

Temporary Invasive Personal Service Events Vendor Package



Where to start....

The goal of this package is to assist vendors of a temporary event to properly complete the Saskatchewan Health Authority approval process necessary to attend a temporary event. The information in this package outlines the minimum requirements needed to reduce the possibility of infection or injury to those who attend the event.

Please read through this entire package first, as it will guide you through the approval process. Failure to read through this package may cause delays and could impact your approval for your temporary personal services event.

If you have questions, please feel free to contact your local public health inspector for assistance.

The following list outlines the basic process for a vendor of a temporary personal services event to follow in order to comply with the Saskatchewan Health Authority requirements. The remainder of this package will provide more information for each process and help you complete the necessary forms.

Please note: if the event organizer is providing **all hand sinks and all single use equipment for all service providers** then only the event organizer is required to submit the vendor application form.

Vendor Responsibilities

1

- Review this package and contact a Public Health Inspector if you have any questions.
- Complete the vendor application form.

2

- Return the completed application form to the event organizer in the time frame indicated.
- **Any forms received less than 14 days prior to the event date may not be approved.**

3

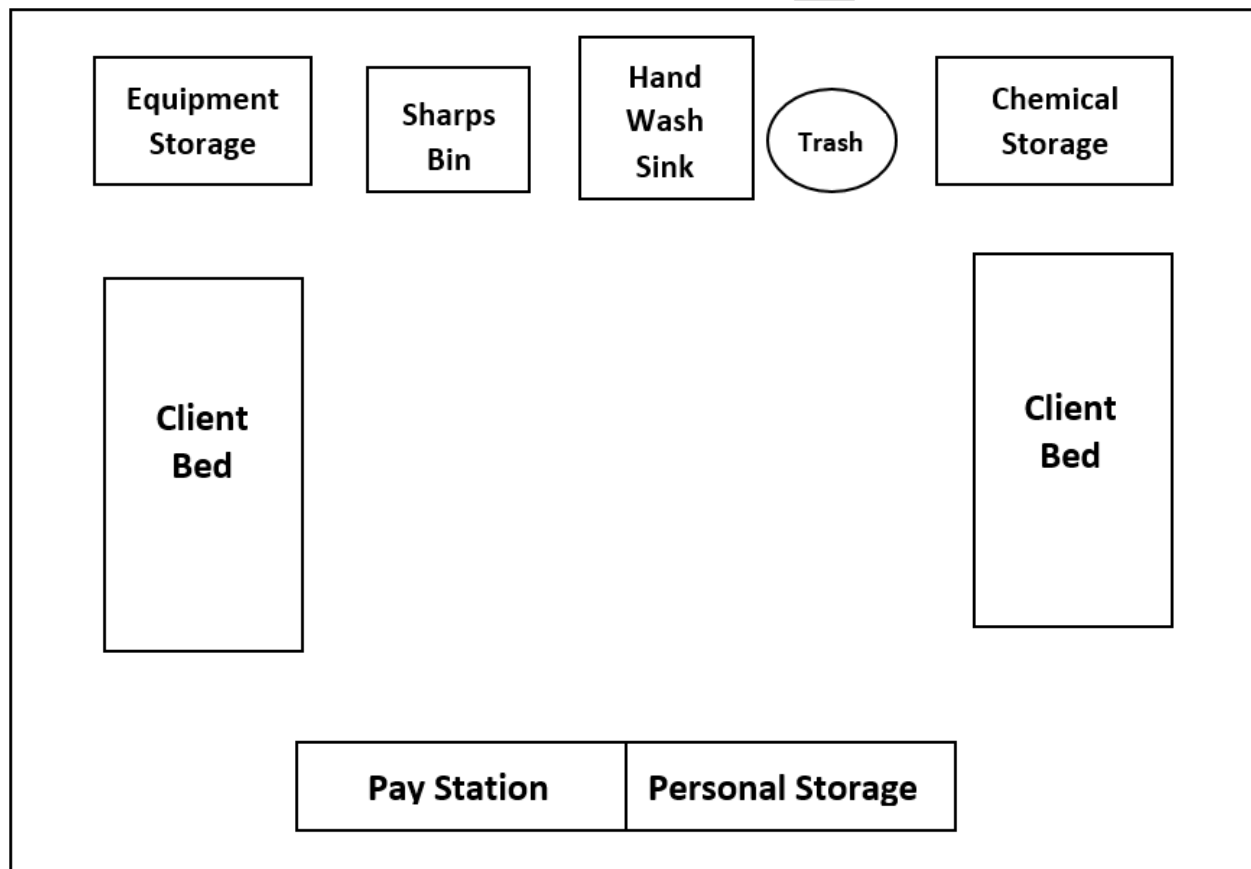
- Ensure that you have your booth properly set up and ready for operation at least **one hour** prior to the start of the event. Bring the pre-opening checklist (page 4) to help with setup.

