

Youth Protection Addendum for RESIDENTIAL THIRD-PARTY YOUTH ACTIVITIES

This addendum sets additional terms related to RESIDENTIAL THIRD-PARTY YOUTH ACTIVITIES between the AUTHORIZING UNIT and the organization listed below, subsequently referred to as the THIRD PARTY. A RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY is an event, operation, endeavor, or activity intended for participation of minors that is organized and operated by a THIRD PARTY and takes place on property owned, rented, or managed by UW-Madison where minors stay overnight in facilities owned or operated by UW-Madison and the parameters of the activity fall within the jurisdiction of UW-Madison's licenses to hold residential activities for minors under ATP 78 Recreational and Educational Camps.

Activity Information

Organization name: _____

Business address: _____

Website: _____

Name of contact person: _____

Telephone number: _____ Email: _____

Activity dates: _____

Primary location: _____

Third-Party Contact Information

State law (ATCP 78.28(2)(a)) requires that an authorized representative for the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY provides the following information:

Name of authorized representative: _____

Telephone number: _____ Email: _____

Home address: _____

The undersigned hereby certifies that s/he is an authorized representative of the THIRD PARTY, and that the THIRD PARTY understands and agrees to abide by the requirements outlined below for operating a RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY at UW-Madison.

Printed name: _____

Signature: _____

Date: _____

Authorizing Unit (Information to be completed by UW-Madison)

Name of authorizing unit at UW-Madison: _____

Name of authorizing unit contact at UW-Madison: _____

Youth Protection Requirements

THIRD PARTIES offering RESIDENTIAL THIRD-PARTY YOUTH ACTIVITIES at the University of Wisconsin-Madison (UW-Madison) campus in Madison, Wisconsin, or on other property owned, rented, or managed by UW-Madison throughout Wisconsin, must maintain minimum youth protection standards as outlined in the ADDENDUM below. Failure to comply with these requirements may result in contract termination along with associated financial and legal liability. Violations may also result in THIRD PARTIES being prohibited from engaging in future activities at UW-Madison and other Universities of Wisconsin institutions.

1. RESIDENTIAL THIRD-PARTY YOUTH ACTIVITIES must comply with relevant UW-Madison and Universities of Wisconsin policies and procedures and relevant state and federal law. Relevant policies include, but are not limited to, [UW-1045 Youth Protection](#); [UW-146 Sexual Harassment and Sexual Violence](#); [Regent Policy Document 14-6 Discrimination, Harassment, and Retaliation](#); and [UW-6009 Inclusive Facilities Policy and Procedures for All Buildings](#). RESIDENTIAL THIRD-PARTY YOUTH ACTIVITIES must also operate in compliance with UW-Madison's licenses to hold residential activities for minors under Wisconsin State Legislature Administrative Code under [ATCP 78 Recreational and Educational Camps](#).
2. Conduct that violates the law, university policy, or UW System policy is not tolerated in THIRD-PARTY YOUTH ACTIVITIES. Prohibited conduct includes, but is not limited to, bullying, child abuse, child sexual abuse, discrimination, emotional abuse, grooming, harassment, hazing, inappropriate use of technology, indecent exposure, neglect, physical abuse, sexual assault, sexual exploitation, sexual harassment, stalking, manufacture of methamphetamines around a child, and other illegal activities. (See [UW-1045 Youth Protection](#); [UW-146 Sexual Harassment and Sexual Violence](#); [Regent Policy Document 14-6 Discrimination, Harassment, and Retaliation](#); [Wis. Stat. § 48 Children's Code](#); and [Wis. Stat. § 948 Crimes Against Children](#) for examples of prohibited behavior.)
3. Record Retention: The THIRD PARTY is required to keep written records of compliance with this ADDENDUM. The THIRD PARTY may be asked to produce these records of compliance prior to the start of the THIRD-PARTY YOUTH ACTIVITY or anytime during the contract period by UW-Madison (e.g., Office of Youth Protection, authorizing unit). All records of compliance with this ADDENDUM must be maintained by the THIRD PARTY for a minimum of seven years following the conclusion of the contract period. All compliance information is subject to audit by UW-Madison within this seven-year period. An official request for information outside of the audit process may also be made for business purposes (e.g., liability claims) during the seven year period by the Office of Youth Protection or the Office of Legal Affairs. Records associated with RESIDENTIAL THIRD-PARTY YOUTH ACTIVITIES are also subject to review by an authorized agent of the Wisconsin Department of Agriculture, Trade, and Consumer Protection upon request as per ATCP 78 Recreational and Educational Camps.
4. In-Take Meeting: A representative of the THIRD PARTY must participate in an in-take meeting with the Office of Youth Protection prior to signing a contract.

