

Personal Services Settings: General Operational Requirements

Work Area/ Contact Surfaces

- Work area must be clean, well lit and maintained in good repair.
- Work surfaces (where service is offered) should be smooth and non-absorbent.
- All floors, walls and ceilings are non-absorbent and are clean and in good repair.
- Work contact surfaces (headrests, worktables and chairs, etc.) must be cleaned and disinfected with a low level disinfectant after each client or covered with a single-use towel or linen for each client and disinfected at a minimum of once per day.
- The work site must be appropriate to the personal services setting.

Sinks

- Hand washing sinks must be conveniently located near the work area but at least 1 metre away from storage of clean items
- The premise must have a sink with the following:
 - Hot and cold running water;
 - Liquid soap in a dispenser; and
 - Single use towels (cloth or paper in a dispenser).
- Hand washing sinks cannot be shared between businesses and cannot be located in a public washroom (e.g. shopping mall).
- Premises must be equipped with a cleaning sink(s) of adequate size for cleaning of equipment/instruments.
- The cleaning sink and hand wash sink can be the same provided it is available for hand washing during service delivery. Cleaning would need to occur at the end of the day following services.

Personal Service Worker Requirements

- Personal items belonging to worker(s) (e.g. food, medication, aesthetic items) must be stored separately from client supplies.
- Smoking, eating or drinking are not allowed while providing services.
- Hepatitis B vaccination is strongly recommended due to the potential contact with blood and body fluids.
- Ensure that broken skin or hands and arms are covered while providing services.

Sharps/Sharps Container

An approved sharps container must be available for the safe disposal of sharps (e.g. razor blades, lancets, needles, credo blades etc.) in the area where the sharps item(s) are being used.

Records

- Client records must be kept on site for settings that offer invasive procedures. Also an accidental exposures record must be completed. These records must include:
 - Date of procedure and full name of personal service worker who performs the service;
 - Client's full name, complete mailing address and telephone number; and
 - Details of procedures carried out.
- These records must be kept on site for a minimum of one year and on file for a minimum of 5 years.

General Equipment Requirements

- Any equipment or item that is handled during a procedure is considered contaminated.
 - Equipment that is multi-use must be cleaned and disinfected/sterilized between clients.
 - Any item that cannot be cleaned and disinfected/sterilized between clients must be considered single-use disposable and discarded immediately after use.
- All instruments/equipment must be of durable construction, in good repair and stored in a sanitary manner to avoid contamination.
- Clean equipment and instruments must be stored separately from dirty equipment and instruments.
- All dispensed products (lotion, cream, oil, wax, antiseptics, inks) must be dispensed in a manner which does not contaminate the remaining portion (e.g. no double dipping).
- All required supplies for a service should be available and within easy reach while the service is being performed.

Laundry

All laundered items (linens, towels and sheets) used for service must be stored in a manner that prevents contamination and must be discarded or laundered after each use.

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