

Personal Services at Special Events: Infection Control Guidelines for Vendors

Version: May 2025

The Thunder Bay District Health Unit (TBDHU) has provided these Guidelines to support vendors offering personal services at special events as they complete the notification form and prepare for the event to ensure all required regulations are met.

NOTE: The guidelines in this document are NOT intended for a permanent business and are only to be used on a temporary basis at a special event.

Businesses with a permanent set up must contact a public health inspector and follow the required process by calling (807) 625-5900 (Monday to Friday, 8:30am to 4:30pm).

For more information on other requirements for special events see *Special Events: Guidelines for Organizers and Vendors* available at [TBDHU.com/specialevents](https://tbdhu.com/specialevents).

Requirements

- **Review** this document (*Personal Services at Special Events: Infection Control Guidelines for Vendors*) and the information below before submitting the notification form.
- **Submit a** completed *Temporary Personal Services Vendor Notification Form for Special Events* at least 14 days prior to the event, available at [TBDHU.com/specialevents](https://tbdhu.com/specialevents).

**TBDHU will only contact the vendor if additional information is needed
OR if any questions arise.**

- **Make all personal service workers aware** of relevant infection prevention and control practices for the services provided as per the *Ontario Personal Service Settings Regulation 136/18*.
- **Call a public health inspector with any questions.** Inspectors are available Monday through Friday, from 8:30am to 4:30pm at (807) 625-5900 OR toll-free at 1-888-294-6630.

Notification

Vendors must notify TBDHU by completing and submitting the *Temporary Personal Services Vendor Notification Form for Special Events* available at [TBDHU.com/specialevents](https://tbdhu.com/specialevents).

Notification to public health (TBDHU) is required under Ontario's *Health Protection and Promotion Act* and the specific personal service regulation (*Ontario Personal Service Settings Regulation 136/18*) if a vendor will be operating a premises where personal services are offered, including special events.

Failure to submit a notification form could result in a personal services vendor not being approved for your event. In addition, fines may be issued under *Ontario Personal Service Settings Regulation 136/18*. FINES RANGE FROM \$55 TO \$465.

Personal services

Personal services involve aesthetic services performed on the face and body and may include, but are not limited to:

- tattoos; permanent, temporary, henna
- face painting, facials, make up application
- hair services; styling, braiding, cutting, clipping
- nail services; manicures, pedicures, applying polish
- body piercing; ears, nose

Certain personal services may not be permitted at the discretion of the public health inspector if it is determined that the risks of the service will pose an infection control risk to the public.

Face painting guidelines are provided as a separate document, *Face Painting at Special Events: Basic Requirements for Vendors*, and are available at [TBDHU.com/specialevents](https://www.tbdhu.com/specialevents).

Questions

Call a public health inspector with any questions, including those regarding alternate set ups for the event.

- (807) 625-5900 OR toll-free at 1-888-294-6630
- Monday through Friday, from 8:30am to 4:30pm

Health of Client

Do not provide services to clients with cuts, wounds, rashes, fungal infections, or visible skin diseases

Equipment and Supplies

Single-use, Disposable

- **Provide a supply of single-use, disposable items and equipment**, where possible, for use during the event (e.g., tattoo grips, tips, piercing clamps, nail files, etc.)

Reusable

- **Transport all used multi-use equipment** to the event in a way that protects the equipment from contamination and maintains packaging integrity.
- **Make sure there is a sufficient supply of cleaned and disinfected tools at the event for each individual client.**
 - o On site tool reprocessing must be approved by TBDHU.
- **Store used multi-use equipment** in puncture proof containers with tight fitting lids

- **Transport all used equipment back to the vendor's permanent location** for reprocessing unless otherwise approved.
- **Submerge used equipment** in water and detergent or an enzymatic cleaner.

On-site Reprocessing

- **Contact TBDHU to discuss approval** for onsite reprocessing.
 - Onsite reprocessing of critical items and equipment will not be approved. Items requiring sterilization must be processed at the vendor's permanent personal service setting location and sterile items must be transported to the event in a manner that maintains sterility.

Sharps

- **Using sharps:**
 - all sharps are supplied as single-use, individually pre-packaged and pre-sterilized
- **Discarding sharps:**
 - All used sharps must be discarded in approved sharps (biohazard) containers.
 - Sharps containers must not be accessible by the public.

Personal Service Workers

- **Make sure:**
 - **Appropriate personal protective equipment** is provided to all personal services workers for the services provided at their booth (e.g., gloves, protective eyewear, as applicable).
 - **Clean clothes** are worn by all personal services workers.
 - **No smoking** is allowed in the vendor booth

Cleaning and Disinfecting

Make sure:

- **The appropriate cleaning supplies and disinfectants** are available at the event.
- **All client contact surfaces are cleaned and disinfected** using an approved disinfectant intended for use on surfaces.
- **All work surfaces are cleaned and disinfected** after each use and as needed throughout the event.

Record Keeping

Client Records

- **Maintain client records for invasive services** (e.g., tattooing, body piercing, micro blading).
- **Include** client name, contact information, date of service, type of service and name of the worker who provided the service in each client record.
- **Record** the lot numbers and expiry dates of all pre-packaged sterile equipment used.

After Care Instructions

- **Give verbal and written after-care instructions**, including a description of the service and any associated, BEFORE providing an invasive procedure.

Accidental blood or body fluid exposure

- **Record the following** in the event of a blood or body fluid exposure:
 - The date of exposure,
 - The service being provided at the time of exposure
 - Part of the body exposed
 - Action taken in response to the exposure
 - Name and contact information of person who was exposed
 - Name and contact information of the service provider

Securing Records

- **Keep records onsite in a secure location** during the event, and make them available to public health inspectors if they request them.
- **Keep records for three years** after the temporary event in a secure location (e.g., locked file cabinet, locked drawer).

Disinfectant Records – for events lasting more than one day

- **Keep a record of the required disinfectant changes** if operating at a special event for more than one day
- **Make these records available** to the public health inspector for review upon request.

Hand Hygiene

Hand Sanitizer

- **Provide hand sanitizer** (70-90% alcohol) at each service station in their booth.
 - hand sanitizer can be used when hands are not visibly soiled or dirty

Handwashing

- **Post the handwashing poster** showing correct technique
 - Download from [TBDHU.com/specialevents](https://www.tbdhu.com/specialevents).
- **Make sure all hand washing is done in a dedicated hand sink** that is easily accessible to each work station.
- **Use a temporary set-up if a sink is not convenient or available.** The temporary set-up **MUST** include all of the following. See the photo on the next page for an example. The letters correspond to the photo.
 - Potable water in a jug, with a spout that allows the water to flow freely to allow scrubbing of hands (See A on the photo)
 - A bucket for grey water collection, placed under the water jug (See B on the photo)
 - Liquid soap in a pump dispenser (See C on the photo)
 - Paper towels (See D on the photo)



GREY WATER - Make sure that all grey water from the bucket is disposed of properly. It cannot be dumped onto the ground. More information on grey water can be found in the *Special Events: Guidelines for Organizers and Vendors* available at [TBDHU.com/specialevents](https://tbdhu.com/specialevents).

Garbage

- **Use lined garbage cans.**
- **Place garbage cans** in each area of the booth where services are being provided.
- **Remove garbage** on a regular basis during the event and at the end of each day.
- **Make sure the public cannot access** garbage cans.