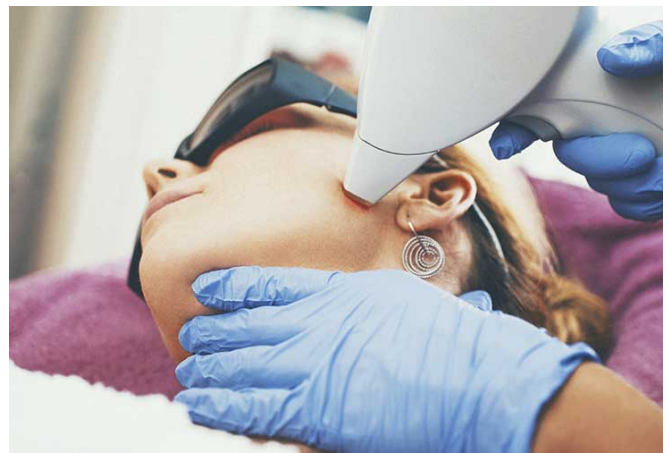




Algoma
PUBLIC HEALTH
Santé publique Algoma

PERSONAL SERVICE SPECIAL EVENT GUIDELINES



Special events in the District of Algoma that offer personal services on-site must comply with these guidelines and with all applicable sections of the Ministry of Health and Long-Term Care, Infection Prevention and Control (IPAC) Best Practices for Personal Services Settings (PSS) document (January 2009), under the Health Protection and Promotion Act, R.S.O., 1990.

Services that would require approval from Algoma Public Health are:

- hairstyling/barbering
- tattooing
- micropigmentation
- ear piercing
- body piercing
- electrolysis
- manicures
- pedicures
- aesthetics (facials or waxing)
- microblading

General

These guidelines are intended to be used for special events attended by the general public or industry representatives where personal services are provided.

Special events include conventions, expos, shows, and fairs.

1. No person shall hold such an event without completing and submitting the Special Events Offering Personal Services Coordinator's/Organizer's Application Form to Algoma Public Health, 21 days prior to the scheduled date of the special event.
2. Each vendor must fill out, at a minimum, the "Vendor Information" section on the Special Events Offering Personal Services Vendor's Application Form and return this form to Algoma Public Health within 21 days prior to the event.
3. All vendors must have an up-to-date inspection from the health department in which they reside.
4. Each vendor's booth shall be sectioned off to ensure limited public access where services are being provided. This is to ensure infection prevention and control (IPAC) standards can be maintained.
5. A liaison person must be available to work with Algoma Public Health regarding the IPAC requirements at all times during Algoma Public Health's inspection at the event.
6. The event coordinator/organizer is responsible to ensure the venue is maintained in a sanitary condition at all times during the event.
7. All personal service vendors must ensure that workers at the event are aware of the IPAC requirements and maintain these practices for the services they provide.
8. Vendors and workers are encouraged to contact Algoma Public Health to consult with a Public Health Inspector prior to the event if they have any questions about infection prevention and control practice requirements.

Water Supply

1. For indoor events, municipal water must be available and this supply must be continuous at all times during the event.
2. If portable hand washing stations are necessary, Algoma Public Health must be notified immediately. The use of portable hand washing stations must be approved by Algoma Public Health.

Hand Hygiene

1. All personal services vendors must practice hand hygiene before service delivery and as required during and after service.
2. Each personal services vendor must have an adequate supply of alcohol-based hand rub (70-90% alcohol content) for their booth.
3. There must be adequate hand wash stations for all personal services vendors.
4. Clearly identified, centralized hand washing stations, conveniently located for vendors use may be used if individual hand washing stations cannot be provided at each booth.
5. Hand washing stations must be continuously supplied with hot and cold running water, liquid soap in dispensers and single-use towels at all times during the event.
6. The coordinator/organizer is responsible for maintaining the hand washing stations fully equipped and ensuring they remain in a sanitary manner at all times during the event.
7. If approved by Algoma Public Health, portable sinks must be conveniently located, fully equipped with single-use towels, liquid soap in dispensers only permitted for hand hygiene (cannot wash or store instruments in sink), and have a reservoir for dirty water that is removed daily or as required.

