



BODY CARE FACILITIES TECHNICAL STANDARDS AND REQUIREMENTS

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Section 1: EQUIPMENT AND FACILITIES

Water Supply – Potable water from an approved source must be provided.

Waste Disposal – Wastewater from all plumbing fixtures shall be discharged into municipal sewers where available. Otherwise, suitable on-site sewage disposal facilities shall be installed by applicable state/local codes. At no time shall a nuisance be created.

Facility Space – As required, each facility space and location must be approved by the following Town Departments: Planning and Zoning, Building, Fire, as well as any other applicable Town agencies. Facilities operating within a private residence are prohibited. Each facility's space shall be adequate in square footage to support the services offered.

Plumbing Fixtures – Plumbing fixtures shall be of impervious material and of a type, which is readily cleanable. They shall be free from cracks and parts that are not readily cleanable. Such fixtures shall also be of a type that does not constitute a hazard to a public water supply through back siphonage.

Sinks – Sinks must provide hot and cold running water and be provided for in the following areas:

- a) Hairwashing Area – At all stations that wash and rinse hair.
- b) Utility Area – Where chemicals and solutions are mixed and where equipment is disinfected and sanitized (more than 1 sink may be needed)
- c) Cleaning Area – At least one sink for cleaning floors, mops, etc.
- d) Direct Body Care Area – Hand sinks shall be within all areas and/or rooms that provide direct body contact services (i.e.–massage, pedicure, waxing, facials, body wraps, skin treatment, etc. [note: liquid soap and single service towels must be provided in these service areas])
- e) Bathrooms – At least one sink must be provided for in all bathroom facilities with hot and cold running water for the public and employees.

Floors – Floors shall be of such construction as to be non-porous, easily cleanable and light in color. They shall be kept clean and in good repair at all times. Coving shall be provided at all floor/wall connections in direct body care areas/rooms. Carpeting may be used in reception or dressing rooms. If carpeting or similar material is used for floor covering, it shall be of a light color with a single loop pile of not more than one-quarter inch in height. All floor coverings shall be kept clean by vacuuming/washing at least once daily and shampooing of carpeting at least once annually or more frequently if needed.

Walls and Counters – Walls shall be kept in good repair at all times and capable of being cleaned. In areas of sinks, walls shall be moisture proof. Counter surfaces shall be covered with a smooth, non-porous material that can be kept clean and in good repair.

Lighting – Lighting fixtures shall be sufficient in number and properly placed to provide adequate illumination throughout the facility.

Ventilation – Ventilation shall be provided and properly installed to directly discharge to the outdoors in an effort to adequately ventilate the facility. At no time shall a nuisance be created by offensive odors. Procedures for air quality by sanitization or purification and ventilation of steam rooms, vapor rooms/baths and dry heat rooms must be provided. Filters shall be installed to provide maximum odor control, if needed. Facility services shall be carefully evaluated to determine proper ventilation at the time of plan review.

Toilet Facilities – One unisex toilet may be provided for within the facility unless there are locker rooms for each separate sex, a sauna/steam room, showers, a whirlpool or any other service that will require the use of two separate toilet facilities. Toilet rooms shall be completely enclosed, and shall have tight fitting, self-closing doors. Such doors shall not be left open except during cleaning or maintenance. Hand washing facilities shall be provided within the toilet room, with hot and cold running water, a liquid soap dispenser and freshly laundered individual or single-service towels for patrons and employees. (The use of bar soap or common towels is prohibited).

Cabinets/Storage - Adequate space for storage shall be provided for storage of clean linens, towels and other supplies that need storage. Doors with tight fitting hardware shall be provided to protect all supplies from dust and dirt.

Receptacles - Receptacles are to be provided with lids for soiled linens such as towels, smocks, etc. They shall be easily cleanable and used for soiled linens only.

Refuse – Covered containers for hair, paper and other waste materials shall be provided and maintained within the facility. Outdoors containers shall be provided, covered, kept clean at all times and picked up regularly or as often as needed.