5. Age of STAFF: All STAFF (STAFF include adults employed, contracted, volunteering, or otherwise engaged in the operations of the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY on behalf of the THIRD PARTY) responsible for custodial care (the temporary responsibility for supervision, care, and/or control of minors) of youth participants in RESIDENTIAL THIRD-PARTY YOUTH ACTIVITIES must be 19 years of age or older and a minimum of two years older than the YOUTH PARTICIPANTS they supervise.
6. Records of STAFF and YOUTH PARTICIPANTS: All THIRD PARTIES offering RESIDENTIAL THIRD-PARTY YOUTH ACTIVITIES must collect and retain the following information for all STAFF and YOUTH PARTICIPANTS.
 - a. Legal name
 - b. Home address
 - c. Phone number
 - d. Email address
 - e. The name, phone number, and email of persons to notify in case of an emergency
7. Screening
 - a. The THIRD PARTY must ensure all STAFF pass a criminal background check prior to the start of the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY.
 - i. Criminal background checks must be conducted on each STAFF member by the THIRD-PARTY within the two-year period immediately prior to the start of the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY, assuming that there has been no break in service. Criminal background checks must be conducted annually on staff members with breaks in service (e.g., a staff member who only works for the THIRD-PARTY during the summer months would have a break in service) prior to rehire.
 - b. Criminal background checks must meet minimum standards found in [UW-5014 Criminal Background Checks](#) as outlined below.
 - i. Social security number validation
 - ii. Check of convictions and pending charges through the Wisconsin Circuit Court
 - iii. Check of criminal convictions in counties of residence outside of Wisconsin
 - iv. National Sex Offender Registry check
 - v. National criminal background check database check
 - b. At minimum, THIRD PARTIES must prohibit individuals who have records of or current charges associated with the following crimes from serving in the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY:
 - i. violent crimes against persons or animals,
 - ii. crimes against nature where children are affected,
 - iii. crimes involving children as victims, and/or
 - iv. possession or facilitation of child pornography.
 - c. THIRD PARTIES must also prohibit individuals from serving in the THIRD PARTY YOUTH ACTIVITY if they are known to:
 - i. have engaged in any sexual violence or sexual harassment,
 - ii. be under current investigation for involvement in sexual violence or sexual harassment,or

- iii. have left prior employment during an active investigation of allegations of sexual violence or sexual harassment that were made against them.
8. Training: All STAFF must complete annual training offered by or through the THIRD-PARTY on the following topics. Training completion must be documented by the THIRD-PARTY for all STAFF.
- a. UW-Madison's THIRD-PARTY YOUTH ACTIVITY Incident Reporting Requirements document.
 - b. Supervision requirements as outlined in Section 9 and emergency preparedness procedures in Section 12.
 - c. Camper sexual abuse prevention as outlined in ATCP 78.26(5)(c) and listed below. The THIRD PARTY'S training curriculum must address all of the following elements. A copy of the curriculum must be maintained.
 - i. Understanding the dynamics of YOUTH PARTICIPANT to YOUTH PARTICIPANT sexual abuse and sexualized behaviors.
 - ii. Recognizing inappropriate conduct in STAFF behavior with YOUTH PARTICIPANTS.
 - iii. Managing STAFF-to-YOUTH PARTICIPANT and YOUTH PARTICIPANT-to-YOUTH PARTICIPANT one-on-one interactions.
 - iv. Defining inappropriate physical and verbal contact or interaction with YOUTH PARTICIPANTS.
 - v. Identifying and reporting of low-level concerns.
 - vi. Responding to disclosure or suspicion of abuse. A process for ensuring that known or suspected cases of child abuse, neglect or sexual misconduct are immediately reported to the proper authorities.
 - vii. Communication strategies for STAFF, YOUTH PARTICIPANTS, parents/guardians and media.
9. Supervision requirements:
- a. THIRD PARTIES providing custodial care for YOUTH PARTICIPANTS, including field trips associated with these activities, are responsible for maintaining supervision ratios outlined below throughout the duration of the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY. STAFF to YOUTH PARTICIPANT ratios are as follows. STAFF providing supervision in RESIDENTIAL THIRD-PARTY YOUTH ACTIVITIES must be 19 years of age or older and a minimum of two years older than the YOUTH PARTICIPANTS they supervise.

