

# Infection Prevention and Control Plan for Personal Service Settings

Created by Southwestern Public Health.

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The Infection Prevention and Control (IPAC) plan was developed to be used as a reference for implementing safe practices within personal service settings (PSS). These plans will assist the operator to ensure that all steps are taken to prevent infection and/or illness to patrons and staff/employees. It is the responsibility of all operators to evaluate the plans to ensure they are being used properly and effectively.

A PSS is any premise where personal services are offered with a risk of exposure to blood or body fluids. Such services can include:

- hairdressing and barbering,
- tattooing,
- body piercing,
- nail services,
- electrolysis, and
- other aesthetic services are offered.

A premise of a PSS may include a vehicle, convention, exhibition, fair, festival or trade show.

**Note:** You must submit a notice of intent to operate a personal service setting form at least 14 days prior to operation. You cannot operate until a public health inspector has approved your space. Should you not follow this, fines may be issued.

Should you choose to provide additional services at your premises after approval, you must submit a personal service setting - change of services form at least 14 days prior to operation of the new service. You cannot provide that service until you have received approval from a public health inspector. Should you not follow this, fines may be issued.

Please visit our website for additional information on Opening a New Personal Service Setting.

This system will assist operators to identify the risk level of available services, make changes to reduce or eliminate the risk, and monitor overall IPAC practices.

Each plan must be adapted to suit the needs of the PSS and to reflect the complexity and variability of services offered.

**Things to consider in your IPAC plan:**

1. What type of service(s) will you be offering?
2. What type of equipment will be used?
3. How will equipment and/or the service space(s) be cleaned and disinfected between uses?
4. What type of Personal Protective Equipment (PPE) will be used for the service?
5. What additional measures will be taken to avoid spread of infection?

**For Example:**

<b>Service Offered</b>	Barbering
<b>Type of Equipment Used</b>	Scissors, Razor blades, Blade holder, Clippers, Comb, etc.
<b>Clean-up of Equipment</b>	See Appendix A for proper cleaning/disinfecting of equipment based on exposure type. <ul style="list-style-type: none"> <li>- Scissors – <i>low level</i></li> <li>- Combs – <i>low level</i></li> <li>- Clippers – <i>low level</i></li> <li>- Blade Holder – <i>intermediate level</i></li> <li>- Razor blade – <i>high level/single use disposable</i></li> </ul>
<b>Clean-up of Area</b>	See Appendix B for guidance.
<b>PPE for Staff and/or patron (if applicable)</b>	Where applicable.
<b>Additional Measures Taken</b>	<ul style="list-style-type: none"> <li>- Accidental blood exposure form used (see Appendix C).</li> <li>- After care information provided (where applicable).</li> <li>- Disinfection/Sterilization logs used (see Appendix D).</li> <li>- Etc.</li> </ul>

*\*\*Blank forms available on next 2 pages for use. Each service you provide must have its own IPAC plan to ensure requirements are being met.*

**IPAC Plan**

<b>Service Offered</b>	
<b>Type of Equipment Used</b>	
<b>Clean-up of Equipment</b>	
<b>Clean-up of Area</b>	
<b>PPE for Staff and/or patron (if applicable)</b>	
<b>Additional Measures Taken</b>	

**IPAC Plan**

<b>Service Offered</b>	
<b>Type of Equipment Used</b>	
<b>Clean-up of Equipment</b>	
<b>Clean-up of Area</b>	
<b>PPE for Staff and/or patron (if applicable)</b>	
<b>Additional Measures Taken</b>	