Appliances and Equipment – All appliances and equipment shall be approved for use by the Department. They shall be kept clean, in good repair and, capable of being sanitized and/or disinfected. They must be commercial grade, able to operate in a sanitary condition and according to the manufacturer's guidelines and/or specifications. Only appliances/equipment needed for the operation of the establishment shall be kept on the premises. Disinfection/sanitization procedures shall be made available for each appliance and/or equipment.

Whirlpool/Therapeutic Bath; Sauna/Steam room; Vapor Bath; Wet Tables/Rooms (For any device, room or compartment designed to immerse or surround all or part of the human body in steam, fog or mist in a contained space) - The installation and use of this equipment must be approved by the Department. A complete set of procedures outlining the use of the equipment and disinfection procedures after each patron shall be provided to and approved by the Department. All procedures shall be posted at the equipment site.

Washers - Washers may be provided for laundering towels, linens, etc., provided that the wash and rinse cycle is provided with water temperature of 150 degrees and that chlorine bleach solution of 15% is added. For colored laundry hydrogen peroxide at 35% can be substituted for the chlorine bleach. Dryers must be capable of handling the amount of laundry produced on the premises and must have an adequate heating element.

Needles – The use of single use sterile needles may be used when properly applied for the appropriate service. All facility employees that apply needles must be properly trained and/or licensed to do so. All sharps must be properly disposed of in a puncture proof container on site and properly disposed of according to written protocol. The Department must approve the procedures outlining the use and disposal of needles.

Instruments - All instruments shall be kept clean, in good repair, and capable of being disinfected and/or sanitized. Disposable instruments shall be used when available. Procedures outlining disinfecting and/or sanitization methods must be provided to and approved by the Department.

Locker/Dressing Rooms - Locker and dressing rooms may be required for male and females depending on the services provided and layout of the facility. Separate lockers or areas where personal belongings can be kept shall also be provided for employees.

Massage Rooms - All massage rooms shall have a door, partition or curtain to provide privacy. Compliance of Technical Standards for a Massage Establishment and the Greenwich Massage Establishment Ordinance must be adhered to if offering massage).

Supplies - All supplies shall be protected from contamination at all times. All supplies that have been contaminated shall be discarded. Closed containers or cabinets shall be used to hold supplies where applicable.

Section 2: MAINTENANCE AND OPERATION

General Cleanliness – All premises must be kept clean, sanitary and free of vermin and debris at all times. Hair cuttings, paper or other related materials shall be removed from the floors and counter tops frequently. Walls, Floors, Ceilings and Fixtures – Walls, floors, ceilings and fixtures must be kept in good repair and clean at all times. Cracks and crevices shall be filled in as to prevent the harboring and breeding of insects.

Disinfection/Sanitization and Sanitary Services –

- a) Hairbrushes, combs, nail clippers and all other instruments used on a patron shall be clean and sanitary at all times and shall undergo thorough cleansing and sanitization after each patron use. Single service instruments shall be provided when possible.
- b) Covered containers shall be sanitary and provided and maintained when storing instruments that are not in use. Disinfectants and sanitizing solutions must maintain proper strength at all times.
- c) All equipment shall be properly disinfected when it gets soiled, especially with a body fluid. Single service gloves shall be worn during cleaning such equipment. Gloves should also be worn when servicing a patron. Procedures for using gloves shall be provided to and approved by the Department. Hands shall be thoroughly washed with soap and water prior to use of gloves.
- d) All towels, linens, etc. shall be properly disinfected after it has been soiled and used by each patron.
- e) Shaker top containers must be provided for dispensing lotions, powders or any other materials to reduce direct hand contact.
- f) Shaving brushes, mugs, and bowls – The use of shaving brushes and mugs are prohibited. Finger bowls may only be used if properly disinfected between patrons or used with a single use disposable liner that has been approved by the Department.
- g) Alum and other astringents or any other material used to stop the flow of blood shall be applied in a powdered or liquid form only. Sticks are prohibited.
- h) Neck dusters, powder puffs and sponges – The use of brush neck dusters, powder puffs and sponges are prohibited unless they are single service.
- i) All equipment applied to a patron must be capable of being properly sanitized and disinfected in between patron use.
- j) Handwashing shall be readily conducted by all employees. Signs shall be posted where applicable to encourage handwashing.