Instruments/Items

1. Onsite sterilization of instruments, even with an autoclave, is not permitted at a special event. All critical items must arrive at the event pre-packaged and sterile. Algoma Public Health highly recommends vendors purchase these items pre-packaged, sterile, and single-use.
2. All items must remain sterile until point of use. Any instruments in damaged or wet packages cannot be used.
3. Instruments that are purchased pre-packaged and sterile must be provided with a lot number and expiry date. Expired instruments will not be permitted.

4. Vendors who clean and sterilize their own instruments and bring these items pre-packaged and sterilized for use at the event must provide the following information at the event:
 - The name of the business and location of where the instruments were cleaned and sterilized.
 - Copies of the last three most recent spore testing results from the autoclave(s) used for sterilization of the instruments.
 - Copies of the spore test results must be available on-site during the inspection.
 - Spore test results must be in English.
 - It is preferred that items are sterilized within 6 months of the event date.
5. Any re-usable item, such as a tube, must be placed into a covered puncture-resistant, leak-proof container immediately after use. The container will be filled with moist disposable paper towels if an ultrasonic cleaner is not used. The container will be labelled "Dirty items – do not use". These items will be brought back to the business location for proper cleaning and sterilization.

Cleaning and Disinfection of Instruments and Surfaces

1. Pressure cookers, glass-bead sterilizers, microwaves, ultrasonic cleaners, ultraviolet light, immersion in boiling water and domestic ovens are not approved methods of disinfecting or sterilizing equipment.
2. Soap and disinfectant(s) must be available on-site for the cleaning and disinfection of surfaces.
3. There must be an adequate supply of soap available on-site for cleaning instruments. Other cleaning supplies such as a scrubbing brush, utility gloves and paper towel may also be required.
4. If an ultrasonic cleaner is used, it must be:
 - Operated with the lid on
 - Operated and maintained according to the manufacturer's instructions
 - Cleaned and disinfected at the end of each day
 - Stored dry after the unit is cleaned and disinfected
 - The cleaning solution must be changed daily or more often when the cleaning solution is visibly dirty
5. If instruments require cleaning and disinfection (e.g. for nail clippers and other semi-critical items), a sink large enough to fit the largest item, must be designated for the cleaning and the disinfection of these instruments.
6. A high-level disinfectant must be available on-site for the disinfection of items contaminated with blood.

Working Environment

1. Each booth area must be well lit to facilitate cleaning and prevent injuries.
2. Contact surfaces such as counters, trays, and tables must have a smooth and non-absorbent finish to allow for proper cleaning and disinfection.
3. Chairs must be made of a material that can be cleaned and disinfected between clients. If chairs must be covered, the cover must be single-use and discarded between clients or cleaned and disinfected between clients.

Client and Vendor Health and Safety

1. Client records must be maintained for invasive procedures.
2. Accidental blood and body fluid exposures must be documented.
3. Client and accidental exposure records should be kept on file for a minimum of 5 years and stored in accordance with local and provincial privacy legislation.
4. An adequate amount of skin antiseptic and clean, single-use, disposable swabs are required on-site to cleanse the skin prior to any procedure where skin will be punctured such as tattooing and piercing.
5. Clients must be given verbal and written after-care information after all invasive procedures.
6. A first aid kit should be available on-site.
7. Eating, drinking and smoking while providing a service is not permitted.
8. Immunization against hepatitis B is highly recommended for those providing invasive services.

Disposal of Equipment and Waste

1. An approved sharps container must be available for the disposal of sharps at each booth. The container must be of adequate size for the event and out of reach to the public.
2. All sharps containers must be disposed in an appropriate manner and not with municipal garbage.
3. An adequate number of garbage receptacles must be provided for use by the public and the vendors. Garbage receptacles should be conveniently located.
4. A garbage container should be conveniently located near the vendor and lined with a plastic bag. A foot-operated garbage container with a lid is highly recommended.
5. Garbage must be removed daily and as often as necessary during the event.