## Appendix A: Proper Cleaning/Disinfecting of Equipment

Level of Disinfection	When to Use	Disinfectant	Contact Time*	Advantages	Disadvantages
<b>HIGH</b> <i>Kills all microorganisms</i>  <i>Not effective against bacterial spores</i>	Use on semi-critical items.  Semi-critical Items: Items that come into contact with non-intact skin or mucous membranes but do not penetrate.	1:10 chlorine bleach solution / 5000ppm †	10 minutes	<ul style="list-style-type: none"> <li>• Inexpensive</li> <li>• Fast acting</li> </ul>	<ul style="list-style-type: none"> <li>• Destructive on metals and adhesives</li> <li>• Must be made daily: inactivated by organic material</li> </ul>
		≥6% hydrogen peroxide (enhanced action formulation)	20-30 minutes	<ul style="list-style-type: none"> <li>• Inexpensive</li> <li>• Fast acting</li> <li>• Environmentally friendly</li> <li>• No residue</li> </ul>	<ul style="list-style-type: none"> <li>• Store in dark place</li> <li>• May be destructive to brass, zinc, copper, and nickel/silver</li> </ul>
		2% hydrogen peroxide (enhanced action formulation)	5-8 minutes	<ul style="list-style-type: none"> <li>• Inexpensive</li> <li>• Fast acting</li> <li>• Environmentally friendly</li> <li>• Non-toxic</li> <li>• Active in the presence of organic materials</li> </ul>	<ul style="list-style-type: none"> <li>• May be destructive to brass, zinc, copper, and nickel/silver</li> </ul>
		0.55% orthophthalaldehyde	10 minutes	<ul style="list-style-type: none"> <li>• Fast acting</li> <li>• No mixing needed</li> <li>• Active with presence of organic materials</li> </ul>	<ul style="list-style-type: none"> <li>• Stains proteins</li> </ul>
<b>INTERMEDIATE</b>  <i>Destroys vegetative bacteria, mycobacteria, most viruses, and most fungi.</i>  <i>Not effective on bacterial spores</i>	Use on semi-critical items.  Semi-critical Items: Items that come into contact with nonintact skin or mucous membranes but do not penetrate them.	1:50 chlorine bleach solution/1000ppm †	10 minutes	<ul style="list-style-type: none"> <li>• Inexpensive</li> <li>• Fast acting</li> </ul>	<ul style="list-style-type: none"> <li>• May be destructive to metals and adhesives</li> <li>• Must be made daily: inactivated by organic material</li> </ul>
		70 – 90% ethyl or isopropyl alcohol	10 minutes	<ul style="list-style-type: none"> <li>• Fast acting</li> <li>• Leaves no residue</li> </ul>	<ul style="list-style-type: none"> <li>• Can damage rubber and plastics</li> <li>• Flammable</li> <li>• Evaporates quickly</li> </ul>
		0.5% hydrogen peroxide (enhanced action formulation) with efficacy claims against tuberculosis (TB) or mycobacteria	3-5 minutes	<ul style="list-style-type: none"> <li>• Fast acting</li> <li>• No mixing needed</li> <li>• Active with presence of organic materials</li> <li>• Available in a wipe</li> <li>• Cleans and disinfects</li> </ul>	<ul style="list-style-type: none"> <li>• May be destructive to brass, zinc, copper, and nickel/silver</li> </ul>

<p><b>LOW</b></p> <p><i>Kills some microorganisms</i></p> <p><i>(bacteria, viruses, fungi)</i></p> <p><i>Not effective on mycobacteria or spores</i></p>	Use on non-critical items and for routine cleaning of surfaces.	1:500 chlorine bleach solution/100ppm †	10 minutes	<ul style="list-style-type: none"> <li>• Inexpensive</li> <li>• Fast acting</li> </ul>	<ul style="list-style-type: none"> <li>• Destructive on metals and adhesives</li> <li>• Must be made daily: inactivated by organic material</li> </ul>
	Non-critical items: Items that contact intact skin or do not touch the client.	Quaternary ammonium	10 minutes	<ul style="list-style-type: none"> <li>• Good cleaning agent for environmental surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Limited use: narrow microbicidal spectrum</li> <li>• Not recommended as an antiseptic</li> </ul>
		3% hydrogen peroxide	10 minutes	<ul style="list-style-type: none"> <li>• Inexpensive</li> <li>• Fast acting</li> <li>• Environmentally friendly</li> </ul>	<ul style="list-style-type: none"> <li>• May be destructive to brass, zinc, copper, and nickel/silver</li> </ul>
		0.5% hydrogen peroxide (enhanced action formulation)	Follow manufacturer's directions	<ul style="list-style-type: none"> <li>• Fast acting</li> <li>• No mixing needed</li> <li>• Active with presence of organic materials</li> <li>• Available in a wipe</li> <li>• Cleans and disinfects</li> </ul>	<ul style="list-style-type: none"> <li>• May be destructive to brass, copper, carbon-tipped, anodized aluminum</li> </ul>
		Phenols	Follow manufacturer's directions	<ul style="list-style-type: none"> <li>• Easy to obtain</li> <li>• Cleans and disinfects</li> </ul>	<ul style="list-style-type: none"> <li>• Residual on porous materials may cause tissue irritation</li> <li>• Rinsing may be required</li> <li>• For environmental surfaces only</li> </ul>