4

- Any missing items required for safe operation may result in delays and you will not be permitted to operate.

Booth Layout

You are required to submit a diagram of your personal services booth as part of the vendor application form. The booth diagram should depict the location of all hand wash stations, equipment, tables, storage areas and garbage bins. The booth diagram can be found on page 8 of this package.

Example of Personal Services Booth Layout

Pre-Opening Checklist

The operator of a personal services booth should ensure this checklist is complete prior to opening. Ensure all applicable items are available at a minimum of one hour prior to the start of the event, and again every day prior to opening (if it is a multi-day event). Failure to have the following conditions met may result in delays and you may not be permitted to operate.

- ☐ Disinfectants as per requirements in the Saskatchewan Personal Service Facility Best Management Practices are on site for use as required.
- ☐ Lighting is adequate so that services can be performed safely.
- ☐ Outdoor booths are completely enclosed including an overhead covering and cleanable floor. Booths are to be constructed to prevent the entry of pests.
- ☐ Service area is not used for any other purpose (ie. living, dining, or sleeping quarters) unless the spaces can be completely separated from each other.
- ☐ No animals, with the exception of service animals, are allowed in the service area.
- ☐ There is a dedicated hand wash station present that has:
 - Potable hot and cold water under pressure;
 - Paper towels in a dispenser;
 - Liquid soap in a dispenser;
 - A lined garbage container; and
 - An enclosed waste water collection.
- ☐ Hand sanitizer (60% and higher) and single use gloves are available at point of service.
- ☐ Written aftercare instructions are provided and client records are gathered and maintained by the artist and / or the organizer of the event as per the Saskatchewan Personal Service Facility Best Management Practices requirements.
- ☐ Packaged sterilized instruments are protected from contamination during transit and while in storage at the temporary location.
- ☐ Used instruments are placed in detergent water solution in a secure, leak proof, puncture resistant container before being transported to the base of operation for reprocessing.
- ☐ An adequate supply of single-use disposable items are on hand for the duration of the event.
- ☐ Cleaning, disinfection, and sterilization procedures are followed at all times.
- ☐ Lined garbage containers are provided at each booth for general waste.
- ☐ Sharps containers are provided at each booth; they are safely disposed of when full or upon completion of the event.

Temporary Event Vendor Application Form - Invasive Personal Services
Event Information:

Name of Event:	
Event Location (Address):	
Event Organizer (Name & Contact Number):	
Event Date(s):	Time(s) of Operation:
Number of Days in Operation:	Expected Total Attendance:

Vendor Information:

Name of Booth:	
Operator/Business Name(s):	Contact Person:
Mailing Address:	Cell #:
City: Postal Code:	Email:
Alternate Contact Person:	Cell#:
Alternate Contact Person:	Cell#:
Training courses taken: _____	

Vendor Set Up:

<input type="checkbox"/> Indoor booth <input type="checkbox"/> Outdoor booth
<i>Note: outdoor booths must be completely enclosed, including an overhead covering and cleanable floor. All booths are to be constructed to prevent the entry of pests.</i>

Invasive Personal Services Offered:

<input type="checkbox"/> Body piercing <input type="checkbox"/> Tattooing <input type="checkbox"/> Permanent make-up
<input type="checkbox"/> Other (please describe): _____
<i>Note: Not all invasive services are appropriate for a temporary setting.</i>

Hand Washing:

A hand wash sink is required to be present at each booth. The hand wash sink must be equipped with:

- ✓ hot and cold water under pressure;
- ✓ liquid soap in a dispenser;
- ✓ disposable paper towels in a dispenser;
- ✓ lined garbage container; and
- ✓ an enclosed waste water collection tank.