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Age of YOUTH PARTICIPANTS	Supervision Ration (STAFF: YOUTH PARTICIPANT)
In all situations Ages 6 and under	1 STAFF member to every 4 YOUTH PARTICIPANTS (or fraction thereof)
In all situations Ages 7 through 9	1 STAFF member to every 10 YOUTH PARTICIPANTS (or fraction thereof)
In a classroom setting and transitioning between buildings Ages 10 and above	1 STAFF member to every 18 YOUTH PARTICIPANTS (or fraction thereof)
In all situations outside of those listed directly above Ages 10 and above	1 STAFF member to every 10 YOUTH PARTICIPANTS (or fraction thereof)

- i. If a single supervising STAFF member is required during time in a classroom or when transitioning between buildings, another STAFF member must be reachable via cell phone and respond in-person within five minutes if assistance is needed.
- ii. A minimum of two STAFF members are required to accompany YOUTH PARTICIPANTS on all field trips; ratios referenced above must also be maintained.
- b. All interactions between STAFF and YOUTH PARTICIPANTS in THIRD-PARTY YOUTH ACTIVITIES, including online interactions, must be observable and interruptible. One-on-one contact between STAFF and YOUTH PARTICIPANTS is prohibited except as outlined below:
 - i. There is a familial relationship between the STAFF and YOUTH PARTICIPANT.
 - ii. One-on-one tutoring occurs in an instructional or research setting/activity or other learning experience where one-on-one interaction (e.g., music lessons) is required for an educational program.
 1. Interactions must remain observable and interruptible at all times.
 2. Parents/guardians must be informed that program design will include one-on-one interactions.
 - iii. An emergency warrants it, such as when one STAFF member accompanies a YOUTH PARTICIPANT to the emergency room, is summoning law enforcement, or is searching for a missing YOUTH PARTICIPANT.
- c. Additional prohibited conduct (identified in [UW-1045 Youth Protection](#)) for all RESIDENTIAL THIRD-PARTY YOUTH ACTIVITIES includes:
 - i. Sharing a bed or sleeping bag with a YOUTH PARTICIPANT.
 - ii. Entering the YOUTH PARTICIPANT'S room, bathroom facility, or similar area without another STAFF member in attendance, except in emergency situations.
 1. If separate facilities for STAFF and YOUTH PARTICIPANTS are not available, separate times for showering must be scheduled and posted.
 - iii. Infringement on the privacy of YOUTH PARTICIPANTS in situations where they are changing clothes or taking showers, except in situations when a health or safety exception is necessary and appropriate;
 - iv. STAFF showering, bathing, or undressing with or in the presence of YOUTH PARTICIPANTS;

