one staff member to six ~~(6)~~ campers ~~shall~~must accompany campers on trip camping. *Critical*~~C~~

G. Farm Camping1. Farm Camping Facilities

- a. Farm Camp facilities must be operated so as to meet basic safety and public health requirements. Critical
- b. Barns, stables, corrals, and paddocks must be clean, free from standing water or an accumulation of manure and include an adequate supply of fresh water.
- c. Manure removed from barns, stables, corrals, or paddocks must not be stored within 300 feet of any potable water supply, sleeping/ eating facility, or body of water. Critical
- d. All water faucets must be provided with a backflow prevention device. Critical
- e. Farm animals must be confined to the farm animal area and separated by a fence or other effective barrier from the other areas of the camp. Critical
- f. Farm animals are prohibited from camper eating areas, which must be separated by a fence or other effective barrier to preclude farm animal access to camper eating areas. Critical
- g. Animal and non-animal areas must be conspicuously marked with signage declaring that it is an animal or non-animal area and with rules for that area of the camp.
- h. Food storage is not permitted in barns or stables or in any area where farm animals have access.
- i. Barns and stables may not be used as sleeping quarters for campers.
- j. Lighting levels must be sufficient in all areas that campers are present to ensure safety.

2. Farm Camp Program

- a. Campers' access to barns, stables, corrals and paddocks must be supervised.
- b. Camper physical contact with farm animals under 60 days of age is prohibited. *Critical*
- c. Farm camp staff must assess the health of all farm animals daily. *Critical*
- d. Farm camp animals must receive proper care and treatment. *Critical*
- e. Camper contact with sick or diseased farm animals is prohibited. *Critical*
- f. Fresh manure used as fertilizer for food crops is prohibited. *Critical*
- g. Harvested produce must be washed with potable water prior to use. *Critical*
- h. Consumption of raw milk, raw cider, or other unpasteurized products including butter and cheese is prohibited. *Critical*
- i. Recreational activities exclusive of farm animal care are not permitted in areas where farm animals have access. *Critical*
- j. Recreational water activities including, but not limited to, slip and slides and sprinklers must be supplied from a potable water source using a food grade hose. *Critical*
- k. Hoses used to supply water activities must be stored by hanging at least one foot above the ground in a clean location and be kept free from animal contamination at all times. *Critical*
- l. Campers must be instructed in personal protective equipment and hygiene when engaging in animal care. *Critical*
- m. Campers must wear appropriate apparel including boots or suitable shoes and long pants while engaged in animal care. *Critical*
- n. Farm camp apparel is prohibited to be worn during recreational activities exclusive of farm animal care. *Critical*
- o. Farm camp apparel is prohibited in camper recreational activity areas, food preparation areas and camper eating areas. *Critical*
- p. Personal items such as backpacks, water bottles and clothing, other than farm camp apparel, may not be kept in barns or stables or in any area where farm animals have access. *Critical*
- q. Designated areas must be provided for changing out of farm camp apparel. *Critical*
- r. Food and beverages must not be consumed by campers and staff in designated animal areas.

- s. Campers and staff must wash hands thoroughly with soap and water immediately after interacting with animals or visiting animal areas. *Critical*
- t. Rules must be posted.
- u. The following barn boot cleaning and disinfecting procedure must be followed: *Critical*

At the edge of the barn area provide a hose with backflow protection that is hung neatly on a hook off the ground, that can be used to rinse boots of big clumps of dirt or manure. This area must have good drainage such as a gravel pad that will direct the wash water away from any area where people will be walking with clean shoes after boots have been cleaned. Place a sign above the hose that informs people not to use this hose for drinking or for any other purpose except boot cleaning.

The requirement is to first clean and then to disinfect.

Cleaning requires removal of visible debris from the boots followed by a scrub with a mild detergent, such as dish soap, applied with a **clean** boot brush.

Step 1. Preclean: Spray the boots with the hose to remove as much dirt and muck from all surfaces of the boot. It is important that most of the dirt and muck from boots is removed during the initial rinse in order to keep the boot brush clean for the next step.

Step 2. Wash: Scrub all surfaces of the boots with a mild detergent solution.

Step 3. Rinse: Rinse soap from boots by spraying with clean water.

