



# Guidelines For Special Events With Personal Service Settings

## Application Process

Special events must comply with the current Guidelines for Special Events with Personal Service Settings and with the current Personal Service Settings Regulation O. Reg. 136/18, under Health Protection and Promotion Act, R.S.O. 1990, c. H.7, as amended, and all applicable legislation enforced by Durham Region Health Department.

It is the responsibility of the Event Coordinator / Organizer to provide each vendor with the following information: **Personal Service Settings Special Event Vendor Application** and this **Guidelines for Special Events with Personal Service Settings**. Vendor application submissions to the Health Department will be the responsibility of the Vendor(s) and the Coordinator. All vendors must be approved by the Health Department prior to the event. Vendors at the event that do not have a Health Department approved application form will be ordered to close their booth.

## For Event Coordinator / Organizer

Each Event Coordinator / Organizer must:

- Complete a Personal Service Settings Special Event Coordinators / Organizers Application form.
- Submit the application form to Durham Region Health Department **30 days prior** to any event.
- Provide each vendor with:
  - Guidelines for Special Events with Personal Service Settings
  - Personal Service Settings Special Event Vendor Application form
  - For additional Vendor Application forms, please visit [Tattoos and Piercings - Region of Durham](#) and [Salons and Spas - Region of Durham](#) pages. Provide the Health Department with a list of all personal service vendors. If new vendors are included after the application has been submitted, all new listings must be emailed to the Health Department at [ehl@durham.ca](mailto:ehl@durham.ca), attention: Infection Control Program.
- Notify the Health Department if any **food vendors** are expected to attend your special event. Please contact the Durham Health Connection Line at [ehl@durham.ca](mailto:ehl@durham.ca) or 905-668-2020 to request information or find the special events application form at <https://www.durham.ca/en/health-and-wellness/food-safety.aspx>

## For Personal Service Vendors

Each personal service vendor must:

- Complete a Personal Service Settings Special Event Vendor Application form, and
- Submit the application to Durham Region Health Department at least **15 days prior** to the event. Applications **must** be approved prior to attendance at events.

Submit the completed application form via one of the following ways:

- Email to [ehl@durham.ca](mailto:ehl@durham.ca)
- Fax to 905-666-1887
- Deliver/mail to:
  - 101 Consumers Drive, 2nd floor, Whitby, ON, L1N 1C4, or
  - 181 Perry Street, 2nd floor, Port Perry, ON, L9L 1B8

## General

1. These guidelines are intended to be used for special events that the general public has been invited and where personal services (e.g., tattooing, body piercing, ear piercing, micropigmentation, electrolysis, manicure/pedicure, facials including microdermabrasion, hairdressing, waxing, relaxation massage, etc.) will be offered. Some of these special events may include conventions, expos, shows, and fairs.

Exemptions may exist for those who are Regulated Health Professionals.  
Discussion with a Public Health Inspector is required.

2. No person shall hold such an event without submitting an application form to the Health Department and receiving written approval from the Health Department.
3. The Personal Service Settings Special Event Coordinators / Organizers application form shall be completed and submitted **30 days prior** to the scheduled date of the special event and shall contain information as to the type of event, date, location, anticipated attendance, and list of vendors.
4. The completed application shall be accompanied by a detailed site plan indicating all areas to be used and location of all facilities and activities, including drinking water, sanitary facilities, waste disposal sites, food outlets, etc.
5. The event coordinator / organizer shall delegate a liaison person to work with the Health Department concerning environmental health matters.
6. The event coordinator / organizer is responsible to ensure the premises is maintained in a sanitary condition.

## Water Supply (Potable or Drinkable)

A potable water supply must be available for hand washing sinks, utility sinks, and any sinks designated for cleaning and disinfection. This supply must be continuous during the event's hours of operation.

If the water supply is from a private well, not municipally run, it must be tested and approved by the Health Department prior to the event.

If potable water is to be transported to the site, the names and phone numbers of the water haulers are to be provided to the Health Department at least **15 days prior** to the event.