†Based on regular household bleach solution of 5.25% sodium hypochlorite solution (50,000 parts per million available chlorine).

\*Whenever available, recommended to follow manufacturers' directions for product concentrations and contact times.









**Appendix C: Accidental Blood Exposure Reporting Form, 2 pages**



**ACCIDENTAL BLOOD EXPOSURE REPORTING FORM**

**St. Thomas Site**  
 Administrative Office  
 1230 Talbot Street  
 St. Thomas, ON  
 N5P 1G9

**Woodstock Site**  
 410 Buller Street  
 Woodstock, ON  
 N4S 4N2

**Business Name and Location:** \_\_\_\_\_

Date of Incident (dd/mm/yy)	Exposed Person: Full Name, Address, & Phone	Details of Accidental Exposure* - What item was being used? - Where on the body did exposure occur? - How did the injury/exposure occur?	Action Taken - Describe re-processing of involved instrument - First Aid response provided to person exposed?	Full Name of Worker Involved in Exposure

\* A record of accidental blood exposure must be kept on-site by the owner/operator for a minimum of one year.  
 \* Indicate the service provided when the exposure occurred and the part of the body that was exposed to blood or bodily fluids.

**Blood and body fluids may contain pathogens such as hepatitis B virus (HBV), hepatitis C virus (HCV), or human immunodeficiency virus (HIV).**

**You do not have to see blood or body fluids on instruments for an infection to occur.**

If an accidental exposure occurs, the following should be done:

- i. Wear single-use gloves for handling or dressing wound.
- ii. Wash the wound and exposed skin surface with water and soap or a germicidal hand washing solution. If the area is bleeding, allow it to bleed freely.
- iii. After cleaning the wound, apply a skin antiseptic, such as alcohol, and cover with a sterile dressing or band-aid. If there has been a splash on the mucous membrane, such as the eyes, nose or mouth, flush the area thoroughly with water.
- iv. The person exposed should immediately contact his/her family doctor for assessment.
- v. A record of the incident should be kept by the owner of the premises including:
  - a. Name, address and phone number of the client, name of the personal services worker
  - b. Date of injury
  - c. Circumstances surrounding the injury
  - d. Action taken
- vi. Records should be kept on-site for one year and on file for two years.

For additional information, please call Southwestern Public Health – St. Thomas site at (519) 631-9900 or Woodstock site at (519) 421- 9901 and ask to speak to a nurse on the Infectious Disease Team.





## STERILIZATION RECORDS FORM

**St. Thomas Site**  
 Administrative Office  
 1230 Talbot Street  
 St. Thomas, ON  
 N5P 1G9

**Woodstock Site**  
 410 Buller Street  
 Woodstock, ON  
 N4S 4N2

**Business Name and Location:** \_\_\_\_\_

Name and type of sterilizer used	Date and time when the sterilizer was used	Equipment on which the sterilizer was used	Any preventative maintenance or repairs done on or to a sterilizer?	Did the sterilizer functioned properly after the maintenance or repairs?	Results of any checks or tests done on sterilizers