Step 4. Disinfect: This step is to be done by adult staff only. Spray all surfaces of boots with a 10% chlorine solution using 1/4 cup disinfecting bleach to 2 1/4 cups of water.

Step 5. Dry: Leave boots on a clean tray to dry in an area where they cannot become contaminated from dirt and manure. Ideally this should be in a changing area adjacent to the barn such as a mudroom.

- v. Barn boot cleaning procedure must be posted at the boot cleaning station

3. Farm Camp Policies

- a. The camp must provide written policies regarding: *Critical*
 - i. Proper handling of animals.
 - ii. Proper personal hygiene after handling animals and before food consumption or food preparation activities.
 - iii. Proper personal hygiene after handling animals and before other recreational activities.

H. Other Activities

1. Other activities that may occur at youth camps include, but are not limited to, carpentry, cooking classes, gymnastics, glass blowing and whittling. The following requirements apply:
 - a. Personal protective equipment (PPE) appropriate to the activity must be provided, in accordance with applicable industry standards; *Critical*
 - b. Staff must assess the safety of all equipment/PPE prior to each use, in accordance with applicable industry standards; and *Critical*
 - c. Safety instructions or rules must be posted in each activity area.

2. Program Staff
 - a. The leader overseeing or teaching an activity must be an adult and have certification if needed in the activity being performed or demonstrate other documented training or experience. *Critical*
 - b. The Camp Director or designee must evaluate the qualifications of all persons instructing these activities, to ensure proper safety. *Critical*
 - c. Adult instructors must be present and directly observing the activity, whenever campers or staff are participating in the activity. *Critical*

SECTION **811**. SAFETY AND FIRE PREVENTION**8.A. Administration.**

- ~~8.A.1.~~ The operator ~~shall~~must ~~provide for safety and have an emergency plan in place that addresses communication protocol and response to the prevention of fires,~~ as follows:
- ~~8.A.1.a.~~ There shall be an emergency plan that addresses communication protocol and response to:
- ~~i.~~ Possible disasters, such as fire, weather, -and other potentially life-threatening events, such as injured or missing campers or intruders or trespassers at the camp; Critical
 - ~~2.~~ Situations such as injured or missing campers.; and C
- ~~8.A.1.a.1~~iib. Emergency communication protocol ~~shall~~must specify an appropriate mode of communication for the situation or event and locale, and address coordination between trained responders, camp staff and affected individuals. Critical
- ~~cii.~~ Active shooter emergency response protocol.
- ~~8.A.1.b~~d. The operator or designee ~~shall~~must instruct campers and staff in these procedures and ~~shall~~must conduct and document periodic at least one drills during each camp session. Critical
- ~~8.A.1.e~~e. A copy of this plan ~~shall~~must be kept at the camp office. Critical
- ~~8.A.B~~2. There ~~shall~~must be a written policy providing that all campers ~~shall~~may only be released from camp into the custody of a designated person, previously identified in writing, who may be the camper's parent, guardian, or other person(s) specifically identified by the parent or guardian. Critical
- ~~8.A.C~~3. All warm-blooded animals required to be vaccinated for rabies kept in the camp ~~shall~~must have proof of a current rabies vaccination. Documentation of vaccination ~~shall~~must be kept at the camp office. Critical
- ~~8.A.4~~D. ~~The operator shall cause~~All portable containers for gasoline and all explosives ~~must~~to be plainly marked and stored in a locked building not occupied by campers or staff, and located 50 feet away at a safe distance from other buildings. Non-portable containers of flammable liquids and poisonous substances if not kept in a locked building ~~shall~~must be plainly marked and provided with locks on spigots and other outlets. Critical
- ~~8.A.4.a.~~ Easily accessible fire extinguishers ~~shall~~must be strategically located throughout the camp. Critical
- ~~8.A.4.b.~~ ~~The operator shall~~must ~~cause~~All containers ~~for~~of insecticides, disinfectants, and other hazardous chemicals must be labeled with contents. Critical

- c. ~~These containers must be to be plainly marked and~~ stored in a locked closet or compartment separate from food storage areas and not accessible to campers. Critical€

SECTION 9-12. TRANSPORTATION

9.A. Administration.

