

Communicable Diseases

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Guide To Operating Personal Services at Temporary Events



Within
Simcoe Muskoka District Health Unit

The Requirements for Safe and Sanitary Personal Service Events

Temporary Personal Service vendors are short-term locations providing personal services (tattooing, body piercing, ear piercing, manicure, pedicure, micropigmentation, acupuncture, electrolysis etc.) at promotional events located indoors or outdoors. All temporary personal service vendors require Health Unit approval prior to operation.

This guide outlines the health requirements for temporary event coordinators and vendors. Following the health requirements in this guide will help to reduce the risk of transmission of blood-borne pathogens and other infections during the delivery of personal services.

Temporary events must comply with this *Guide to Operating Personal Services at Temporary Events*, and with applicable sections of the *Infection Prevention and Control Best Practices for Personal Service Settings, 2009* or as current. **Temporary event vendors that do not have a completed health unit approval form will be ordered to close their booth.**

This guide does not apply to regulated health professionals that are regulated under the Regulated Health Professionals Act.

Appendix B

INCIDENT REPORT

ACCIDENTAL EXPOSURE TO BLOOD AND/OR BODY FLUIDS

Date of incident: _____

Client Information

Name: _____

Address: _____

Postal Code: _____

Telephone Number: (____) _____

Worker Information

Name: _____

Address: _____

Postal Code: _____

Telephone Number: (____) _____

Circumstance:

Action Taken:

**Advise client and worker to consult with a physician.
Maintain this record on site for a period of one year and for a total of five years.**

Appendix A

STEPS TO CLEAN & DISINFECT WORK SURFACES CONTAMINATED WITH BLOOD AND/OR BODY FLUIDS

- ① Wear single-use disposable gloves during cleaning and disinfection of area.
- ② If the possibility of splashing exists, wear protective eyewear and gown.
- ③ Wipe up any blood and/or body fluids with disposable towel as soon as possible.
- ④ Place disposable towel and gloves into a plastic bag. Seal the bag and place in regular garbage.
- ⑤ Wash hands for at least 15 seconds with soap and warm running water. May use a hand sanitizer if hands are not visibly soiled.
- ⑥ Using single-use disposable gloves, disinfect contaminated surface using a 1:10 bleach solution for 10 minutes or a disinfectant with proven effectiveness against non-envelope viruses (eg. Poliovirus, rotavirus, Norovirus, Feline Calicivirus). Ensure that the contaminated area is completely saturated with disinfectant.
- ⑦ Let disinfectant sit for recommended contact time according to manufacturer's instructions (Refer to [Disinfection Chart](#)).
- ⑧ Wipe up any excess disinfectant with a disposable towel and discard towel and single-use gloves into a regular lined garbage.
- ⑨ Wash hands for at least 15 seconds with soap and warm running water. May use a hand sanitizer if hands are not visibly soiled.

NOTE

Gloves should always be worn when handling chemicals and disinfectants. Infection Prevention and Control Best Practices for Personal Service Settings. Ministry of Health and Long Term Care Infectious Disease Research and Policy Public Health Division; 2009.

Guide for Coordinators

Each Event Coordinator must complete a *Temporary Personal Service Setting Events Application* form.

Coordinators are required to submit a list of all personal service vendors to Simcoe Muskoka District Health Unit (SMDHU) along with the application form.

Coordinators are responsible for providing each vendor with the vendor application form and guide.

All *Temporary Personal Service Setting Events Application* forms and lists of vendors must be submitted to SMDHU at **least 30 days** prior to the event start date.

Submit all applications and supplementary documentation to:
Simcoe Muskoka District Health Unit
15 Sperling Drive
Barrie ON L4M 6K9
Fax: (705) 733-7738

Guide for Vendors

1. Approval Process

You must have a completed Health Unit temporary event application form to operate temporary Personal Services. Contact your local Public Health Unit to discuss the type of personal services you wish to provide and to complete a license application form at **least 14 days prior** to the event.

To obtain a Health Unit temporary event application form you will need proof of a recent satisfactory health inspection from your local health unit.

Tattoo and piercing booths will need lab results for the most recent three consecutive spore tests showing pass results, proof of an approved sterilizer and proof of a recent satisfactory health inspection from your local health unit.

Once the application form is signed by public health inspector or designate it will act as a temporary event license. This license must be posted at the temporary Personal Service Setting during the event.

The SMDHU temporary event application form can be found at: www.simcoemuskokakealth.org
More stringent requirements may be necessary depending on the event.

9. Washrooms

Male and Female washrooms must be conveniently located for vendors.

Washrooms must be supplied with hand washing stations equipped with potable water, liquid soap, paper towel and garbage receptacles.

Washrooms must be stocked with supplies and cleaned on a regular basis during the event.

There must be adequate means of sewage disposal at the event.



8. Insect control and Waste Disposal

Vending booths must be designed in such a way to prevent entry of insects into the service areas.

