

Infection Control Checklist for Operating Personal Services at Temporary Events: for Vendors

All personal services operators who provide services at temporary events (e.g., fairs, trade shows, etc.) require Public Health approval prior to operation. Temporary events must comply with the applicable sections of the Ontario Personal Service Settings Regulation 136/18 or as current.

1. Approval Process

- Vendors must complete a *Personal Service Temporary Event Application* and submit it to WDGPH **at least 30 days** prior to the event.
- Body piercing operators using reusable equipment require proof of three consecutive passed spore tests for an approved sterilizer.
- Tattoo operators must use fully disposable equipment (tattoo grips, tips, etc.) for the duration of the temporary event.
- Once vendor has obtained approval from Public Health, the signed application form will act as a temporary event license and must be posted at the personal service setting booth during the temporary event.

2. Services

- At the discretion of Public Health certain personal services may not be permitted to take place at a temporary event if these services are deemed to pose infection control risks to members of the public and where these risks are not able to be addressed in a temporary event setting (e.g., certain invasive services such as extreme body modification, colonics, etc.)
- All personal service workers at the event must be aware of relevant infection prevention and control practices for the services provided as per the Ontario Personal Service Settings Regulation 136/18

3. Equipment and Supplies

- Where possible, operators must provide a supply of single-use, disposable items and equipment for use during the temporary event (e.g., tattoo grips, tips, piercing clamps, nail files, etc.)
- Where reusable instruments are to be used, several sets of instruments must be available and the vendor must provide Public Health with a plan for on or off-site reprocessing (cleaning and disinfection/sterilization) of reusable equipment in advance of the event. Note that Public Health will not approve on-site sterilization reprocessing of critical instruments and equipment (i.e. all reprocessing of reusable body piercing instruments must be done at the vendor's permanent personal service setting location and sterile items transported to the event in a manner that maintains sterility)
- All used multi-use critical equipment must be transported to the temporary event location in a manner that protects these from contamination and maintains packaging integrity.
- All used multi-use critical equipment must be transported back to the vendor's permanent location for reprocessing in puncture proof containers with tight fitting lids. Used equipment must be submerged in water and detergent or an enzymatic cleaner

- Where reprocessing of non-critical instruments will take place on-site during the event (e.g., cleaning and disinfection of reusable manicure/pedicure instruments), the process and disinfectant to be used must be approved by Public Health in advance of the event.
- All sharps must be supplied as single-use, individually pre-packaged and pre-sterilized
- All used sharps must be discarded in approved sharps (biohazard) containers
- Vendors must provide appropriate personal protective equipment for the services provided at their booth (e.g., gloves, protective eyewear, as applicable).

4. Cleaning and Disinfecting

- All client contact surfaces must be cleaned and disinfected using an approved disinfectant intended for use on surfaces
- All work surfaces must be cleaned and disinfected after each use and as needed throughout the event
- All other environmental surfaces (e.g., floors, etc.) must be cleaned on a regular basis and at the end of the day
- Vendor must ensure appropriate cleaning supplies and disinfectants are provided at the temporary event booth

5. Client Records

- Client records must be created for each client at the temporary event
- Client records must contain client name, contact information, date of service, type of service and name of the worker who provided the service
- For invasive services (e.g., tattooing, body piercing, microblading), record lot numbers and expiry dates of all pre-packaged sterile equipment used
- Prior to providing an invasive procedure, the vendor must give verbal and written after care instructions including a description of the service and any associated risks
- In the event of a blood or body fluid exposure, the worker must record:
 - The date of exposure,
 - The service being provided at the time of exposure
 - Part of the body exposed
 - Action taken in response to the exposure
 - Name and contact information of person who was exposed
 - Name and contact information of the service provider
- Records must be maintained onsite in a secure location during the event, and be made available to Public Health for review upon request
- Records must be kept for three years in a secure location after the temporary event

6. Disinfectant Records

- Records of disinfectants must be maintained onsite during the event and made available to Public Health for review upon request

- Records must include:
 - Name of the disinfectant
 - Drug Identification Number (DIN) or Natural Product Number (NPN); bleach is an exception
 - Concentration of the disinfectant
 - Expiration date of the disinfectant
 - Contact time
 - Date when the disinfectant was prepared
 - Date when the disinfectant is to be discarded
 - Staff initials

7. Health and Hygiene

- 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

Handwashing:

- Vendor must provide hand sanitizer (60-90% alcohol) at each service station in their booth (hand sanitizer may be used when hands are not visibly soiled)

Waste and Sharps Disposal:

- Lined garbage cans must be conveniently located in each service area of 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 in accordance with local hazardous waste disposal legislation

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