- v. Photographing or recording in shower houses, restrooms, locker rooms, or other areas where privacy is expected by YOUTH PARTICIPANTS; and
 - vi. Consumption of alcohol or illegal drugs.
 - d. The THIRD-PARTY must prohibit STAFF from interacting with YOUTH PARTICIPANTS when an allegation of sexual abuse, sexual misconduct, physical abuse, neglect or other similar action that could threaten the safety of YOUTH PARTICIPANTS until the allegation has been resolved, the threat has been removed, or as long as necessary to protect the safety and welfare of the YOUTH PARTICIPANTS.
- 10. Requirements concerning other governing authorities: When applicable, observance of additional youth protection requirements set by relevant bodies (e.g., NCAA, U.S. Center for SafeSport) is required.
- 11. Reporting requirements:
 - a. In emergency situations where an individual is in immediate danger, THIRD PARTY YOUTH ACTIVITY STAFF must contact emergency services (e.g., call 911).
 - b. All RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY STAFF are also required to monitor and report abuse, accidents, and other concerns according to UW-Madison's Third-Party Youth Activity Reporting Requirements document. This includes, but is not limited to, reporting:
 - i. Any suspected physical abuse, neglect, or sexual abuse;
 - ii. Sexual harassment or sexual violence;
 - iii. incidents resulting in serious injury, illness or death where an emergency medical service response is required; and
 - iv. Incidents of illegal or unauthorized drug use.
- 12. Emergency Preparedness: THIRD PARTIES are required to follow any existing emergency protocols in contracted facilities as outlined in the space use agreement. Additionally, THIRD PARTIES must prepare an emergency response plan detailing how they plan to keep STAFF and YOUTH PARTICIPANTS safe in the following situations (e.g., procedures for moving from unsafe location to safety, participant counts, notifying authorities, etc.).
 - a. Fire
 - b. Severe weather and a power outage, including identifying a designated shelter (shelters are designated throughout the University)
 - c. Lost or missing YOUTH PARTICIPANT
 - d. Communicable disease and foodborne illness outbreak, including reporting and notification to the health department
 - e. Lost swimmer (when swimming is approved as per Section 15)
 - f. Other higher-risk activities (when approved as per Section 15)
- 13. Food Preparation and Services:
 - a. Meals must be prepared by Conference Services as part of the Dining Hall Meal Plan or in a licensed kitchen (e.g., restaurant kitchen). Preparation of meals in shared residence hall kitchens, by campfire, and outdoor grills is prohibited.

- b. Preparation of snacks following guidelines supplied by UW-Madison's Office of Youth Protection is permitted when arrangements are made for the THIRD PARTY to have access to shared kitchens in residence halls.
14. Campfires: When reserving a fire ring at the Lakeshore Nature Preserve, THIRD PARTIES offering RESIDENTIAL THIRD-PARTY YOUTH ACTIVITIES must comply with [UW-6052 Lakeshore Nature Preserve Fire Circle Use](#). In addition, the following fire safety protocols must be followed when using a fire ring at the Lakeshore Nature Preserve or the fire pit on the Dejepe Lawn and Terrace:
- a. A STAFF member must always supervise open fires.
 - i. YOUTH PARTICIPANTS cannot participate in fire building or fire maintenance.
 - b. A fire extinguisher and/or water must always be within reach of the fire.
 - c. A three-foot buffer must be maintained between a campfire and the area where YOUTH PARTICIPANTS will sit around the fire.
 - d. Use of flammable fuel to start or maintain a campfire is prohibited.
 - e. Cooking meals, including meat and other perishable food, is prohibited.
15. Specialized program activities: The following activities are prohibited unless written authorization is received from UW-Madison's Office of Risk Management and Office of Youth Protection prior to engaging in these activities and a written plan is in place to meet requirements outlined in ATCP 78:
- a. Swimming, watercraft activities, primitive camping, foraging for edible plants, ice fishing, pyrotechnics, horseback riding, challenge courses/ropes courses, air pillows, zip lines, archery, motorized vehicles, power tools, model rocketry, use of firearms, and use of go karts.
 - b. Use of all-terrain vehicles is strictly prohibited.
16. Physician on staff or consulting physician. Before a RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY begins operations at UW-Madison, the THIRD PARTY must make written arrangements for medical care of YOUTH PARTICIPANTS and STAFF by a staff physician, consulting physician, or the consulting physician's practice.
- a. RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY HEALTH SERVICES STAFF (see Section 20 for additional information on HEALTH SERVICES STAFF) shall work under the delegation of a physician licensed pursuant to ch. [448](#), Stats., who is available on-site during the camping season or available remotely for consultation services.
 - b. The staff physician or consulting physician, in cooperation with the THIRD PARTY, shall develop standing orders, signed by the physician, for the administration of medications, routine health care and emergency medical care during the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY.
 - c. The physician shall review, sign, and date the standing orders annually.

