

# GUIDELINES FOR VENDORS OFFERING PERSONAL SERVICES



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PUBLIC HEALTH

# OVERVIEW

This booklet is intended to provide directions to vendors of special events who plan on providing personal services, such as hairstyling, barbering, tattooing, micropigmentation, piercings, manicures, pedicures, etc., to members of the public or to industry representatives.

Special events can include, but are not limited to, fairs, expos and conventions.

Please note that it is the vendor's responsibility to ensure that they are meeting the requirements of all applicable sections of the Ontario Regulation 136: Personal Service Settings. All vendors **must** submit a completed Special Events Vendor Application Form to Grand Erie Public Health at least **30 days prior** to the commencement of the event.



# INTRODUCTION

## Terms to Remember:

**Disinfectant:** A solution that has a drug identification number (DIN) or a natural product number (NPN) as assigned by Health Canada and is used as per manufacturer's instructions to disinfect equipment and surfaces (Section 11 (2)).

**Invasive Procedure:** Any procedure that involves the introduction of equipment or instruments into the body or body cavities, by cutting, puncturing or otherwise entering intact skin or mucous membranes.

**Sharps Container:** A puncture and leak resistant container with a fill line designed for the safe disposal of sharps.

## ROLE OF ORGANIZER

The **organizer** must:

- Ensure to submit the event application form to the health unit **at least 60 days** prior to the event.
- Ensure that all vendor applications have been submitted **at least 30 days** prior to the event.
- Review the Organizer Information Package to ensure they meet all of GEPHs requirements.
- Ensure all booths where personal services are provided are not accessible to members of the public, who are not receiving the service.

## ROLE OF VENDOR

The vendor must ensure that their completed application form is submitted to the health unit **at least 30 days prior** to the beginning of an event.

Vendors who operate a business within the Haldimand & Norfolk counties are required to follow up with their public health inspector (PHI) **when** a re-inspection is required.

If a re-inspection has been scheduled after the event, then an approval from their PHI is required before their participation at the event.

## ROLE OF PUBLIC HEALTH INSPECTOR (PHI)

A PHI will contact each vendor to review their application with them before the event. The PHI will ensure that the vendor is meeting the regulatory requirements and providing safe services to the public.

- Once your application is approved, a permit will be emailed to each vendor. Permits **must** be displayed for the duration of the event.
- PHIs can visit your booth at any time during a special event. Preventing a PHI from inspecting your booth can be considered obstruction and legal action can follow.

Under the Health Protection and Promotion Act (HPPA), a PHI has the right to close your booth at the time of the event, if they believe a hazard that may lead to adverse health conditions exists.

# REQUIREMENTS

This section includes some of the most important requirements that need to be met in order to ensure you, a personal service vendor, are providing safe services to the public and that you are meeting the regulatory requirements.

## 1.0 Water Supply

Clean water must be continuously available for the duration of the event. If well water is used at event, it is vital that the “well water is tested in accordance with the required regulations” (Public Health Ontario, 2018<sup>1</sup>).

## 2.0 Hand Hygiene

### Hand Washing

When hands are visibly soiled, it is important that the vendor washes their hands with soap and water. Hand washing stations are mandatory for each booth. Hand washing stations must be supplied with continuous running water, liquid soap and single use paper towels. If your booth is missing a hand washing station, you will not be allowed to operate during the event.

### Alcohol-Based Hand Rub (ABHR)

ABHR should be used when hands are not visibly dirty. It is important to note that ABHRs need to have an alcohol content of 70-90% and should have a Natural Product Number (NPN) that’s been approved by Health Canada (MOHLTC, 2018<sup>2</sup>; Public Health Ontario, 2018<sup>1</sup>).

**Note:** Having ABHRs at your event does not exempt you from any hand washing requirements.



<sup>1</sup> Public Health Ontario. 2018. Guide to Infection Prevention and Control in Personal Service Settings. 3rd Edition.

<sup>2</sup> Ministry of Health and Long-Term Care (MOHLTC). 2018. Ontario Regulation 136/18. Personal Service Settings.

### 3.0 Personal Protective Equipment (PPE)

It is the vendor's duty to perform a risk assessment about which PPE is required based on the type of services performed.

**Note:** Glove use does not replace hand washing. It is important for vendors to wash their hands with soap and water in between glove use.



### 4.0 Equipment

Equipment that requires sterilization must come to the venue sterile and pre-packaged.

Sterilization **cannot** occur on-site at the event.

#### Single Use Disposable Equipment:

Single use disposable equipment is preferred for a special event. Used single use equipment should be stored in a puncture proof container that is labelled accordingly and can be tightly closed with a lid until it can be discarded safely. An approved sharps container must also be available on site, as needed.



#### Reusable Equipment:

Vendors must ensure that they have an adequate supply of reusable equipment for the day of the event. GEPH highly recommends that the vendors have a cleaning and disinfection plan in place as a back-up. **Remember:**

A PHI must approve your back-up plan before you can use it on the day of the event.



## 5.0 Health & Hygiene

Vendors are required to maintain good personal hygiene when providing a personal service to their clients. It is important to note that smoking and vaping is not allowed inside the booth. Services should not be provided if the client is observed to have any cuts, wounds, open sores, rashes, fungus and/or any visible skin disease that may be communicable. A first-aid kit, containing a magnet, should also be available at the booth.

## 6.0 Client Records

The Ontario Regulation 136/18: Personal Service Settings requires that vendors of personal service settings keep the following information:

- Name and contact information of any client seeking a personal service
- Invasive procedure records
- Sterilizer records
- Disinfection records
- Records about accidental exposures to blood or body fluids

Ensure that these records are available on site for a PHI to review.





# CONTACT US

## Thinking of Offering Personal Services at Your Event?

Remember to fill out and submit the Special Event Personal Service Setting Application Form **within 30 days** of your event. The form can be found on our website, or you can request one by emailing [specialevents@geph.ca](mailto:specialevents@geph.ca)

## Have Any Questions?

Refer to the Ontario Regulation 136/18: Personal Service Settings and Public Health Ontario's Guide to Infection Prevention and Control in Personal Service Settings (3rd edition) for more detailed information about providing personal services at a special event.

To reach a public health inspector, please call Grand Erie Public Health at 519-900-9600 or 905-798-9060

