

GUIDELINES FOR SPECIAL EVENTS WITH PERSONAL SERVICES SETTINGS

APPLICATION PROCESS

Special events must comply with the current ***Guidelines for Special Events with Personal Services Settings*** (see attached), with applicable sections of the current Personal Services Settings Protocol, under the Health Protection and Promotion Act, R.S.O., 1990 as amended, and all applicable legislation enforced by the Durham Region Health Department.

It is the responsibility of the Event Coordinator / Organizer to provide each vendor with the Vendor Application Package. Vendor application submissions to the Health Department will be the responsibility of the vendor **and** the coordinator. All vendors must be approved by the Health Department prior to the event. **Vendors at the event that do not have a Health Department approved application form will be ordered to close their booth.**

For Event Coordinator / Organizer

Each event coordinator / organizer must:

- ❑ complete a ***Community Special Events with Personal Services for Event Coordinators / Organizers*** application form, and
- ❑ file the application form with the Durham Region Health Department **30 days prior** to any event. Provide each vendor with the Vendor Application Package. For additional Vendor Application Packages contact the Environmental Help Line at 905-723-3818 ext. 2188, and
- ❑ provide the Health Department with a list of all personal services vendors. If new vendors are included after application has been submitted, all new listings must be faxed to the Health Department at 905-666-1887, attention Infection Control Program, and
- ❑ notify the Health Department if any food vendors are expected to attend your special event. Please contact the Environmental Help Line at 905-723-3818 ext.2188 to request information and the appropriate application forms for food vendors.

For Personal Services Vendor

Each personal services vendor must:

- ❑ complete a ***Community Special Events Application for Personal Services Vendors*** application form, and
- ❑ file the application form with the Durham Region Health Department at least **15 days prior** to the event and applications **MUST** be approved prior to attendance at events.

All application forms can be submitted to:
Durham Region Health Department – Environmental Health
Attention: Infection Control Program
101 Consumers Drive, 2nd Floor, Whitby, ON, L1N 1C4
Phone: 905-723-3818 ext. 2188 Fax: 905-666-1887

GENERAL

1. These guidelines are intended to be used for special events that the general public has been invited and where personal services (e.g. tattooing, body piercing, ear piercing, micropigmentation, electrolysis, acupuncture, manicure/pedicure, facials including microdermabrasion, hairdressing, waxing, relaxation massage, tanning, etc.) will be offered. Some of these special events may include conventions, expos, shows, and fairs.

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Exemption:

This guideline does not apply to individuals regulated under the Regulated Health Professionals Act who provide personal services.

2. No person shall hold such an event without submitting an application form to the Health Department and receiving written approval from the Health Department.
3. This required application shall be completed and submitted 30 days prior to the scheduled date of the special event and shall contain information as to the type of event, date, location and anticipated attendance.
4. The completed application shall be accompanied by a site plan indicating all areas to be used and location of all facilities and activities, including drinking water, sanitary facilities, waste disposal sites, food outlets, etc.
5. The event coordinator / organizer shall delegate a liaison person to work with the Health Department concerning environmental health matters.
6. The event coordinator / organizer is responsible to ensure the premises is maintained in a sanitary condition.

WATER SUPPLY (Potable or Drinkable)

A potable water supply must be available for hand sinks, utility sinks and any sinks designated for cleaning and disinfection. This supply must be continuous during the event's hours of operation.

If the water supply is from a private well, not municipally run, it must be tested and approved by the Health Department prior to the event.

If potable water is to be transported to the site, the names and phone numbers of the water haulers are to be provided to the Health Department at least 15 days prior to the event.

The equipment used by water haulers and the source of their supply shall be inspected and / or approved by the Health Department prior to the event.

The method of distribution of potable water to patrons shall be approved by the Health Department prior to the event. Distribution points shall be in such numbers as deemed necessary by the Health Department and shall be accessible, conveniently located to the public and vendors, and clearly identified.