Food and Beverages – Foods and beverages are not to be prepared, stored or sold on the premises unless the Department approves and licenses the facility for food service. Coffee, tea and prepackaged foods (i.e. cookies, etc.) may be served for the convenience of employees and patrons and items offered to patrons

shall be at no charge. Foods and non-alcoholic beverages may be brought into the facility from an approved source for immediate consumption. Foods and non-alcoholic beverages may also be dispensed by means of automatic vending machines; which comply with all State and local laws. A refrigerator may be kept on the premises as approved by the Department for employee use and to keep beverages and prepackaged food cold. Disposable plates and utensils shall be used , otherwise a dishwasher is required.

Appointment Book – All facilities must maintain an appointment book with the name and phone number of the patron along with the date and time of the appointment, all procedures to be administered, employee to administer the procedure(s), and supervising physician’s name (where applicable).

Acknowledgement/consent forms outlining the procedures to be performed shall also be kept on file as needed.

Section 3: BODY CARE

Cleanliness of Body Care Employee – The hands of each employee shall be thoroughly washed with soap and warm water before serving a patron. No person known to be affected with any communicable disease in an infectious stage shall engage in any activity within the facility.

Smoking – Smoking shall be prohibited while serving a patron. Smoking may be allowed only in a designated area that is clearly posted in the facility.

Uniforms and Outer Wear – Employees that provide direct body care services (i.e. hair, skin care, waxing, massage, pedicure, body wraps, etc.) shall wear an outer covering while servicing the patron. Each outer covering shall be kept clean at all times and laundered properly.

Body Care Employee – Each employee shall submit to the Department a current State of Connecticut license and/or certification and training documentation that allows him or her to render an offered patron service that requires licensure, training or certification.

Section 4: APPLICATIONS/PLANS AND SPECIFICATIONS/LICENSES AND INSPECTIONS

Each licensee of a Body Care Facility shall make application to the Department on the forms provided by the Department with a non-refundable application fee. All information required must be provided prior to the review and processing procedure. If massage is to be offered, a completed massage application must also be submitted. Approval from other Departments (Planning and Zoning, Fire, and Building) may also be required. Plans shall accompany each application.

Plans/Specifications - A total of three (3) sets of plans shall be submitted in a minimum of 11 x 14 inches in size and the layout of the floor plan accurately drawn to minimum scale of ¼ inch = 1 foot.

The plan shall be properly labeled outlining each detail of the facility’s intended services. In addition to the application and plan review fee, plans shall include and be accompanied by the following:

1. The name and address of the proposed facility
2. The proposed list of all services offered.
3. The location of all equipment clearly labeled with its common name.
4. Adequate handwashing facilities shall be centrally located, unless otherwise determined. Handwashing facilities shall be noted at all locations where body care services are offered.