Note: ATCP 78 requires that any doctors who are serving as a consulting physician, as well as doctors or nurses serving as the HEALTH STAFF member who is satisfying the first aid and CPR requirement be Wisconsin-licensed. Recent state statute updates now allow for a nurse and doctor in good standing from throughout the United States and Canada to serve at a Wisconsin recreational and educational camp and provide treatment to YOUTH PARTICIPANTS and STAFF for not more than 90 days in any year. There are also compacts that allow for reciprocity for doctors (MDs and DOs) and nurses (RNs and LPNs). The 'multistate', out of state, or Canadian licenses for RNs and LPNs are accepted in Wisconsin and must be verifiable on www.nursys.com.

17. Health center: The THIRD-PARTY must have written procedures surrounding and space for the temporary isolation of sick or injured YOUTH PARTICIPANTS and STAFF participating in the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY.
 - a. The THIRD-PARTY must reserve an additional room for every 23 double rooms (as detailed in the contract with UW Housing) or provide single rooms for all YOUTH PARTICIPANTS and STAFF.
18. First-aid supplies. The THIRD-PARTY must provide first-aid supplies as determined by the THIRD PARTY'S staff physician or consulting physician and documented in the standing orders written by the staff physician or consulting physician.
19. On-site health services supervisor.
 - a. Each RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY shall have an on-site health services supervisor who shall be responsible for routine and urgent health care supervision at the THIRD-PARTY YOUTH ACTIVITY and meet the requirements pursuant to Section 20(a-e).
 - b. The on-site health services supervisor shall inform appropriate STAFF of any specific needs, as identified in the YOUTH PARTICIPANT's health history, of a YOUTH PARTICIPANT for whom they are responsible.
20. Qualifications for on-site HEALTH SERVICES STAFF. ALL RESIDENTIAL THIRD-PARTY YOUTH ACTIVITIES shall have at least one on-site, adult STAFF member meeting the requirements below at all times during RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY operations.
 - a. On-site THIRD-PARTY YOUTH ACTIVITY HEALTH SERVICES STAFF shall include at least one of the following (as per ATCP 78.27(2(b)):
 - i. A physician licensed in Wisconsin pursuant to s. [448.033](#), Stats.
 - ii. A registered nurse licensed in Wisconsin pursuant to s. [441.115 \(3\)](#), Stats.
 - iii. A physician assistant licensed in Wisconsin.
 - iv. A practical nurse licensed in Wisconsin.
 - v. A national athletic trainers association certified trainer.
 - vi. An emergency medical services practitioner as defined in s. [256.01 \(5\)](#), Stats.
 - vii. A person currently certified as completing the American Red Cross responding to emergencies course.
 - viii. A person currently certified as completing a wilderness first aid course as approved by DATCP.

- b. All on-site HEALTH SERVICES STAFF shall hold current certification from the American Red Cross or American Heart Association for basic CPR and AED or equivalent.
- c. All on-site HEALTH SERVICES STAFF must also hold a current certificate for the completion of the American Red Cross or American Heart Association first-aid course or equivalent.
- d. On-site HEALTH SERVICES STAFF administering medications who are not licensed as a physician, registered nurse, physician assistant or practical nurse in Wisconsin must take the Wisconsin department of public instruction online course, Medication Administration Principles, each year the THIRD-PARTY operates a RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY at UW-Madison and shall maintain documentation of the assessment test and passing grade.

Note: The Wisconsin Department of Public Instruction course Medication Administration Principles can be found at the following link.
https://media.dpi.wi.gov/sspw/av/bmap/story_html5.html.

