Tattooing and Body Piercing

COVID-19 Prevention Checklist

Updated October 15, 2020

PLEASE NOTE: Effective October 10, 2020 the Province of Ontario has placed further restrictions on social gatherings, events and other establishments.

- Outdoor gatherings are now restricted to a maximum of 25 people and indoor gatherings are now restricted to maximum of 10 people (where physical distancing can be maintained).
- Capacity limits also reduced to 10 people indoors and 25 people outdoors for tour guide services, real estate open houses, meeting and event spaces, in-person teaching and instruction where physical distancing can be maintained (with exemptions for schools, childcare centres, colleges, etc.).
- Indoor and outdoor events or gatherings cannot be merged together (ex. gathering of 35 people, with 25 people outdoors and 10 people indoors is not permissible).
- Indoor food and drink service in restaurants, bar and other food and drink establishments is now prohibited.
- The following indoor sites are now closed: gyms and fitness centres (i.e. exercise classes and weight and exercise rooms), casino’s, indoor cinemas, performing arts centres and venues, spectator areas in racing venues, interactive exhibits in museums, galleries, zoos, mall food courts etc.
- Indoor fitness, exercise or dance classes cannot be provided.
- The total number of members of the public permitted to be in a class, organized program or organized activity at any facility (including arenas and multi-purpose facilities) cannot exceed 10 people and each class, organized program or organized activity must take place in a separate room.
- Personal care services, where face coverings must be removed (like makeup application, beard trimming), are now prohibited.
- Team sports now limited to training sessions only (no games or scrimmages) and no spectators are permitted.

When providing a tattoo or piercing, staff and clients can be in close contact. The virus can spread from respiratory droplets and shared surfaces of a person with COVID-19. This is a summary checklist of required measures to reduce the spread of COVID-19. Please review the Ottawa Public Health COVID-19 Guidelines for Personal Service Settings for more information on how to keep your employees and clients safe. Please note that the requirements under the Ontario Personal Service Settings Regulation 136/18 still apply.
A. Staff Health & Screening

• Staff are advised to report illness to their supervisor/manager and to stay home if sick.
• Staff are screened before starting each shift.
• Staff are advised to go home right away and self-isolate if they become ill during a shift. Staff are advised to call their Health Care Provider or visit our main Novel Coronavirus COVID-19 webpage for the latest guidance on next steps.
• Testing is available for all Ottawa residents that suspect they have Covid-19, visit a Covid-19 Assessment Centre or Care Clinic for testing
• Staff are trained on the proper use of personal protective equipment (PPE), including putting on and taking off gloves, masks/face coverings, face shields/goggles, and gowns, if worn.
• Effective October 3, 2020, the Province updated the Ontario Regulation 364/20 that mandates the use of masks in all public indoor settings across Ontario which includes workplaces. Building on the current Ottawa Temporary Mandatory Mask By-law, which requires masks to be worn in all publicly-accessed indoor spaces, the new provincial measures now extends this requirement to all indoor areas including those not accessible to the public, where a two-meter distance from others cannot be maintained at all times.
• Staff must use a mask/face covering at all times while providing services. Learn more on masks and face coverings.
• Masks should be used properly and cleaned or discarded appropriately. Masks should be changed when they become damp or soiled.
• Wearing a mask does not replace other protective measures including physical distancing, hand washing, not touching your eyes, nose or mouth with unwashed hands and self-monitoring for COVID-19 symptoms and staying home if you are sick. Mask use should be combined with these other protective measures.
• Eye protection (face shield/goggles) should be worn by staff as needed.
• Personal protective equipment (PPE) such as gloves, masks/face covering, and eye protection (face shield/goggles) are available on-site for all staff at all times.
• Operators are required to provide and ensure there is adequate PPE for staff.
• Re-usable face shield/goggles are assigned to one staff and cleaned and disinfected between use.
• Staff are trained on proper hand hygiene and respiratory etiquette
• Staff launder their clothing after each shift or wear a protective cover/gown over clothing and discard or launder after each shift.

B. Signage at the Premises

• Signage for COVID-19 Health Assessment and the number of clients permitted at one time is posted at the entrance of the premises.
• Clients with COVID-19 Symptoms and/or who have been in contact with someone with COVID-19 are not permitted to enter the premises.
• Signage for hand hygiene and respiratory etiquette is posted at the entrance and throughout the premises.
• Floor stickers and physical distancing signage are available in high visibility areas to remind clients to keep two metres/six feet apart from others at all times.
• **Mask required poster** for posting at all public entrances.