The hand wash sink will be provided by: ☐ the vendor (attach invoice) ☐ the event organizer

Note: A hand wash sink may be shared between vendors if it is easily accessible to all vendors and does not require a door to be opened or curtain to be moved to access it. Bathroom sinks cannot be used as hand wash sinks for invasive personal service vendors.

Hand sanitizer (60% and higher) and single use gloves will be available at point of service:

☐ Yes ☐ No

If a portable hand wash sink is used, please list capacity of fresh water and waste water tanks:

Equipment Used for Invasive Personal Services:

Please list all equipment that will be used during services and indicate if equipment will be disposable or reusable. *Note: Please attach a separate sheet of paper if more space is required.*

Equipment (ie. needles, grips, razors, ink cups, clamps)	Disposable/Single Use	Reusable
	Yes / No	Yes / No
	Yes / No	Yes / No
	Yes / No	Yes / No
	Yes / No	Yes / No
	Yes / No	Yes / No
	Yes / No	Yes / No
	Yes / No	Yes / No
	Yes / No	Yes / No
	Yes / No	Yes / No
	Yes / No	Yes / No

Note: Packaged sterilized instruments must be protected from contamination during transit and while in storage at the temporary location. Used instruments are placed in detergent water solution in a secure, leak proof, puncture resistant container before being transported to the base of operation for reprocessing.

Client Records & Aftercare:

Client records will be gathered and maintained by the vendor as per the Saskatchewan Personal Service Facility Best Management Practices: ☐ Yes ☐ No

Written aftercare instructions will be provided at the time of service: ☐ Yes ☐ No

Service Procedure:

The service procedure will be explained to the client prior to the service: ☐ Yes ☐ No

The client's skin will be assessed prior to the service: ☐ Yes ☐ No

The client's skin will be disinfected prior to the procedure: ☐ Yes ☐ No

List antiseptics used for client's skin: _____

Surfaces:

Surfaces that come into direct contact with the client's intact skin (ie. chairs, beds, work surfaces) will be constructed of non-absorbent and easy to clean materials: ☐ Yes ☐ No

Surfaces will be cleaned and disinfected with a low level disinfectant between uses: ☐ Yes ☐ No

Single use covers will be discarded between each client: ☐ Yes ☐ No

General Storage:

Appropriate storage units for the sanitary storage of all equipment and materials used in services will be on site at the booth: ☐ Yes ☐ No

Disposable Sharps Storage & Disposal:

Disposable sharps (ie. needles, razors) must be placed in a proper sharps container after use.

A proper sharps container will be on site at the booth: ☐ Yes ☐ No

Note: sharps containers are to be safely disposed of when full or upon completion of the event.

Surface Disinfectants:

Appropriate disinfectants will be on site at the booth for use as required by the Saskatchewan Personal Service Facility Best Management Practices: ☐ Yes ☐ No

Please list disinfectants that will be on site and their intended use:

Disinfectant	Use

Booth Diagram

The information I have provided is complete and accurate to the best of my knowledge. I agree to comply with the provisions of the [Personal Services at Temporary Events Information Sheet: Invasive Services](#), [Saskatchewan Personal Service Facility Best Management Practices](#), [The Health Hazard Regulations](#), any other instructions I receive from the Public Health Inspector. I understand that failure to meet the requirements will result in not being allowed to operate. I understand that I may not receive approval if the application is incomplete or not submitted at least two weeks prior to the event. I understand that I cannot operate without approval from the local health authority.

Applicant Name:	
Signature:	Date:

Applications received less than 14 calendar days PRIOR to event date may not be accepted.

If you have any questions regarding filling out this application, please contact your local Public Health Inspector.