SANITARY FACILITIES AND WASTE DISPOSAL

Conveniently located sanitary facilities for use by the public shall be provided according to the following:

| For up to 1200 people (male & female total) | Toilets | Urinals | Hand sinks |
|--|----------------|----------------|-------------------|
| Males | 3 | 3 | 4 |
| Females | 6 | - | 4 |

For more than 1200 people (male & female total)

| Males | Females | Note |
|---|---|---|
| <ul style="list-style-type: none"> ❖ 1 sanitary fixture per 300 persons ❖ Up to 2/3 may be urinals ❖ 1 hand sink per 600 persons | <ul style="list-style-type: none"> ❖ 1 sanitary fixture per 300 persons ❖ 1 hand sink per 600 persons | Where provision of hand sinks is deemed not practicable, then an adequate supply of moist towelettes and hand sanitizer shall be provided |

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Adequate means of sewage disposal (including sink waste) shall be provided. Holding tanks or septic tank systems are required. Contact the Health Department to consult with the designated Public Health Inspector to discuss sewage disposal requirements.

HAND HYGIENE

There must be adequate hand wash stations for all personal services vendors. All personal service workers must wash their hands before service delivery and as required during and after service.

Clearly identified, centralized hand wash stations that are conveniently located for vendors' use may be approved if individual hand wash stations cannot be provided at each booth. The hand wash stations must be continuously supplied with hot and cold running water, liquid soap in dispensers and single-use paper towels at all times that the event is in operation. It will be the event organizer/coordinator's responsibility to maintain these stations throughout the event (i.e. refill with potable water and empty waste water when holding tanks are full).

Each personal service setting vendor must supply moist towelettes and hand sanitizer (60 – 90% alcohol content) for each booth. It is the responsibility of the personal service vendor to ensure that each worker follows proper hand hygiene while working the event.

INSTRUMENTS

The Health Department **strongly** recommends that all instruments supplied are purchased pre-packaged, pre-sterilized. Proof of prepackaged, pre-sterilized items will be required.

If the personal services vendor is intending to use instruments that are NOT purchased pre-packaged, pre-sterilized, the personal services vendor **MUST** receive approval on the conditions of their use from the Health Department prior to the event.

REPROCESSING OF INSTRUMENTS

If reprocessing is to be done on-site at the event, the event coordinator / organizer and vendor must ensure all of the following are in place:

- Designated area for reprocessing of all dirty instruments for all personal services vendors
Note: public washrooms sinks will not be permitted for cleaning dirty instruments
- Designated and clearly identified dirty area(s) and clean area(s); dirty area must be at least 1 metre away from the clean area
- A sink (large enough to clean the largest piece of equipment) with a continuous supply of hot and cold running potable water must be available
- All vendors who require reprocessing of instruments on-site must use these designated cleaning sinks
- Sinks used for cleaning of instruments shall be cleaned and disinfected at the end of each day and as often as necessary during the day to maintain sinks in a sanitary condition. A cleaning schedule shall be maintained.

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PERSONAL SERVICES

All personal service vendors must ensure that workers at the event are aware of all infection control practices for the service being provided.

Infection control practices for a specific personal service can be found with this application package. These are also located on the Durham Region Web site www.region.durham.on.ca keywords "Beauty and Body Art Safety".

Vendors and workers are encouraged to contact the Health Department to consult with the assigned Public Health Inspector **prior** to the event in regards to any questions involving infection control practices.

GARBAGE AND BIOHAZARDOUS WASTES

An approved sharps container shall be provided to dispose of sharps. The container must be of adequate size for the event and labeled "BIOHAZARD". All sharps containers must be disposed in an appropriate manner (i.e. returned to an approved location).

An adequate number of garbage receptacles shall be provided for use by the public and the personal services vendor.

Garbage receptacles shall be conveniently located.

Garbage receptacles and sharps containers at each booth shall be accessible by the vendor but must be placed so that they are out of reach to the public.

Garbage and refuse shall be removed daily and as often as deemed necessary.

PLAN LAYOUT

The Event Coordinator / Organizer must submit a site plan. The plan must include the location of the following (if applicable):

- ❖ Personal services vendors
- ❖ Reprocessing area(s)
- ❖ Washroom facilities
- ❖ Electrical sources
- ❖ Vendor hand wash stations
- ❖ Water sources
- ❖ Garbage disposal / storage
- ❖ Wastewater disposal / storage
- ❖ Food services vendors

For more information, contact the Durham Region Environmental Help Line
905-723-3818 ext. 2188