The equipment used by water haulers and the source of their supply shall be inspected and / or approved by the Health Department prior to the event.

The method of distribution of potable water to patrons shall be approved by the Health Department prior to the event. Distribution points shall be in such numbers as deemed necessary by the Health Department and shall be accessible, conveniently located to the public and vendors, and clearly identified.

Adequate means of sewage disposal (including sink waste) shall be provided. Holding tanks or septic tank systems are required. Contact the Health Department to consult with the designated Public Health Inspector to discuss sewage disposal requirements.

## **Hand Hygiene**

There must be adequate hand washing stations for all personal service vendors. All personal service workers must wash their hands before service delivery and as required during and after service.

Clearly identified, centralized hand washing stations that are conveniently located for vendors use may be approved if individual hand washing stations cannot be provided at each booth. The hand washing stations must be continuously supplied with hot and cold running water, liquid soap in dispensers, and single-use paper towels at all times that the event is in operation. It will be the event organizer / coordinator's responsibility to maintain these stations throughout the event (i.e., refill with potable water and empty wastewater when holding tanks are full).

Each personal service vendor must supply moist towelettes and alcohol-based hand sanitizer between 70–90% alcohol concentration for each booth. It is the responsibility of the personal service vendor to ensure that each worker follows proper hand hygiene while working the event.

## **Sterile Instruments**

The Health Department requires that all instruments supplied are purchased pre-packaged, pre-sterilized. Proof of pre-packaged, pre-sterilized items will be required. Items such as needles, needle cartridges, lancets, etc. must be single use disposable.

## **Reprocessing of Instruments**

If reprocessing is to be done on-site at the event, the event coordinator / organizer and vendor must ensure all the following are in place:

- Designated area for reprocessing of all dirty instruments for all personal service vendors.
- Note: public washroom sinks and hand washing 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 metre away from the 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.
- All vendors who require reprocessing of instruments on-site must use these designated cleaning sinks.
- Sinks used for cleaning of instruments shall be cleaned and disinfected at the end of each day and as often as necessary during the day to maintain sinks in a sanitary condition. A cleaning schedule shall be maintained.

## Client Records and After Care Instructions

If the vendor is offering invasive procedures (e.g., tattooing, body piercing, micropigmentation, etc.), they must ensure that client records are completed for each client and after care instructions are provided. Accidental exposure to blood or bodily fluids exposure forms are to be maintained, if applicable.

## Personal Services

All personal service vendors must ensure that workers at the event are aware of all infection control practices for the service being provided.

Infection control practices for a specific personal service can be found at the following links on the Durham Region website:

- [Resources for salon and spa settings](#)
- [Resources for tattoo and body piercing settings](#)

Vendors and workers are encouraged to contact the Health Department to consult with the assigned Public Health Inspector prior to the event regarding any questions involving infection control practices.

## Garbage and Biohazardous Waste

All sharps (e.g., needles, razors, blades, etc.) must be disposed in an approved sharps container. Each vendor that requires disposal of sharps must have a sharps container at their station. The container must be of adequate size for the event and labeled “**Biohazard**” and placed in close proximity / at the point of use to where the service is provided. All sharps containers must be disposed in an appropriate manner (i.e., returned to an approved location). They are **not** to be disposed in the regular garbage.

An adequate number of garbage receptacles shall be provided for use by the public and the personal service vendor.

Garbage receptacles shall be conveniently located.

Garbage receptacles and sharps containers at each booth shall be accessible by the vendor, but must be placed so that they are out of reach to the public.

Garbage and refuse shall be removed daily and as often as deemed necessary.

## Plan Layout

The Event Coordinator / Organizer must submit a site plan. The plan must include the location of the following (if applicable):

- Personal service vendors
- Reprocessing area(s)
- Washroom facilities
- Electrical sources
- Vendor hand washing stations
- Water sources
- Garbage disposal / storage
- Wastewater disposal / storage
- Food services vendors

For more information, contact the Durham Health Connection Line:

905-668-2020 or [ehl@durham.ca](mailto:ehl@durham.ca)