Provide an adequate number of lined garbage receptacles conveniently located in each service area of the vendor's booth.

Garbage must be disposed of on a regular basis during the event and at the end of each day.

Garbage receptacles and sharps containers must not be accessible by the public.

All sharps containers must be disposed of at an approved location.



2. Booth Requirements

All temporary personal service settings should have a booth. The booth should be designed in such a way to help reduce the risk of infection and transmission of blood born pathogens.

A. Outdoor booths:

There is a greater risk of infection when personal services are exposed to the outdoors.

Outdoor booths should have an overhead covering, be completely enclosed and have only one door or flap for entry into the booth. Clear plastic or light colored screening will aid visibility.

The booths walls, tables, chairs and floor should be smooth, non absorbent and easy to clean.

The booth should be well lit and designed to ensure that the public are protected from potential injury (i.e., tripping hazards, sharps injury etc.)

The booth should be equipped with a hand washing station or be in close proximity of a hand washing station. The hand washing station must be supplied with potable water, liquid soap in a dispenser, paper towel and a lined waste

receptacle. Hand sanitizer (62-90% alcohol content) and moist towelettes may be used when hands are not visibly soiled.

Animals should be excluded from entry into the booth.

B. Indoor booths:

Indoor booths should be designed to provide privacy for clients.

All tables, chairs and flooring should be smooth, non absorbent and easy to clean.

The booth should be well lit and designed to ensure the public are protected from potential injury (i.e., tripping hazards, sharps injury etc.)

The booth should be equipped with a hand washing station or be in close proximity of a hand washing station. The hand washing station must be supplied with potable water, liquid soap in a dispenser, paper towel and a lined waste receptacle. Hand sanitizer (62-90% alcohol content) and moist towelettes may be used when hands are not visibly soiled.

7. Health and Hygiene

Hand washing stations must be provided at each booth or conveniently located near the booth and reserved for vendor use only. Hand washing stations must be supplied with potable water, liquid soap in a dispenser, paper towels and a lined garbage can.

Each Vendor must provide hand sanitizer and moist hand towelettes at each service station in their booth. Hand sanitizer and towelettes may be used when hands are not visibly soiled.

A stocked first aid kit should be provided at each vendor's booth.

All personal service workers must perform hand hygiene prior to each service.

Services should not be provided to clients with cuts, wounds, rashes, fungus or visible skin disease.

All personal service workers must ensure their outer garments are clean. No smoking is permitted in the vendor booth.

6. Client Records

Client records containing client name and contact information, date of service, and type of service must be gathered during the event and maintained onsite during the event. The records should be kept on file for five years after the temporary event.

All exposures to blood and body fluid must be recorded on incident report forms (Appendix B) and these forms must be kept onsite during the event and on file for five years.

Client records must be kept in a secure location during the event.

Client records must be available onsite at the event for review by the local Public Health Inspector or designate during inspections.

3. Services

Keep the services offered at temporary events simple.

All Personal service workers at the event must be aware of all infection prevention and control practices for the services provided.

Infection prevention and control practices for specific services can be found in the *Infection Prevention and Control Best Practices for Personal Service Settings, 2009*. This document is located at:

www.simcoemuskokahealth.org

Vendors should consult with their assigned local SMDHU Public Health Inspector prior to the event regarding infection prevention and control questions.

4. Equipment and Supplies

SMDHU strongly encourages vendors offering body modification (tattooing, piercing, etc.) use purchased, pre-packaged, pre-sterilized equipment. Proof of pre-packaged pre-sterilized equipment will be required.

Body modification vendors using multiuse equipment must provide proof of the most recent three consecutive pass spore tests for their approved sterilizer, and all multiuse equipment must be packaged and pre-sterilized at the vendor's home base facility and transported to the temporary event.

All sterilized equipment must be transported to the temporary event and stored in such a way that maintains the packaging integrity.

All used multiuse equipment must be transported back to the home base facility in puncture proof containers with tight fitting lids for cleaning and sterilization.

All sharps must be supplied as single use pre-packaged and pre-sterilized. All used sharps must be discarded in approved sharps containers.

Vendors must provide appropriate personal protective equipment for the services provided at their booth.

5. Cleaning and Disinfecting

All client contact surfaces must be cleaned and disinfected after each use.

All work surfaces must be cleaned after each use and as needed throughout the event.

All other environmental surfaces (i.e., floors, etc.) must be cleaned on a regular basis and at the end of the day.

The Vendor must ensure the appropriate cleaning supplies and disinfectants are provided at the temporary event booth. For a list of appropriate disinfectants, see Table 2 on page 47 of the *Infection Prevention and Control Best Practices for Personal Service Settings, 2009*.

All surfaces contaminated with blood or body fluid must be cleaned and disinfected according to appendix A of this guide, and an incident report must be completed. See appendix B for an example of an incident report.