



COUNTY OF IMPERIAL

PUBLIC HEALTH DEPARTMENT

DIVISION OF ENVIRONMENTAL HEALTH

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INFECTION PREVENTION AND CONTROL PLAN

An **Infection Prevention and Control Plan** is defined as a written plan, applying to all those who perform tattooing, branding, application of permanent cosmetics, or body piercing within a facility, describing how the applicable requirements will be implemented. It is designed to eliminate or minimize employee and client exposure to blood-borne pathogens and other communicable diseases.

Each body art facility shall have an **Infection Prevention and Control Plan** that contains at least the description of the following procedures:

1. Decontaminating and disinfecting equipment and contact surfaces
2. Decontaminating, packaging, sterilizing, and storing reusable instruments
3. Protecting clean instruments and sterile instrument packs from exposure to dust and moisture during storage
4. Techniques to prevent contamination of instruments or the procedure
5. Set-up and tear down procedures for body art performed at the body art facility
6. Safe handling and disposal of sharps waste

The owner of a body art facility shall establish a written **Infection Prevention and Control Plan** applying to practitioners performing body art within a facility. This plan shall be specific to the operations of each individual body art facility. A copy of the plan must be available at all times at the facility.

The County of Imperial, Division of Environmental Health Division requires body art practitioners who perform tattooing, application of permanent cosmetics, or body piercing to register with this Division, as well to receive exposure control training.

Onsite training shall be provided to new employees before they begin to work. Also, training must be completed when changes occur such as modification of procedures or the implementation of new procedures, which affects the practitioner's or client's exposure. State law also requires training to be provided to employees on an annual basis. Training logs must be maintained onsite for 3 years and available for review by the enforcement agency.

The person conducting the training shall be knowledgeable in the subject matter covered by the training program, as it relates to the workplace.

Included with this cover letter is an **Infection Prevention and Control Plan template**. This template may be used as a guide in developing a plan specific to the procedures implemented at a body art facility. The County of Imperial, Division of Environmental Health recommends all body art facility owners allocate sufficient time and effort in creating and implementing a plan designed to eliminate or minimize employee and client exposure to blood-borne pathogen and other communicable diseases.

Should you have any questions regarding the completion and/or implantation of the Infection Prevention and Control Plan, please contact Environmental Health at 760-336-8530.

INFECTION PREVENTION AND CONTROL PLAN **TEMPLATE

A. BODY ART FACILITY INFORMATION

Facility name		
Facility address	City	Zip code
Facility owner	Contact phone number ()	

The owner, employees, and practitioners of the above body art facility have developed this Infection Prevention and Control Plan to prevent accidents, eliminate or minimize occupational exposure to blood or other body fluids, and to prevent cross contamination between practitioners and clients. This plan is intended to comply with the current body art laws.

This plan is effective as of the following date: _____.

The plan is kept in the following location: _____.

All body art practitioners and employees have access to the plan and can review it at any time during their work shifts. If requested by an employee or practitioner, a copy of the plan will be provided within 5 days of the request.

B. SAFETY MANAGER

The following person, (hereafter referred to as the Safety Manager) is responsible for administering the plan as of (date):_____.

Safety manager name	
Contact number	Emergency contact number

The Safety Manager maintains, reviews, and updates the Infection Prevention and Control Plan at least annually, and whenever necessary to include new or modified tasks or procedures. The Safety Manager is also responsible for:

- Ensuring all employees and practitioners follow this plan
- Annually reviewing the Infection Prevention and Control Plan with employees and practitioners to ensure appropriate new recommendations, changes in procedures or strategies, as to be effectively implemented
- Correcting or changing procedures which caused or contributed to any injury or blood-borne pathogen exposure incident
- Reporting incidents involving exposure
- Ensuring practitioners and employees to complete an initial training before beginning to work in the facility and complete an annual blood-borne pathogen training, and complete all other in-house training provided to practitioners and employees
- Maintaining records of training for the three years for practitioners and employees
- Maintaining an accurate list of all hazardous chemicals used in the facility

B. OCCUPATIONAL BLOOD EXPOSURE

The following tasks have been identified as having a potential to cause occupational exposure to blood and other potentially infectious materials:

TASK	POTENTIAL EXPOSURE

The following job titles have been identified as positions in which **all people** working in this category have occupational exposure to blood and other potential infectious materials such as, saliva in piercing procedures and body fluids or substances other than sweat:

TITLE	
TITLE	
TITLE	
TITLE	
TITLE	

The following job titles have been identified as positions in which **some people** working in this category have occupational exposure to blood and other potential infectious materials:

TITLE	
TITLE	
TITLE	
TITLE	
TITLE	

STANDARD I: DECONTAMINATING & DISINFECTING EQUIPMENT & CONTACT SURFACES

The body art facility is maintained in a clean and sanitary condition. It has been implemented appropriate written methods and schedules for cleaning and decontaminating the worksite. The method of cleaning or decontaminating is effective and appropriate for the location within the facility, the type of surface or equipment to be treated, the type of soil or contamination present, and the tasks or procedures being performed in the area.