- e. If a THIRD PARTY is prescribed an epinephrine auto-injector or pre-filled syringe as an authorized entity that is not patient-specific or the THIRD PARTY plans to have HEALTH SERVICES STAFF help administer epinephrine to a YOUTH PARTICIPANT, HEALTH SERVICES STAFF shall complete an anaphylaxis training program required pursuant to s. [255.07 \(5\)](#), Stats., and meet all of the following:
 - i. The HEALTH SERVICES STAFF member shall complete a training program conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or an organization approved by the Wisconsin department of health services.
 - ii. The training certificate shall be brought to the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY premises.
 - iii. The training certificate shall be made available to the department or its agent upon request.
21. HEALTH SERVICES STAFF coverage for off-premises trips. HEALTH SERVICES STAFF requirements in Section 20 must be met on any off-campus trips. If the local ambulance service provider or emergency medical service response time is greater than 30 minutes, two members of the STAFF must meet the above requirements throughout the duration of the trip.
22. YOUTH PARTICIPANT health history.
- a. Each YOUTH PARTICIPANT upon arrival at the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY, shall present to HEALTH SERVICES STAFF as required pursuant to s. [ATCP 78.16](#), an up-to-date written health history. Health histories shall include all of the following:
 - i. Any physical condition or limitations.
 - ii. Medications.
 - iii. Allergies.
 - iv. Immunization status or a signed document by the legal guardian presented to HEALTH SERVICES STAFF objecting to the immunization requirements for a YOUTH PARTICIPANT for reasons of health, religion, or personal conviction that meets the requirements pursuant to s. [252.04 \(3\)](#).

- v. Any special health and behavioral considerations, including mental, emotional, social and developmental needs or restrictions of the YOUTH PARTICIPANT.
 - vi. Permission from the family that allows for a YOUTH PARTICIPANT to self-carry and administer emergency medication, such as epinephrine, inhalers, or insulin, if applicable.
 - b. For a YOUTH PARTICIPANT under 18 years of age, the written health history shall be prepared and signed by a parent or legal guardian.
 - c. Parent or legal guardian's written consent to treat YOUTH PARTICIPANT in case of an emergency.
 - d. Signed permission by the parent or legal guardian for camp HEALTH SERVICES STAFF to provide routine healthcare treatment, identifying over-the-counter medications that can be administered.
23. STAFF health history. Each STAFF member, upon arrival at the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY, shall present to the HEALTH SERVICES STAFF, as required pursuant to s. [ATCP 78.16](#), an up-to-date written health history. Health histories shall include:
- a. An abbreviated medical history of any medical condition or non-specific medical condition that could impair their ability to perform essential functions of the position (e.g., severe allergies) or indicate that a STAFF member is entitled to reasonable accommodations under the ADA.
 - b. Who to contact in case of emergency.
24. Medications brought to the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY.
- a. All prescription medications brought to a RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY by a YOUTH PARTICIPANT or STAFF member must be in the original packaging and labeled with all of the following. A prepackaged pill pack provided by a pharmacy service accompanied by official paperwork will meet these requirements, but medications removed from original packaging by family members will not meet requirements under ATCP 78.
 - i. The name of the YOUTH PARTICIPANT or STAFF member.
 - ii. The name of the medication.
 - iii. The dosage.
 - iv. The frequency of administration.
 - v. The route of administration.
 - vi. Name of the prescribing physician.
 - vii. The prescription number.
 - viii. The date prescribed.
 - b. Over the counter medications, including vitamins, supplements and natural remedies, must be brought to the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY in their original containers that include the name of the medication and directions for use. The packages must also be clearly labeled with the individual's name.
 - c. Medication administration and storage. Except as allowed in Section 24(c)(ii), all medication brought to RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY by a YOUTH PARTICIPANT shall meet all of the following:
 - i. Kept in a locked unit managed by the HEALTH SERVICES STAFF.
 - ii. Administered by HEALTH SERVICES STAFF qualified pursuant, except that epinephrine auto-injector, pre-filled syringe, inhaler, and insulin or other medication or device used in

the event of life-threatening situations may be carried by a YOUTH PARTICIPANT or STAFF member.

- d. STAFF are permitted to administer their own medications, which must meet labeling requirements in Sections 24(a) and 24(b). STAFF medication must be stored in their locked room in a residence hall, other locked container, or on their person. YOUTH PARTICIPANTS must not be able to access STAFF medications.

25. Medication and treatment log: When a medication is administered to a YOUTH PARTICIPANT (STAFF are responsible for administering their own medications) or treatment provided to a YOUTH PARTICIPANT or STAFF member, HEALTH SERVICES STAFF shall, as soon as possible, make a record of the action using any one of the following. These records must be maintained for a minimum of three (3) years following the conclusion of the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY.

- a. In a bound book with preprinted page numbers.
- b. By electronic entry into a software program that documents each change to the health record and that does not allow previous changes to the health record to be edited or deleted.
- c. By making an electronic medication administration record, printed with the date and time stamp, from a health software program as noted above, to be used for manual recording with a signature on the form of the individual making entries.

26. Vehicles:

- a. The THIRD PARTY must meet requirements for maintaining a camp vehicle under ATCP 78.27(1)(c) by one of the following means:
 - i. Always maintain a vehicle on campus to transport a YOUTH PARTICIPANT or STAFF member requiring urgent medical services to a hospital or clinic when those services cannot be provided by RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY HEALTH SERVICES STAFF and service by ambulance is not needed, or
 - ii. Include instructions to use a taxi (not rideshare services such as Lyft or Uber) to transport YOUTH PARTICIPANTS or STAFF in need of medical care in the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY'S emergency preparedness plan.
 - 1. A STAFF member must always accompany a YOUTH PARTICIPANT to obtain medical attention.
- b. THIRD PARTIES must make arrangements with UW-Madison Transportation Services to park vehicles on campus.
 - i. Personal vehicles must not be used to transport YOUTH PARTICIPANTS.
 - ii. YOUTH PARTICIPANTS who bring vehicles to UW-Madison cannot be permitted to use their vehicles to transport themselves or others during the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY.

27. Hold harmless. The THIRD PARTY agrees to indemnify and hold University harmless, and waive any claims against University, with respect to liability arising from the THIRD PARTY'S use of the Premises, except the extent and in the proportion that such liability arises from the negligent acts or omissions of officers, employees or agents of the Board of Regents of the University of Wisconsin System.

28. Insurance requirements: A certificate of information must be provided prior to finalization of the contract meeting standards as listed below. The certificate of insurance shall list the “Board of Regents of the University of Wisconsin System, its officers, employees, and agents” as an additional insured under the commercial general liability policy.

- a. *Workers’ Compensation*. Workers compensation insurance for employees that meets Wisconsin statutory requirements:
<https://dwd.wisconsin.gov/dwd/publications/wc/wkc-7580.htm>
- b. *Commercial Comprehensive General Liability*: \$1 million per occurrence and general aggregate of \$2 million that includes the following:
 - i. *Sexual Abuse/Molestation Liability*. Sexual abuse and/or molestation liability insurance coverage of no less than \$1 million for each occurrence and a general aggregate of \$2 million.
 - ii. The policy must not contain any exclusion for abuse from sexual, emotional or physical actions and/or misconduct. If such exclusions are included, separate coverage must be purchased and evidenced.
 - iii. *Automobile Liability*. Combined single limit of no less than \$1 million when automobiles are used to transport youth or perform other third-party operations while on campus.
 - iv. *Damage to Rented Premises*. Limits no less than \$100,000.
 - v. *Medical Payments*. Limits must be no less than \$5,000.
 - vi. *Occurrence basis*. The policy must be written on an occurrence basis, or if claims-made coverage is provided, coverage must be maintained for a minimum of five (5) years after the termination of the program.
 - vii. Policy must cover all activities to be performed by the external party, including athletic/physical activities.
 - viii. Policy must not contain any exclusion for intentional acts.
 - ix. Policy must be provided by a carrier with a minimum A.M. Best rating of A-.

29. Advertising

- a. University logos, images, and other marks may not be used in association with RESIDENTIAL THIRD-PARTY YOUTH ACTIVITIES.
- b. Advertising (e.g., brochures, websites) for the RESIDENTIAL THIRD-PARTY YOUTH ACTIVITY must clearly state that the activity is not affiliated with the University of Wisconsin-Madison.