5. The location of bathroom(s), locker rooms, dressing rooms, showers, whirlpools, therapeutic baths, and other rooms of the facility.
6. The location of utility sink(s), washer(s), dryer(s), refuse area, equipment, and cabinets.
7. Auxiliary areas such as storage rooms, basements, and/or cellar used for storage, employee locker rooms, and/or storage cabinets.
8. The plan layout shall contain room size, aisle space, space between equipment and other appropriate dimensions.
9. The plan and specifications shall also include:
 - a. Room sizes, aisle and equipment space, and other appropriate dimensions.
 - b. Entrance and exits.
 - c. Complete finish schedules for each room to include floors, walls, ceilings and coved base junctures.
 - d. Plumbing locations of floor drains, tub drains, floor sinks, water supply lines, hand washing sinks, toilets, waste lines, hot water generating equipment, back flow prevention, waste line connections.
 - e. Lighting and electrical outlets.
 - f. Source of water supply and on-site waste disposal location, if applicable.
 - g. Specification sheets for all equipment.
 - h. Designed ventilation for the facility. (If individual rooms require additional ventilation, please provide)
 - i. Designated refuse area.
 - j. Cabinets and storage space.
 - k. Dressing rooms, locker areas, massage rooms, employee break area, reception, and other service areas.
 - l. Procedures and protocol for all equipment.

Section 5: RECOMMENDED DISINFECTANTS

The following chemical methods constitute satisfactory disinfection of implements. No method is considered effective without prior thorough cleaning with detergent (soap, trisodium phosphate, etc.). New and approved methods for disinfection, sterilization and sanitization may be approved provided that proper documentation can be rendered.

Quaternary Ammonium Compounds	1:1000 dilution for 30 seconds	One of the most recent developments because they are odorless, non-toxic Highly stable and non-corrosive.
Boiling Water	5 minutes	The addition of 1% sodium carbonate Will prevent rusting.
Lysol (or compound cresol solution, or phenolic compound)	5% solution for 3 minutes 2% solution for 10 minutes	

Commercial Formalin	10% solution for 1 minute	May be irritating; deteriorates on Standing.
Alcohol (70% Ethyl Alcohol or 99% Isopropyl Alcohol)	10 minutes	
Lubricant-Germicide	Combination	Recommended for electric clippers

Section 6: RECOMMENDED DISINFECTING TECHNIQUES FOR ELECTRIC CLIPPERS AND EQUIPMENT ALIKE *

Detachable head-type (sanitary design): Detach blades; clean thoroughly, immerse in approved germicide for required time.

Non-Detachable head-type:

- a) Place in covered shallow glass jar at work shelf opposite every chair.
- b) After use, brush out excess hair and grease; wipe cutting blades clean.
- c) Immerse blade in combination lubricant-germicide, run clipper while immersed for 10 seconds.
- d) Remove clipper and allow blades to drain for 10 minutes on clean towel or tissue, preferably in a cabinet reserved for tools already sanitized and ready for use. Wipe blades clean with a fresh disposable tissue.

* New and approved methods for disinfection, sterilization and sanitization may be approved provided that proper documentation can be rendered.

Section 7: POLICY AND PROCEDURES FOR DISINFECTION, SANITIZATION AND STERILIZATION OF EQUIPMENT

For each listed facility service disinfection and/or sanitization procedures must be submitted and must include each piece of equipment and/or appliance used. Each employee shall be expected to demonstrate proficiency in each of the approved disinfection/sanitization procedures.

Section 8: LICENSE AND INSPECTIONS

Facility License - A non-refundable facility license fee shall be collected by the Department on an annual basis, along with applied inspection/reinspection fees as required. A license to operate will be issued year to year with a renewable application. The license shall be displayed in a prominent place noticeable to the public. Each license issued shall not be transferable from licensee to licensee.

Inspections - Prior to the Body Care Facility's opening, the Director, or the Director's designee, shall conduct preoperational inspections to determine compliance with the approved plans, specifications, technical standards, local and state regulations, and requirements of applicable Town Departments.

At least once per year, an inspection of each Body Care Facility will be conducted. The Department shall conduct additional inspections and reinspections as necessary for the enforcement of all local and State regulations.

Each inspection shall be conducted at a reasonable time. A record of the inspection shall be on a form proscribed by the Department and shall be kept on file within the Department. All violations noted at the time of the inspection shall be corrected according to the time frame set by the Department. Failure to meet all requirements of the Greenwich Municipal Code including the correction of any outstanding violation(s) could be grounds for license revocation or suspension.