Protective coverings, barrier films, plastic wraps, and imperviously-backed absorbent paper are used to protect equipment, the set up area, and environmental surfaces, and are preplaced after each client-- Yes ☐
No ☐

Every area, including, but not limited to, workstation(s), cleaning area or room, instrument storage area(s), restroom (s), have durable, smooth, nonabsorbent wall and floor surfaces-- Yes ☐ No ☐

If no, describe _____

All surfaces, including, but not limited to, counters, cabinets, tables, equipment, chairs, recliners, and shelving made of smooth, nonabsorbent, nonporous material are easily and repeatedly cleaned and disinfected-- Yes ☐ No ☐

The procedure area and client chair/table are wiped down with an EPA-registered disinfectant or germicide using a single-use paper towel after each client leaves the procedure area-- Yes ☐ No ☐

The following charts show the schedules for **general cleaning and decontaminating** and **workstation equipment protection and decontamination** of the body art facility.

GENERAL CLEANING AND DECONTAMINATION CHART

AREA TO BE CLEANED	FREQUENCY	METHOD USE	CHEMICAL USED	CONTACT TIME	JOB TITLE RESPONSIBILITY
RESTROOM					
FLOORS					
TRASH CANS					
BIOHAZARD STATION					
BIOHAZARD SINK					
ULTRASONIC CLEANER					
AUTOCLAVE					
CLEANING ROOM					

A copy of the general environmental cleaning and decontamination chart specifying the name of the person responsible for the cleaning task is available at the following location:

WORKSTATION EQUIPMENT PROTECTION AND DECONTAMINATION CHART

ITEM PROTECTED	NEW BARRIER REPLACED AFTER EACH CLIENT? YES/NO	NEW BARRIER REPLACED FOR EACH CLIENT AS NEEDED? YES/NO	DECONTAMINATION REQUIRED BETWEEN CLIENTS? YES/NO	CHEMICAL USED	CONTACT TIME
TATTOO MACHINE					
CLIP CORD					
SET UP TRAY/AREA					
POWER SOURCE					
DRAWER HANDLE					
TASK LIGHT HANDLE					
BOTTLES					

All areas are kept in a neat, clean and in good repair-- Yes ☐ No ☐

The cleaning room/area sink is reserved for instrument cleaning only-- Yes ☐ No ☐

The cleaning room/area is separated from the workstation-- Yes ☐ No ☐

The cleaning room/area is separated from the waiting room-- Yes ☐ No ☐

The cleaning room/area is only being reserved for the cleaning of instruments only-- Yes ☐ No ☐

STANDARD II: DECONTAMINATION, PACKAGING, STERILIZING, AND STORING REUSABLE INSTRUMENTS**A. CLEANING ROOM/AREA**

The cleaning room is divided into the following distinct sections:

- Receiving, cleaning, and decontamination section
- Preparation and packaging section
- Sterilization section
- Storage (if sterilized equipment is not stored at individual workstations)

Instruments travel in a logical order from contaminated to sterilize.

The cleaning room/area is set-up in such a manner to provide distinct, separate areas for cleaning equipment and for the handling and storage of sterilized instrument-- Yes ☐ No ☐

B. INSTRUMENTS ARE CLEANED/DECONTAMINATED AS FOLLOWS:

The facility utilizes ultrasonic cleaner equipment for proper decontamination-- Yes ☐ No ☐

The chemical used in the ultrasonic cleaner is _____

The facility utilizes steam sterilizer (autoclave) equipment for proper sterilization -- Yes ☐ No ☐

The sterilizer is operated, clean, and maintained by the manufacturer's specifications-- Yes ☐ No ☐

The sterilizer is tested for efficacy, whenever in due, by indicator tape, integrator, or some other efficacy indicator attached to the middle of each load-- Yes ☐ No ☐

Sterilizer equipment is being tested monthly by a certified laboratory by using a commercial biological monitoring (spore) system to assure that all microorganisms, including heat-resistant spores are being destroyed-- Yes ☐ No ☐

C. INSTRUMENTS ARE PACKAGED AS FOLLOWS:

INSTRUMENT TYPE	SPECIAL REQUIREMENTS	PACKAGING MATERIAL

Each sterilization package has a color indicator or printed on the packaged.