- 9.A.1. The ~~operator or designee~~ Camp Director ~~shall~~ must keep on file copies of the driver's license for any individual who ~~is allowed to operate~~ a camp vehicle. ~~NC~~
2. ~~The Camp Director must check the driving records of all staff who intend to transport campers during each season, including reviews of each driver's records through that staff person's state and/or country where the license was issued.~~ Critical
- 9.A.23. Drivers of vehicles carrying campers ~~shall~~ must be at least 21 years of age and be approved by the camp's auto liability insurer's agent. Critical€
- 9.A.34. The ~~Camp Director~~ operator or designee ~~shall~~ must ascertain each driver's ability and skill level with regards to the type of vehicle to be driven. Critical€

9.B. Vehicles.

- 9.B.1. Vehicles used for the transportation of campers, and all other camp vehicles ~~shall~~ must conform to the requirements of the Maine Department of Motor Vehicles. Critical€
- 9.B.2. Camp vehicles used to transport campers ~~shall~~ must be inspected for safety, daily, when used. The inspection ~~shall~~ must verify and document the safe condition of the following: € Critical
- 4a. All exterior lights; Critical
- 2b. Horn; Critical
- 3c. Brakes; Critical
- 4d. Fire Extinguisher; Critical
- 5e. First aid kit; Critical
- 6f. Seat belts; and Critical
- 7g. Tires. Critical

9.C. Vehicle related safety practices.

- 9.C.1. Youth camps ~~shall~~ must ensure the following when providing, or making provision for transportation of campers:
- 9.C.1.a. Campers ~~shall~~ must not be left unattended in a vehicle. Critical€

- ~~9.C.1.b.~~ Campers ~~shall~~must only enter and exit a vehicle stopped on a public road from the curbside. ~~Critical~~Critical
- ~~9.C.1.c.~~ The interior and exterior of each vehicle ~~shall~~must be maintained in a clean and safe condition with clear passage to regular passenger doors. ~~Critical~~Critical
- ~~9.C.1.d.~~ Each vehicle used to transport children ~~shall~~must be maintained in accordance with ~~F~~federal safety standards upon manufacture. ~~Critical~~Critical
- ~~9.C.1.d.1.i.~~ All occupants ~~shall~~must be secured by an operable restraint system as required by law, when the vehicle is in motion. ~~Critical~~Critical
- ~~9.C.1.e.~~ The driver ~~shall~~must not transport more persons than specified by the vehicle manufacturer. ~~Critical~~Critical
- ~~9.C.1.f.~~ All passengers ~~shall~~must be seated and ~~shall~~must remain seated whenever the vehicle is in motion. ~~Critical~~Critical
- ~~9.C.1.g.~~ In addition to the driver, ~~another adult staff person there should~~must be present in any vehicle transporting 15 or more campers ~~such camp staff members as~~ and must be appropriate to the number and age of the campers and the nature and duration of the trip. ~~S~~Critical
- ~~9.C.1.h.~~ ~~The driver shall check the vehicle prior to transporting campers to determine whether that the vehicle and all safety equipment are in sound operating condition.~~ ~~C~~
- ~~9.C.1.ih.~~ The driver ~~shall~~must check the vehicle after each run is complete to ensure that no campers remain in the vehicle. ~~Critical~~Critical
- ~~9.C.1.ji.~~ A first aid kit, as specified in ~~s~~Section ~~5.A.118(A)(13)~~, ~~shall~~must be available in all vehicles. ~~Critical~~Critical
- ~~9.C.1.jk.~~ All vehicles ~~shall~~must be equipped with a B-1 hand portable fire extinguisher. ~~Critical~~Critical
- ~~9.C.1.kl.~~ ~~Each bus or vehicle while~~ While transporting campers, ~~each vehicle shall~~must have ~~contain either~~ a ~~working~~ cell phone, ~~satellite phone~~, or two-way radio. ~~NC~~
- ~~9.C.1.ml.~~ The operator or designee ~~shall~~must instruct drivers and staff in the procedure of emergency evacuation drills from ~~B~~buses and ~~V~~vans at least once during each camp season. ~~Critical~~Critical

9.D. Vehicle insurance.

- ~~9.D.1~~ Any youth camp, person, or agency which provides transportation for campers must maintain motor vehicle insurance for bodily injury or death in accordance with the requirements of the Maine Secretary of State. ~~Critical~~Critical

9.E. Record keeping.

- ~~9.E.1~~ ~~The camp must maintain~~ A ~~a~~ written record ~~shall be maintained by the camp~~ of compliance ~~with~~ the requirements in Sections 12(B)(2)- and 12(C)(1)(m)- above. ~~NC~~

SECTION 13. ENFORCEMENT

- A. Department Notice of Noncompliance.** When the Department has determined that a youth camp is in violation of this rule, it will notify the youth camp of the violation(s) in writing. This notice of noncompliance, which may be delivered on an inspection report or by a Letter of Enforcement, informs the youth camp of the violation, explains how the youth camp committed the violation, sets a deadline for compliance, and describes what may occur, if the youth camp fails to meet that deadline.
- B. Sanctions for Failure to Comply with Department Notice.** The Department is authorized to pursue and impose formal enforcement sanctions, including fines and referral to the Attorney General, whenever a youth camp fails to correct cited violations and meet the compliance deadline(s) set by the Department, pursuant to Department statute (22 MRS Chapter 562 and 602) and rule (10-144 CMR Ch. 201 – the *Health Inspection Program Administration Rule*), in order to ensure compliance with this rule and protect public health.
- C. Temporary Suspension of License.** If a youth camp fails to comply with an imminent health hazard notice, the Department may immediately suspend a license temporarily and without administrative or court proceedings, pursuant to statute (5 MRS §10004).
- D. Appeals.** Pursuant to the Maine Administrative Procedure Act (5 MRS Ch. 375, Sub ch. IV), a youth camp licensee or applicant may appeal certain Department decisions related to licensure and penalties, as described in the Department’s rule, the *Health Inspection Program Administration Rule* (10-144 CMR Ch. 201).

STATUTORY AUTHORITY AND HISTORY

STATUTORY AUTHORITY: ~~22 M.R.S. §§ 249-6~~ to ~~250-664~~

EFFECTIVE DATE: April 17, 1974

AMENDED: January 27, 1977
 July 1, 1985
 April 23, 1990

EFFECTIVE DATE (ELECTRONIC CONVERSION): May 5, 1996

AMENDED: May 21, 2000
 October 31, 2007 – filing 2007-454
[date] – filing #####-###

~~Appropriation 010-10A-2450-012~~

APPENDIX

RESOURCES:

Maine Food Code (10-144 CMR Ch. 200):

Refer to Section 2-102.11: Demonstration.

<https://www.maine.gov/sos/cec/rules/10/144/144c200.docx>

Notifiable Diseases and Conditions:

Reporting information:

<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/disease-reporting/index.shtml>

Control of Notifiable Diseases and Conditions Rule (10-144 CMR Ch. 258):

Refer to Appendix A: Notifiable Diseases and Conditions List:

<https://www.maine.gov/sos/cec/rules/10/144/144c258.docx>

Information On Rabies and Animal Testing:

Additional information and resources can be found on the DHHS Maine CDC website:

<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/zoonotic/rabies/index.shtml>

Sample Immunization Record:

Downloadable PDF versions of sample immunization records are available from the Immunization Action Coalition website at:

<https://www.immunize.org/catg.d/p2022.pdf>

APPENDIX A

~~2001 Maine Food Code 2-102.11—Demonstration.*~~

~~Based on the risks of foodborne illness inherent to the food operation, during inspections and upon request the person in charge shall demonstrate to the regulatory authority knowledge of foodborne disease prevention, application of the Hazard Analysis Critical Control Point principles, and the requirements of this Code. The person in charge shall demonstrate this knowledge by compliance with this Code, by being a certified food protection manager who has shown proficiency of required information through passing a test that is part of an accredited program, or by responding correctly to the inspector's questions as they relate to the specific food operation. The areas of knowledge include:~~

~~(A) Describing the relationship between the prevention of foodborne disease and the personal hygiene of a food employee;~~

~~(B) Explaining the responsibility of the person in charge for preventing the transmission of foodborne disease by a food employee who has a disease or medical condition that may cause foodborne disease;~~

~~(C) Describing the symptoms associated with the diseases that are transmissible through food;~~

~~(D) Explaining the significance of the relationship between maintaining the time and temperature of potentially hazardous food and the prevention of foodborne illness;~~

~~(E) Explaining the hazards involved in the consumption of raw or undercooked meat, poultry, eggs, and fish.~~

~~(F) Stating the required food temperatures and times for safe cooking of potentially hazardous food including meat, poultry, eggs, and fish.~~

~~(G) Stating the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of potentially hazardous food;~~

~~(H) Describing the relationship between the prevention of foodborne illness and the management and control of the following:~~

~~(1) Cross contamination~~

~~(2) Hand contact with ready-to-eat foods,~~

~~(3) Handwashing, and~~

~~(4) Maintaining the food establishment in a clean condition and in good repair;~~

~~(I) Explaining the relationship between food safety and providing equipment that is:~~

~~(1) Sufficient in number and capacity, and~~

~~(2) Properly designed, constructed, located, installed, operated, maintained, and cleaned;~~

~~(J) Explaining correct procedures for cleaning and sanitizing utensils and food-contact surfaces of equipment;~~

~~(K) Identifying the source of water used and measures taken to ensure that it remains protected from contamination such as providing protection from backflow and precluding the creation of cross connections;~~

~~(L) Identifying poisonous or toxic materials in the food establishment and the procedures necessary to ensure that they are safely stored, dispensed, used, and disposed of according to law;~~

~~(M) Identifying critical control points in the operation from purchasing through sale or service that when not controlled may contribute to the transmission of foodborne illness and explaining steps taken to ensure that the points are controlled in accordance with the requirements of this Code;~~

~~(N) Explaining the details of how the person in charge and food employees comply with the HACCP plan if a plan is required by the law, this Code, or an agreement between the regulatory authority and the establishment; and~~

~~(O) Explaining the responsibilities, rights, and authorities assigned by this Code to the:~~

~~(1) Food employee,~~

~~(2) Person in charge, and~~

~~(3) Regulatory authority.~~

APPENDIX B**NOTIFIABLE CONDITIONS LIST**

Category 1: Reportable immediately to the Bureau of Health by telephone on the day of recognition or strong suspicion of disease.

~~Chickenpox (varicella)~~
~~Admission to hospital, any age~~
~~Adults > 18 years, any clinical setting~~
~~Diphtheria~~
~~Hepatitis A, B, and C (acute)~~
~~Hepatitis, acute (etiologic tests pending or etiology unknown)~~
~~Measles (rubeola)~~
~~Meningococcal disease~~
~~Outbreaks~~
~~Foodborne (involving 2 or more persons); waterborne; and~~
~~_____respiratory~~
~~Institutional~~
~~Unusual disease or illness~~
~~Pertussis~~
~~Poliomyelitis~~
~~Rabies (human and animal)~~
~~Rubella (including congenital)~~
~~*Staphylococcus aureus* disease, reduced or resistant susceptibility to~~
~~_____vancomycin~~
~~Tuberculosis (active and presumptive cases)~~

Category 2: Reportable within 48 hours of recognition or strong suspicion to the Bureau of Health.

~~Acquired Immunodeficiency Syndrome (AIDS)~~
~~Babesiosis~~
~~Campylobacteriosis~~
~~CD4 lymphocyte counts <200/uL or <14% of total lymphocytes~~
~~_____Chancroid~~
~~_____Chlamydia (*e. trachomatis*) (all sites)~~
~~_____Chickenpox~~
~~_____Chickenpox-related death~~
~~_____Creutzfeldt-Jacob disease, <55 years of age~~
~~_____Cryptosporidiosis~~
~~_____Cyclosporiasis~~
~~_____Ehrlichiosis~~
~~_____Encephalitis, arboviral~~
~~*Escherichia coli* O157:H7 (and all other hemorrhagic *E. coli* enteritis, shiga producing *E. coli* strains)~~
~~_____Giardiasis~~
~~_____Gonorrhea~~
~~_____Haemophilus influenzae disease, invasive, all serotypes~~
~~_____Hantavirus pulmonary syndrome~~

~~_____ Hemolytic-uremic syndrome (post-diarrheal)~~
~~_____ Hepatitis B (chronic, perinatal)~~
~~_____ Hepatitis C (chronic)~~
~~_____ Human Immunodeficiency virus (HIV) infection*~~
~~_____ Influenza like illness outbreaks~~
~~_____ Legionellosis~~
~~_____ Listeriosis~~
~~_____ Lyme disease~~
~~_____ Malaria~~
~~_____ Meningitis, bacterial~~
~~_____ Meningococcal invasive disease~~
~~_____ Mumps~~
~~_____ Psittacosis~~
~~_____ Salmonellosis~~
~~_____ Shiga toxin related disease (gastroenteritis)~~
~~_____ Shigellosis~~
~~_____ Streptococcal disease, invasive Groups A and B~~
~~_____ *Streptococcus pneumoniae*, invasive disease~~
~~_____ Severe Acute Respiratory Syndrome (SARS)~~
~~_____ Syphilis~~
~~_____ Tetanus~~
~~_____ Toxoplasmosis~~
~~_____ Trichinosis~~
~~_____ *Vibrio* species, including Cholera~~
~~_____ West Nile virus infection~~
~~_____ Yellow Fever~~

~~_____ *Soundex patient identifier or patient name required~~

~~‡These conditions should be reported according to criteria developed in collaboration with MICRONET (statewide network of clinical microbiologists). Updated criteria and reporting forms may be obtained by calling 1-800-821-5821, or online at www.mainepublichealth.org.~~

~~‡These conditions should be reported according to criteria developed in collaboration with MICRONET (statewide network of clinical microbiologists). Updated criteria and reporting forms may be obtained by calling 1-800-821-5821, or online at www.mainepublichealth.org.~~

APPENDIX C

University of Maine Cooperative Extension
Bulletin #7128

What Is Rabies?

Rabies is a viral disease of the central nervous system (brain and spinal cord) that is almost always fatal. Rabies in humans is very rare in the United States, but rabies in animals, especially wildlife, is common in some parts of the country.

What Kinds of Animals Spread Rabies?

The rabies virus can infect any mammal (if it has fur or hair, it's a mammal), but infection is most common among bats, skunks, fox, and raccoons. Rabies is very rare among rodents (squirrels, rats, mice, and chipmunks). Thanks to vaccines, rabies is extremely rare among pets and farm animals. However, a horse in southern Maine was confirmed rabid in January 1996.

How Common is Rabies In Maine?

Since 1994, rabies has increased dramatically in Maine. In 1995, 101 cases of rabies were clinically confirmed. These cases were concentrated in southern Maine, but rabies has the potential to spread to other areas of the state.

APPENDIX D – SAMPLE YOUTH CAMP IMMUNIZATION RECORD

Name: _____ Birthdate: _____

Before administering any vaccines, give the parent/legal representative all appropriate copies of Vaccine Information Statements (VIS's) and make sure they understand the risks and benefits of the vaccine(s). Update the patient's personal record card or provide a new one whenever you administer vaccine.

PLEASE INDICATE ALL KNOWN DATES OF IMMUNIZATION OR ILLNESS

Vaccine	Type of Vaccine 1	Date given (mo/day/yr)	Source (S or P)-2	Site 3	Route (IM, SC, IN or oral)	Vaccine Information			Results: Positive/Negative 4
						Lot #	Mfr 5	Date on VIS-4	
Diphtheria, Tetanus, Pertussis (e.g. DTaP, DTaP-Hib, DTaP-HebB-IPV, DT, Tdap, Td) Route IM.									
Polio (e.g., IPV, Dtap-HebB-IPV) IPV Route SC or IM DtaP-HepB-IPV Route IM.									
Measles, Mumps, Rubella (e.g., MMR, MMRV) Route SC.									
Haemophilus influenzae type b (e.g., Hib, Hib-HepB, DTaP-Hib) Route IM.									
Hepatitis B (e.g., HepB, Hib-HepB, DTaP-Hib) Route IM.									
Varicella (e.g., Var, MMRV) -Route SC.									
Pneumococcal (e.g., PCV, conjugate; PPV, polysaccharide) PCV-Route IM. PPV-Route SC or IM.									
Rotavirus (Rv) Route Oral Never given after 32 weeks of age									
Hepatitis A or C (HepA, HepC) Route IM.									
Human Papillomavirus (HPV) Route IM.									
Meningococcal (e.g., MCV4, conjugate; MPSV4, polysaccharide) MCV4 Route IM. MPSV4 Route SC.									
Influenza (e.g., TIV, inactivated; LAV, live attenuated) Route TIV IM. Route LAV IN.									
TB Mantoux Test									
Other									