



This application form **must** be completed and submitted with Toronto Public Health 30 days prior to any event. This form can be emailed to [BodySafe@toronto.ca](mailto:BodySafe@toronto.ca). Events must comply with the current Infection Prevention and Control Guidelines for Special Events Offering Personal Services and applicable sections of the Ministry of Health and Long Term Care, Infection Prevention and Control Best Practices for Personal Service Settings document, under the Health Protection and Promotion Act, RSO, 1990.

## Special Events Offering Personal Service Coordinator's/Organizer's Application Form

<b>Event name:</b>		<b>Location and address of event:</b>	
<b>Start date of event (e.g. Jan 1, 2015)</b>	<b>End date of event (e.g. Jan 2, 2015)</b>	<b>Approximate start time of client services (e.g. 9:15 am)</b>	<b>Approximate end time of client services (e.g. 9:15 am)</b>
<b>Time of event (e.g. 9:00 am)</b>	<b>End time of event (e.g. 10:00 am)</b>		

### Coordinator/Organizer Information

<b>Business name and address:</b>	<b>Coordinator/organizer name:</b>
<b>Business telephone e.g. (416) 222-1234:</b>	<b>Telephone (cell) e.g. (416) 222-3456:</b>
<b>Fax number e.g: (415) 222-2345</b>	<b>Telephone (other) e.g.(416) 222-4567</b>
<b>e-mail:</b>	<b>e-mail:</b>
<b>Legal name (corporation name and /or number</b>	<b>Complete Mailing address:</b>

**Name of designated liaison person to work with:**

**TPH: Telephone (cell) eg.(416) 222-5678**

<b>Vendor permit#</b>	<b>Vendor set up</b>		
	<b>Outdoor</b>	<b>Indoor</b>	
<b>Number of vendors at event:</b>			
	<b>First time participant of a special event in Toronto?</b>		<b>YES    No</b>

### Service Information

**Type of services at this event (mark all that apply):**

NO services provided to the public							
Tattooing	piercing	micropigmentation					
Pedicure							
Manicure	With throne footbaths?	YES	No	Recirculating?	YES	No	Number of footbaths
Other services, please describe:							

**All items that require sterilization such as needles, needle bars, jewellery, and forceps will be brought to the venue pre-packed and sterile?**

**YES\***                      **No items require sterilization at the event**

**Sharps, such as needles, razors will be used on-site?**

**YES\***                      **No sharps will be used at the event**

*\*Sterilized items by the owner/operator at their business locations must have the date of sterilization on the package. Spore test results are required at the venue.*

*\*An approved sharps container is required for the disposal of all sharps*

**Method of sharps container disposal:**

**Company – name:**

**Vendor to bring back to business location**

**\*\*There is no sterilization of equipment on-site at the venue**



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**Items need to be cleaned and disinfected on-site?**                      **YES**                      **No**

\*If YES or UNSURE, sinks must be available, conveniently located, large enough to fit the largest item and designated for the cleaning and disinfection of these items. Any exceptions must be discussed and approved the Public Health Inspector. If disinfection is necessary, soap, utility gloves and a scrub brush is required.

*A high-level disinfectant must be available on-site for the disinfection of items contaminated with blood.*

**70-90% alcohol based hand rub will be available at each booth:**                      **YES**                      **No**                      **unsure**

**Hand washing stations will be connected to municipal water supply?**                      **YES**                      **No**                      **unsure**

**Number of hand washing stations:**

*All hand washing stations must be conveniently located and equipped with liquid soap in dispensers and singl-use towels for all vendors and their workers. The event coordinator/organizer will be responsible to maintain these stations fully equipped and in a sanitary manner at all times during the event.*

**If NO, will portable hand washing sinks be available?**                      **YES**                      **No**

*If YES, the use the portable hand washing sinks must be discussed and approved by the PSS Supervisor no less than a week prior to the event.*

**Approximate number of portable hand washing sinks to be at the event:**

**Please note that non-compliance with TPH requirements may result in service interruption or closure. I have received and read the IPAC Guidelines for Special Events and I understand the requirements for personal services coordinators/organizers at special events. The information I have provided on this application form is accurate.**

**Date (e.g. Feb 1, 2015):**

**Print Name:**

**Signature (if mailing or faxing):**

### To Be Completed By the Public Health Inspector

**Reviewed guidelines with event coordinator/organizer:**                      **YES**                      **NO**

**Advised organizer to provide guidelines to each vendor:**                      **YES**                      **NO**

**Application approved:**                      **YES**                      **NO**

**Comments:**

**Date (e.g. Mar 1, 2015):**

**Print name:**

**Signature (electronic, if available)**

Information contained on this form is collected under the authority of the Health Protection and Promotion Act, R.S.O. 1990, Chapter H.7. for the purpose of enforcing the Act and Regulations. For information regarding collection, contact the Associate Director of Toronto Public Health, Control of Infectious Diseases/Infection Control at 277 Victoria Street, 9th Floor, Toronto, M5B 1W2 or call 416-338-7600.

Application forms can be sent by email to [BodySafe@toronto.ca](mailto:BodySafe@toronto.ca), by fax at 416-392-0715 or mailed to 277 Victoria Street, 9th Floor, Toronto, ON, M5B 1W2. Attention: PSS Supervisor. For more information call 416-338-7600  
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