The packages of equipment are labeled with the following information:

- Date
- Load
- Contents (unless item is visible through packaging)
- Initials of person operating the autoclave

D. STERILIZATION IS MONITORED AS FOLLOWS:

The sterilization process is monitored by observing:

- Mechanical, chemical, and biological parameters
- The results of the individual package color indicators, the integrator, and the time and pressure readings for each sterilization load, and when there is any indication the process did not result in sterilization, the contents of the load are either discarded or repackaged and sterilized.

- A **sterilization log** is kept to monitor the sterilization process that includes the date, temperature and pressure of the autoclave, the process time, and the results of the class 5 integrator.

Sterilization logs are kept on site for three (3) years.

STANDARD III: PROTECTING CLEAN INSTRUMENTS AND STERILE INSTRUMENTS PACKAGES FROM EXPOSURE TO DUST AND MOISTURE DURING STORAGE

Sterilized equipment is allowed to dry in the autoclave, and is then stored in a drawer, cabinet or covered container to protect the packages from moisture and contamination.

The practitioner wears new, clean, disposable examination gloves and uses proper techniques to assemble, without contamination, all instruments and supplies as follows:

- Sterilized instruments are remained in sterile packages until opened in front of the client.
- A pierced, torn, or contaminated glove shall be discarded and both gloves replaced.
- Gloves shall be discarded after completion of each procedure on an individual client and hands washed prior to donning the next pair of gloves.
- Under no circumstances a single pair of gloves should be used on more than one individual.

STANDARD IV: TECHNIQUES TO PREVENT CONTAMINATION OF INSTRUMENTS OR THE PROCEDURE SITE DURING THE PERFORMANCE OF BODY ART

A. HAND WASHING

All practitioners and employees use appropriate hand hygiene techniques when working in the facility.

Hand hygiene includes the following techniques:

- Washing hands with plain soap and water
- Washing hands with water and a soap or detergent containing an antiseptic agent
- Rubbing hands with gel or foam that contains at between 60% and 90% alcohol

Employees wash their hands and any other exposed skin with soap and hot water immediately after contact with blood or other potential infections materials, for 15 seconds, in a manner causing friction on both inner and outer surfaces of hands.

Employees will be provided with antiseptic hand cleaner and paper towels when hand washing is not feasible. However, hand washing must still take place as soon as possible after exposure.

Hand washing sinks are located in the restroom and at these other locations (rooms):

Practitioner hand washing sinks are located in all procedure rooms and at the following additional locations:

Hand sanitizing gel facilities are located at these locations:

The following chart shows the methods of hand hygiene used for tasks and procedures performed in this facility:

HAND HYGIENE REQUIREMENT CHART

TASK	HAND WASHING	ANTISEPTIC HAND WASH	ALCOHOL BASED HAND RUB

A copy of the Task Hand Hygiene Requirement Chart is posted at the following location:

B. PERSONAL PROTECTIVE EQUIPMENT

This facility has guidelines for the use of personal protective equipments to prevent or eliminate exposure to blood and other potential infectious materials. All personal protective equipment is either disposable or cleaned and stored appropriately. All personal protective equipment used by persons in this facility is removed in a manner that prevents contamination to the skin, clothing, or surroundings, and is disposed of immediately after use, or placed in a marked receptacle until decontaminated. Practitioners and employees always use personal protective equipment that is appropriate to the task.

Practitioners receive training in the selection and use of personal protective equipment for tasks performed:

- **Disposable gloves** are worn when coming into contact with non-intact skin and mucous membranes and whenever there is any potential for contact with blood or other potentially infectious material. Disposable utility gloves are available for use if the need arises.
- **Masks, goggles, eye protection** are worn when cleaning equipment. Masks are worn when there will be close proximity to a client's face to protect against transmission of tuberculosis.
- **Sleeve guards, aprons, facility shirts, lap clothes, etc.** are used to protect exposed skin and clothes from splattering with contaminated water while cleaning and from ink, blood, and body fluid while performing body art procedures.

The following chart indicates the tasks and types of personal protective equipment used for each task by all practitioners and employees to protect various areas of the body. Adequate supplies of the personal protected equipment indicated on the chart are conveniently stored in the area of use, and are available at all times.

