

# PERSONAL SERVICE SETTINGS SPECIAL EVENT GUIDELINES

Special events in York Region that offer personal services must comply with applicable regulation and best practice guidelines for infection prevention and control to reduce the risk of infection to clients and workers during services.

The following requirements are intended to be used for special events where personal services are provided. Personal services include but are not limited to: hairdressing/barbering, ear piercing, manicures and pedicures, facials, waxing, tattooing and body piercing.

## General Requirements

- The **Personal Service Settings Organizer Application Form** is to be completed and submitted to York Region Public Health at least 45 days prior to the event date. The **Personal Service Settings Vendors Application Form** is to be completed and submitted to York Region Public Health at least 30 days prior to the event date
- The event organizer and vendor are responsible to ensure the venue is maintained in a sanitary condition at all times during the event
- There must be adequate handwashing stations for all personal services vendors and their workers. The event organizer is responsible for maintaining the handwashing stations, and ensuring they are fully equipped with hot and cold running water, liquid soap in dispensers and single-use towels at all times during the event
- Upon approval by public health, handwashing stations, may be used by multiple vendors if individual handwashing stations cannot be provided at each vendor booth
- Vendors that operate a personal service business, must have received public health inspection within 12 months prior to the event by their local health unit. The vendor must provide proof of this inspection to York Region Public Health by submitting a copy of the inspection report along with the vendor application
- All vendors must ensure that workers at the event are aware of the following requirements and maintain these practices for the services they provide

## Water Supply

- Potable water must be available, and this supply must be continuous at all times during the event

## Hand Hygiene

- All personal services workers must practice proper hand hygiene before and after providing services, as well as between procedures or services on the same client
- Handwashing 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

## PUBLIC HEALTH

1-877-464-9675

TTY: Dial 711

[york.ca/BeSpaSafe](http://york.ca/BeSpaSafe)



- Upon approval by public health, portable sinks may be used, provided that they are conveniently located, fully equipped with single-use towels, liquid soap in dispensers, have a reservoir for dirty water that is removed daily or as required, and used and maintained as per manufacturer's instructions for use (MIFU). Portable sinks cannot be used for instrument cleaning
- Alcohol-based hand rub (ABHR) that has 70-90% alcohol, Natural Product Number (NPN) and within expiry date, must be available and within reach wherever personal services are provided and in reprocessing areas, even if a handwashing sink is available

## Critical Instrument/Items

- Instruments or items that penetrate the skin or enter sterile tissue (e.g., needles, needle bars, jewellery, and forceps) must be brought to the event pre-packaged and sterile
- No sterilization of equipment/instruments is allowed at the event site
- Sterilized items must have the date of sterilization (sterilized by vendor at their business) or the lot number with expiry date (purchased), clearly labelled on the package
- All items must remain sterile until point of use. Any instruments in damaged or wet packages cannot be used
- 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 sterilizer(s) used for sterilization of the instruments

## Cleaning and Disinfection of Instrument

- All equipment and instruments designed for a single-use or made of material that does not withstand cleaning and disinfection or sterilization are discarded immediately after they are used
- If instruments require cleaning and disinfection on-site:
  - A sink large enough to fit the largest item, must be designated for the cleaning and the disinfection of these instruments, and it must be plumbed in (not a portable hand sink)
  - An adequate supply of detergent available on-site for cleaning instruments
  - Appropriate disinfectant with an NPN/DIN is available and used as per MIFU
  - Other cleaning supplies such as a scrubbing brush, utility gloves and paper towel may also be required
- If semi-critical items (e.g., nail clippers, grater-style foot files, or items that contact mucous membranes or non-intact skin) are used:
  - A high-level disinfectant must be available on-site for the disinfection of these items

## Working Environment

- Each booth area must be well lit and well ventilated to facilitate cleaning and prevent injuries
- Contact surfaces such as counters, trays, and tables must have a smooth and non-absorbent finish to allow for proper cleaning and disinfection
- If equipment is covered with a protective cover, the cover must be single-use and discarded between clients
- Detergent and disinfectant(s) must be available on-site for the cleaning and disinfection of work surfaces

## Records

- Vendor must obtain client records for invasive procedures
- Vendor must provide client an explanation of the invasive procedure and any risks associated with it
- Vendor should provide client with verbal and written after-care information after all invasive procedures
- Vendor must document any accidental blood and body fluid exposures
- Vendor must maintain disinfection records when cleaning and disinfection involving the use of high-level disinfectant is done on-site at the event
- Eating, drinking and smoking while providing a service is not permitted
- Immunization against hepatitis B is highly recommended for those providing invasive services

## Disposal of Sharps and Waste

- A CSA approved sharps container must be available for the disposal of sharps at each booth
- All sharps containers must be disposed in an appropriate manner and not with regular garbage
- An adequate number of garbage containers, lined with a plastic bag, must be provided for use by the public and the vendors. Garbage containers should be conveniently located
- Garbage must be removed daily as often as necessary

## Prohibited Services

- The sale and offering of these services are prohibited:
  - Ear candling or coning
  - Personal services including the use of aquatic species (e.g., fish pedicures)
  - Scleral tattooing or implantation of eye jewellery under the conjunctiva

## Animals

- Animals, including birds, aquatic species, and reptiles (except service animals) are not permitted on-site where personal services are offered

## Reference

- Public Health Ontario - Guide to Infection Prevention and Control in Personal Service Settings <https://www.publichealthontario.ca/-/media/documents/guide-ipac-personal-service-settings.pdf?la=en>
- York Region Public Health – Be Spa Safe website [www.york.ca/spasafety](http://www.york.ca/spasafety)
- York Region Personal Service Setting Fact Sheets [www.york.ca/spasafety](http://www.york.ca/spasafety) under ‘Personal Service Settings Fact Sheets’