

General & Operational Requirements

Workplace:

- Animals are not permitted in the premises (service animals are exempted).
- Work areas should be clean, well lit, and in good repair.
- Work surfaces should be smooth, non-absorbent (water-resistant), and easily cleanable.
- Have at least one handwash sink in a convenient location with hot and cold running potable water. Handwash sinks in a mall's public washroom are not acceptable.
- Liquid soap in a dispenser and single-use towel must be provided at all times by the sink for handwashing.
- Alcohol-based hand sanitizers must be available at all service and reprocessing areas.
- Have a separate reprocessing sink for cleaning and disinfection of reusable equipment/devices (large enough to immerse the largest equipment/device).
- Cannot be part of a room that is used as a dwelling (e.g., kitchen, bedroom, living room, etc.).
- Approved sharps containers* are required for safe disposal of used, disposable sharps (e.g., razor blades, needles, lancets, etc.) and must be located at point of use.

You do not have to see blood or bodily fluids on instruments for an infection to occur.

Personal Service Worker Health and Personal Hygiene:

- Routine Practices are used on all clients during service (refer to *Routine Practices* sheet).
- Cover cuts on your hands and arms with a waterproof bandage.
- Thoroughly wash your hands before and after each client (refer to *Handwashing* poster).
- Single-use, disposable gloves must be worn for all invasive procedures.
- Ensure the area of the client's body you will be working on is free from any cuts, wounds, rash, or visible infection.
- Hepatitis B vaccine is strongly recommended for all personal service workers.

Operations:

- Operator to obtain client's full name and contact information for all invasive services.
- Equipment/device must be of durable construction, in good repair, and stored in a sanitary manner to avoid contamination, especially sterilized items.
- Follow manufacturer's instructions for all commercial products.
- All disinfectants must have a Drug Identification Number (DIN) on its product label (except hypochlorite and alcohol).
- Choose the proper disinfectant for the equipment/device depending on its use (refer to *Disinfectant Chart*).
- To achieve disinfection, items require full immersion in the solution for the appropriate contact time.
- Linens, towels, or sheets used on a client must be laundered prior to reuse.

Continued ↗



Durham Health Connection Line

905-668-2020 or 1-800-841-2729
durham.ca/KnowBeforeYouGo



- Thoroughly clean and rinse reusable equipment/devices before disinfecting or sterilizing (refer to *Cleaning Instruments* information sheet & *Cleaning, Disinfection & Sterilization Flowchart* poster).
- In addition to cleaning and disinfection required after each client, all work surfaces must be cleaned and then disinfected (low level) at least once a day.
- Clean, single-use applicators must be used to dispense products used directly on clients (e.g., creams, lotions, wax, etc.). “Double dipping” is not permitted.
- Single-use, disposable items must be discarded immediately after each client. Do not reuse disposable items.
- All equipment / instruments that cannot be **easily and thoroughly** cleaned will be considered single-use, disposable.
- Any equipment/device or item that is touched or handled during a procedure is considered contaminated. If it is a single-use item, it must be discarded. If it is a reusable item, it must be cleaned and disinfected or sterilized before use.
- Store dirty instruments separately from cleaned and disinfected or sterilized items.
- Used instruments should be soaked in lukewarm water with/without a detergent if not immediately cleaned.
- Cleanse area of the skin to be treated with an antiseptic** using a clean, disposable swab (if applicable).
- Styptic products must be single-use and discarded after each client.
- Store workers’ personal items (e.g., food, medication, aesthetic items, etc.) separate from client supplies and away from the service area.
- Keep records for a minimum of 1 year on-site, and thereafter for an additional 2 years (on-site or off-site).

*Approved sharps container must be a dedicated, puncture-resistant, tamper-resistant, leak-proof, impenetrable by sharps, tight-fitting lid, and has a clearly identifiable biological hazard label.

**Approved skin antiseptics: povidone-iodine solution, isopropyl alcohol 50-91%, ethyl alcohol 60-95 % (by volume), chlorhexidine gluconate 2-4% (contraindicated around the eyes, inner ear or mucous membranes), chlorhexidine 0.5 % with 70 % alcohol, benzalkonium chloride (BZK) 0 – 0.13% weight per volume (w/v).



Durham Health Connection Line

905-668-2020 or 1-800-841-2729
durham.ca/KnowBeforeYouGo