STANDARD PERSONAL PROTECTIVE EQUIPMENT USAGE CHART

Indicate below if such equipment will be *REQUIRED*OPTIONAL,*or NOT REQUIRED

TASK/PROCEDURE	GLOVES	SAFETY GLASSES	MASK	SLEEVE GUARD	APRON	UNIFORM/SHIRT

The standard personal protective equipment usage chart is available to all practitioners at the location indicated below:

C. FOOD/TOBACCO/DRINKS/PERSONAL ITEMS

No food, drink, tobacco products, or personal items are permitted in the procedure area. The practitioner will not eat, drink, or smoke while performing a procedure. If a client requests to eat, drink, or smoke, the procedure shall be stopped and the procedure site shall be protected from possible contamination while the client leaves the procedure area to eat, drink, or smoke.

STANDARD V: SET-UP AND TEAR DOWN PROCEDURES FOR BODY ART PERFORMED

After hand hygiene, clean, previously unused, disposable examination gloves shall be put on both hands just prior to procedure. Gloves shall be worn throughout the body art procedure. If gloves come into contact with an object or surface other than the client's prepared skin or material to be used for the procedure, or if a glove is torn or punctured, both gloves will be removed, hand hygiene performed, and new, clean, previously unused, disposable examination gloves shall be donned. If gloves are removed for any reason during a procedure, hand hygiene shall be performed prior to donning new, clean, previously unused, disposable examination gloves.

If the skin at the procedure site is to be shaved, the skin shall be washed with soap and water. A single-use disposable razor shall be used to shave the procedure site and then discarded into a sharps container.

Immediately prior to performing the body art, the client's skin shall be prepared with an antiseptic solution, antimicrobial, or microbicide, according to manufacturer's instructions. The item used for application shall be discarded after use.

The practitioner arranges all instruments and supplies needed for the procedure on a single-use tray cover, such as absorbent pad, plastic wrap, waxed paper or aluminum foil.

All pre-sterilized instruments or facility-sterilized instruments are opened in front of the client.

At the completion of the procedure, the practitioner:

- Provides instruction for post-procedure care
- Answers any questions regarding the procedure site
- Places all used or discarded sharps waste in a sharps waste container
- Washes and disinfects reusable instruments
- Packages and disinfects reusable instruments that may have come in contact with contact skin or mucosal surfaces
- Decontaminates the workstation and procedure area

STANDARD VI: PROCEDURES FOR SAFE HANDLING AND DISPOSAL OF SHARPS WASTE

A. CONTAMINATION AND DISCARDING CONTAMINATED SHAPS

Contaminated sharps (tattoo needles, permanent cosmetic needles, piercing needles and razors, etc.) are disposed of in accordance with the California Health and Safety code, Sections 117560-118360, Medical Waste Management Act-- Yes ☐ No ☐

Disposable contaminated sharp instruments are immediately placed into containers that are:

- Closable
- Puncture resistant
- Leak-proof on the sides and bottom
- Color-coded red and labeled "biohazard" in a manner that distinguishes the container

During use, containers for contaminated sharp instruments are:

- Color coded read an labeled "biohazard" in a manner that distinguishes the container
- Easily accessible and located as close as possible to the area where sharp instruments are used.
- Maintained upright through use
- Replaced routinely and note over filled

In this facility, containers for contaminated sharp instruments are in the following locations:

Filled contaminated sharps containers are stored until removal in the following location:

Sharps contaminated are removed from facility for disposal by the following method:

Contaminated paper towels, gauze, plastic cups, and other contaminated disposable supplies are bagged and stored in a dumpster until picked up by a general trash hauler-- Yes ☐ No ☐

Waste other than sharps waste, including gauze, wipes, tissues, paper towels, unused dyes and inks, are placed in plastic bags, securely tied, and disposed of daily in a refuse container that prevents unauthorized access-- Yes ☐ No ☐

I hereby certify under penalty of perjury that the information supplied on this **Infection Prevention and Control Plan** is true and correct.

- I am aware that, should a permit be granted, I will be responsible to know and observe all requirements currently in force or may hereafter be put in force pertaining to the above named body art operation.
- I recognize if my operation fails to meet applicable sanitation laws, regulations, and/or ordinances, the Imperial County Environmental Health may suspend or revoke the permit and require closure of the operation.
- I understand that the Imperial County Environmental Health must be notified of all proposed changes in operation and all proposed remodeling or construction at least 30 days prior to making the changes or starting the work.

Signature of Body Art Facility Owner

Date

Print Name of Body Art Facility Owner

FOR OFFICE USE ONLY

FA#:

PR#:

DISTRICT#:

DATE RECEIVED:

RECEIVED BY:

INFECTION PREVENTION & CONTROL PLAN:

☐

APPROVED

☐

REJECTED

BY:

DATE:

COMMENTS/NOTES: