
Special Events Offering Personal Service: Application Guidelines

- Revised March 13, 2018

Introduction

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

- Hairstyling
- Barbering
- Tattooing
- Micropigmentation
- Ear piercing
- Body piercing
- Electrolysis
- Manicures
- Pedicures
- Aesthetics (facials or waxing)

Special events include conventions, expos, shows, and fairs. Guidelines and an application process are provided for Event Coordinators and Event Vendors.

Event Coordinators

- No person shall hold such an event without completing and submitting an application form to Lambton Public Health (LPH) **30 days** prior to the scheduled date of the special event.
 - [Application Form - Coordinator: Special Event Offering Personal Service](#)
- The completed application form shall be accompanied by a site plan indicating all areas to be used and the location of all facilities and activities, including the location of:
 - Personal services vendors
 - Vendor hand wash stations
 - Vendor cleaning and disinfection sinks (if items require disinfection)
 - Portable sinks (needs approval from a Public Health Inspector / Supervisor)
 - Storage supplies (if applicable)
 - Washrooms
 - Food services vendors
- The booths 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.

- The Event Coordinator must assign a liaison person to work with LPH at all times during LPH's inspection at the event.
- The Event Coordinator is responsible for their hired workers to ensure the venue is maintained in a sanitary condition at all times during the event.
- The Event Coordinator and Vendors must ensure that all workers at the event are aware of the IPAC requirements and maintain these practices for the services they provide.

Vendors

- Vendors who operate a business in the County of Lambton must have their latest inspection report with them while participating at the event. If the inspection result is a Conditional Pass or Closed, or if the vendor is unsure of the latest inspection result, they must contact LPH immediately.
- The Vendor must fill out, at a minimum, the **Vendor Information** section on the application form and return the form to LPH within **20 business days** prior to the event.
 - [Application Form - Vendor: Special Event Offering Personal Service](#)
- Vendors and hired workers are encouraged to contact LPH to consult with a Public Health Inspector (PHI) prior to the event if they have any questions about any of the IPAC requirements.

1.0 Water Supply

- Municipal water must be available and this supply must be continuous at all times during the event.
- The use of portable hand washing stations must be pre-approved by a PHI.

2.0 Hand Hygiene

- All people providing a personal service must practice **hand hygiene** before the delivery of service and after the service. It is the responsibility of the vendor and workers to ensure that they practice proper hand hygiene while working at the event.
- Each Vendor must have an adequate supply of alcohol-based hand rub (70-90% alcohol content) for their vending booth.
- There must be adequate hand wash stations for the number of personal service providers at the event.
- Clearly identified and centralized hand washing stations, conveniently located for vendors use may be used if individual hand washing stations cannot be provided at each vending booth.
- 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.
- The **Event Coordinator** is responsible for ensuring that hand washing stations are fully equipped and remain in a sanitary manner at all times during the event.

- Approved portable sinks need a reservoir for dirty water that is removed daily or as required. Approved portable sinks cannot be used to wash or store instruments.

3.0 Instruments

- The sterilization of instruments, even with an autoclave, is **not permitted** at the special event. All critical items must be pre-packaged and sterile. LPH highly recommends vendors purchase these items pre-packaged, sterile, and single-use.
- All items must remain sterile until point of use. Any instruments in damaged or wet packages cannot be used.
- Instruments that are purchased pre-packaged and sterile must be provided with a lot number. Expired instruments will not be permitted.
- 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 spore test results from the autoclave(s) used for sterilization of the instruments.
 - The spore test results must be available on-site during the inspection and must be in English.
 - Items must be sterilized within 6 months of the event date.
 - Any used item, such as a tube, must be placed into a covered puncture-resistant, leak-proof container immediately after use. The container must be labelled “Dirty items – do not use” so these items can be brought back to the business location for proper cleaning and sterilization.

4.0 Cleaning & Disinfection

- Soap and disinfectant(s) must be available on-site for the cleaning and disinfection of surfaces.
- 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.
- If an ultrasonic cleaner is used to clean 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
- If an ultrasonic cleaner is not used, a sink large enough to fit the largest item must be designated for the cleaning and the disinfection of these instruments.

- A high-level disinfectant must be available on-site for the disinfection of items contaminated with blood. High level disinfectants include:
 - 1:50 parts chlorine bleach solution (1 000 ppm)
 - 6% hydrogen peroxide
 - 7% stabilized hydrogen peroxide

5.0 Environment

- Each booth area must be well lit to facilitate cleaning and to 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.
- Chairs must be made of a material that can be cleaned and disinfected between clients.

6.0 Health and Safety

- All client records must be kept by the Event Vendor and the Event Organizer for a minimum of 5 years and stored in accordance with the local and provincial privacy legislation.
- Accidental blood and body fluid exposures must be documented.
- An adequate amount of skin antiseptic is required on-site to cleanse the skin prior to any procedure.
- Clients must be given verbal and written after-care information for all invasive procedures.
- A first aid kit must be available on-site.
- Eating, drinking and smoking while providing a service is not permitted.
- Immunization against hepatitis B is highly recommended for those providing invasive services.

7.0 Disposal requirements

- 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.
- All sharps containers must be disposed in an appropriate manner; not with municipal garbage.
- An adequate number of approved garbage receptacles must be provided for use by the public and the vendors. Garbage receptacles should be conveniently located, lined with a plastic bag and removed daily, or as often as necessary. A foot-operated garbage container with a lid is highly recommended for vendor use.