

Infection Control Checklist for Operating Personal Services at Temporary Events: for Organizers

All personal services operators who provide services at temporary events (e.g., fairs, trade shows, etc.) require Public Health approval prior to operation. Temporary events must comply with the applicable sections of the Infection Prevention and Control Best Practices for Personal Service Settings, 2009 or as current.

1. Approval Process

- Organizers are required to submit a list of all personal service vendors to Wellington-Dufferin-Guelph Public Health (WDGPH), as well as an application form **at least 30 days** before the event.
- Organizers are responsible for providing each personal service vendor with the vendor application and checklist

2. Booth Requirements

Outdoor Booths:

- Outdoor booth should have an overhead covering, be able to be completely enclosed, and have only one door or flap for entry into the booth
- All walls, tables, chairs and flooring should be smooth, non-absorbent, easy to clean, and should not pose an occupational trip, slip or fall hazard
- Booth should be well lit and designed to ensure that operators and members of the public are protected from potential injury (e.g., tripping hazards, sharps injuries, etc.)
- Booth should be equipped with a hand washing station that is supplied with potable water, liquid soap and paper towels in dispensers, and a lined waste receptacle. Hand sanitizer (60-90% alcohol content) may be used when hands are not visibly soiled.

Indoor Booths:

- Indoor booths should be designed to provide privacy for clients
- All tables, chairs, and flooring should be smooth, non-absorbent, and easy to clean
- Booth should be well lit and designed to ensure that operators and members of the public are protected from potential injury (e.g., tripping hazards, sharps injuries, etc.)
- Booth should be equipped with a hand washing station that is supplied with potable water, liquid soap and paper towels in dispensers, and a lined waste receptacle. Hand sanitizer (60-90% alcohol content) may be used when hands are not visibly soiled.

3. Health and Hygiene

- No smoking is permitted in the vendor booth
- Booths must be designed in such a way as to prevent entry of insects into the service areas
- Animals (other than service animals) must be excluded from the booth

Handwashing:

- Hand washing stations must be provided at each booth
- Hand washing stations must be supplied with potable water, liquid soap and paper towels in dispensers and a lined garbage can

Waste and Sharps Disposal:

- Lined garbage cans must be conveniently located in each service area of the booth
- Garbage must be disposed of on a regular basis during the event and at the end of each day
- An approved sharps container must be available and in use for disposal of used sharps (single use needles, credo blades, etc.). Sharps container must be stored and transported in a manner that minimizes the potential for injury or exposure to sharps. Sharps containers must be disposed of in compliance with local legislation regarding disposal of hazardous waste.

4. Washrooms

- Washrooms must be conveniently located for vendors
- Washrooms must be supplied with hand washing stations equipped with potable water, liquid soap in a dispenser, paper towels, and garbage receptacles
- Washrooms must be stocked with supplies and cleaned on a regular basis during the event
- There must be adequate means of sewage disposal at the event

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