**C. Number of People in the Premises**

• The number of staff and clients is restricted to ensure ease of movement and to maintain two metres/six feet between people.
• Flexible work schedules and staggered lunch and break times are implemented to limit the number of people in the premises at one time.

**D. Scheduling Appointments**

• Clients are advised that they must use a mask/face covering for the duration of their appointments.
• Clients are **screened** for symptoms of COVID-19 by staff when booking appointments.
• Clients are advised that all consultations for a tattoo or body piercing must be done online before coming to the studio. Appointments will be made for providing the service only.
• Client appointments are scheduled by phone or online. Walk-in clients are asked to call from outside the premises to make an appointment.
• For clients who cannot tolerate or are otherwise exempt from a mask/face covering, or its removal is necessary to receive service, the appointment will be made at the end of the day when there are no other clients on-site.
• Waiting areas are not recommended. Clients should be instructed to wait outside of the premises until their scheduled appointment.
• Clients are not permitted to bring guests, including children.
• Records of staff and client contact information (e.g. full name, telephone/email), including date and time at premises, service received are maintained on-site for contact tracing purposes, should the need arise.
• Ensure there is enough time between appointments to provide a thorough cleaning and disinfection/sterilization of equipment and workstations between clients.

**E. Workstations**

• Workstations and equipment in use must be two metres/six feet apart or equipped with barriers/dividers that are adequate in height to ensure the protection between clients and staff.
• Alcohol-based hand rub (ABHR) with a minimum of 70% alcohol concentration is available at each workstation, and staff and clients are encouraged to use it frequently.
• Magazines, tattoo/piercing books, brochures, decor and other unnecessary items are removed.
• Workstations have their own products and tools and are not shared between staff.

**F. Providing Services**

• A mask/face covering must be used by staff and clients at all times, even when physical distancing and barriers/dividers are used.
• All services that tend to a customer's face are permitted (e.g., ear piercing, micropigmentation and microblading)
• Patrons must wear masks/face coverings except while receiving services on an area of their face that would otherwise be covered by a mask/face covering.
• In the event a client is unable to tolerate or is otherwise exempt from wearing a mask/face covering, or its removal is necessary to receive service, the service provider should wear a surgical/procedural mask and eye protection (face shield/goggles) for the duration of the service.
• Premises has disposable masks available to provide to clients when needed.
• Face-to-face contact with clients is limited as much as possible.
• Clients are not permitted to handle stencils, ink or jewellery. A two metre/six foot distance or a barrier/divider should be used when viewing items.
• Gloves are changed and discarded immediately, and hands are cleaned when a task is changed, and after each client, or more often as necessary.
• Where possible, single-use items are used and discarded immediately after each client.
• Food/beverages should not be supplied to clients at this time, unless in extraordinary circumstances (e.g. tattooing on a client who feels faint). Clients should not bring outside food or beverages into the PSS unless required for a medical condition.
• Oxygen bars, bath houses, steam rooms and saunas are not yet permitted to open.
• Barriers/dividers are used when the two metre/six-foot distance cannot be maintained.
• Credit/debit/e-transfers with no signature transactions are preferred. ABHR is used before and after each cash transaction.

G. Environmental Cleaning and Disinfection
• Work surfaces and equipment are thoroughly cleaned with soap and water before disinfection.
• Surface and equipment disinfectants are used after cleaning, and according to the manufacturer's instructions.
• Cleaning/disinfection wipes are only used for surfaces and used according to the manufacturer's instructions.
• Barriers and dividers must be protective and stable enough to be easily cleaned and disinfected.
• Disposable covers are discarded immediately after use. Chairs, head, armrests, squeeze bottles, are cleaned and disinfected between clients.
• Frequent and thorough daily environmental cleaning and disinfection is maintained. This includes high touch surfaces such as phones, computers, pens, cash register, credit card machine and door handles.
• Washroom surfaces are cleaned and disinfected at least twice a day or as often as necessary.
More information

Operators who need support finding personal protective equipment can contact the provincial government for further information at https://covid-19.ontario.ca/how-your-organization-can-help-fight-coronavirus or 1-888-777-0554.
For more information, visit our Novel Coronavirus COVID-19 or call us at 613-580-6744.