

## GUIDELINES FOR SPECIAL EVENTS WITH PERSONAL SERVICES

Please be advised that it is the responsibility of each Special Event Vendor to be in full compliance with the following requirements. Failure to comply will result in either Niagara Region Public Health's refusal to allow operations or lead to enforcement actions.

### REQUIRED ITEMS: (Service specific)

- Hand sink (conveniently located for maximum use by two vendors) and instrument washing sink (conveniently located for maximum use by two/three vendors)
- Potable water
- Liquid soap in a pump style dispenser
- Single use paper towels
- Garbage receptacles
- Disinfectant (service specific) indicate specific low-level disinfectant and its uses as well as intended use of intermediate/high level disinfectant
- Pre-packaged, pre-sterilized instruments (service specific) colour indicator noted on packaging
- Surfaces, including floor, must be tight fitting, non-absorbent and readily cleanable
- Adequate lighting for service provided
- Gloves, barriers (service specific) lamps / cords / gun / bibs
- Labeled containers for clean and dirty instruments/equipment for use with soap/water solution

### 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. The hand wash station must be continuously supplied with hot and cold running water, liquid soap in a dispenser and single use paper towels. Waste water must be collected and disposed of in a sanitary manner (note disposal location).

### CLEANING AND DISINFECTING INSTRUMENTS:

If cleaning and disinfecting 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 cleaning and disinfecting 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 meter away from 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 and not in a location accessible by the public

#### TATTOO / PIERCING AND MICROPIGMENTATION

For invasive procedures (tattoos, piercing etc) it is required that single use disposable equipment is used at the event.

#### GARBAGE AND BIOHAZARDOUS WASTE:

- An approved sharps container shall be provided to dispose of sharps (each vendor)
- An adequate number of garbage receptacles shall be provided for use in convenient locations

For inquiries and further information regarding service specific requirements please contact Niagara Region Public Health at 905-688-8248 ext. 7269 or 1-888-505-6074

## SPECIAL EVENT WITH PERSONAL SERVICES VENDOR APPLICATION

This form is to be completed by the vendor of the special event. Please ensure this form is forwarded to the event coordinator who will then forward to Niagara Region Public Health Department at least 2 weeks in advance of the event.

### Vendor Information (please print):

Name of Vendor:

Contact Numbers: (Work):

(Cell):

(Home):

### Event Information (please print):

Event Name:

Location of Event:

On-site Contact Name & Number:

Event Date (From):

Event Date (To):

Event Times:

IS THE EVENT SITE:

UN-SERVICED (no utilities provided)?

or

SERVICED (utilities provided - hydro, water)?

If un-serviced please complete the information below:

Describe your hand washing station set up:

Describe the personal services you plan to provide:

Describe method of cleaning and disinfecting of equipment/implements:

Signature:

Date:

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For further information please contact Niagara Region Public Health

Tel: 905-688-8248 ext. 7269 or 1-888-505-6074

Fax: 905-641-4994