



Saskatchewan
Health

PROVINCIAL ITINERANT USE ACCOMMODATION STANDARDS

September 1996

FOREWORD

These standards are to be read in conjunction with *The Public Accommodation Regulations*.

The travelling public expects to be provided with an environment in which they can spend their holidays or days away on business without undue risk to their health and safety. As well, operators providing itinerant use accommodation should be aware that they cater to a transient population which increases the risk of spreading communicable disease.

The public health jurisdictions in the province (i.e. local authorities under *The Public Health Act*) are responsible for the sanitary control of rental units and campgrounds used by the travelling public. Accordingly, Saskatchewan Health has enacted *The Public Accommodation Regulations* and has developed the Provincial Itinerant Use Accommodation Standards. The regulations require that all itinerant use accommodations operate under a licence issued by the local authority. As licensing is based on these standards, they should be read in conjunction with the regulations.

Compliance with the regulations and standards will result in the provision of safe facilities, thereby enhancing Saskatchewan's tourism image.

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1.0 DEFINITIONS

- 1.1 "category I facility" means an itinerant use accommodation which is a building or structure or part of a building or part of a structure and includes, but is not limited to, accommodations who advertise themselves to be hotels, motels, apartment hotels, vacation farms, bed and breakfast facilities, tourist homes, and rental cabins including those associated with hunting, fishing and other outdoor activities. Dormitory and kitchen facilities associated with a recreational camp are also considered to be category I facilities;
- 1.2 "category II facility" means an itinerant use accommodation which is an area of land intended to be used for overnight stay or sleeping purposes and includes, but is not limited to, campgrounds and trailer courts;
- 1.3 "client" means a member of the public who is allowed through agreement with or by permission of the operator or the owner to use the public accommodation, whether or not a charge is made or paid for the use thereof; (For purposes 15(1) of the Public Accommodation Regulations - respecting record keeping - "client" refers to the person in whose name the itinerant use accommodation is registered to be used).
- 1.4 "itinerant use accommodation" means a public accommodation that is intended to be used by clients for a period that is usually less than 30 days, and includes but is not limited to public accommodations that hold themselves out to be hotels, motels, apartment hotels, vacation farms, bed and breakfast facilities, campgrounds, recreational camps and rental cabins, including those associated with hunting, fishing and other outdoor activities;
- 1.5 "public accommodation" means:
- i) a building or structure or a part of a building or structure in which dwelling units or sleeping accommodation is available to the public;
 - ii) an area of land that is used or permitted to be used by the travelling public for overnight stay as a camping or parking ground;
 - iii) an area of land that has two or more spaces or lots that are available for use by dwelling units that are capable of being moved from place to place; or
 - iv) an area of land, together with any buildings or temporary structures situated on the land that is used by groups of 10 or more persons for recreational purposes and temporary accommodation;

NOTE: While the term "public accommodation" is not used in these standards, it is mentioned in the Public Accommodation Regulations. The definition is from *The Public Health Act, 1994*.

- 1.6 "recreational camp" means a camp operated or sponsored by any person, organization or service club for recreational purposes and includes a tract or parcel of land on which is situated one or more tents, cabins or other buildings established or maintained as living quarters for ten or more persons for recreational purposes and for temporary occupancy of three or more consecutive days whether or not a charge is paid for the use thereof;
- 1.7 "sleeping facility" means part of a unit of accommodation used for sleeping purposes;
- 1.8 "tent space" means a plot of ground within an itinerant use accommodation designed for the placement of a tent;
- 1.9 "toilet" means a fixture or structure used to receive human waste directly from the user and includes, but is not limited to, water closets, drop tube toilets, privies, chemical toilets;
- 1.10 "tourist home" means an itinerant use accommodation which is a private home or dwelling;
- 1.11 "trailer" means any vehicle used or constructed in such a way as to enable it to be used as a conveyance upon public streets or highways and includes a self-propelled or non-self-propelled vehicle designed, constructed or reconstructed in such a manner as will permit the occupancy thereof as a dwelling or sleeping place for one or more persons;
- 1.12 "trailer space" means a plot of ground within an itinerant use accommodation designated for the placement of a trailer;
- 1.13 "unit of accommodation" means a category I facility that:
 - (a) is the living quarters of a cabin;
 - (b) is a motel or hotel room available to clients;
 - (c) is a dormitory structure forming part of a recreational camp; or
 - (d) is a bedroom in a tourist home and which is available to clients.
- 1.14 "water closet" means a water flushed plumbing fixture designed to receive human wastes directly from the user and includes, but is not limited to, syphon jet water closets, reverse trap water closets, wash down water closets, blow out water closets, quart flush toilets, and low flush toilets.

GENERAL STANDARDS

(APPLIES TO BOTH CATEGORY I AND CATEGORY II FACILITIES)

2.0 APPLICATIONS FOR LICENCES

2.1 Information that should be supplied with an application for a licence will include, depending on the facility type:

- a) site plan showing location of:
 - buildings;
 - camp sites;
 - location of sewer and water lines and services;
 - access roads and on-site roads;
 - buffer zone locations; and
 - location of sewage disposal systems and water supplies;

- b) building plans showing:
 - floor plan;
 - details of interior finishes (e.g. walls, floors); and
 - location of plumbing fixtures;

- c) details of water and sewage facilities such as:
 - water supply details including source, protection from contamination, treatment methods to be used, results of water quality testing done;
 - type of private sewage disposal system used; and

- d) any other details required by a public health officer.

NOTE:

- (1) If the proposed accommodation includes facilities that are subject to other regulations (e.g. swimming pools, restaurants, food stores), then the applicable regulations and standards will apply. For example, if a swimming pool forms part of an itinerant use accommodation and is available for use by clients, then the Swimming Pool Regulations under the Public Health Act applies.

- (2) Building and fire safety requirements contained in regulations or bylaws administered by municipalities or other government departments may also apply to itinerant use accommodations. The onus is on the owner or operator to contact the appropriate government department.

3.0 CONSTRUCTION REQUIREMENTS

- 3.1 Walls, floors and ceilings are to be finished in such a manner as to make cleaning easier.
- 3.2 All areas of an itinerant use accommodation are to be provided with lighting, natural and/or artificial, that does not inhibit cleaning or jeopardize the safety of the public.

4.0 OPERATION AND MAINTENANCE

- 4.1 Itinerant use accommodations are to be maintained in a clean and sanitary condition.
- 4.2 The itinerant use accommodation is to be operated in a manner that will reduce the risk of injury, accident and illness to clients.
- 4.3 If an operator or owner of an itinerant use accommodation provides food service under an exemption provided for in the Public Eating Establishment Regulations, the following standards will apply:
 - a) dishes and equipment are to be washed and sanitized in a two-compartment sink or approved dishwasher;
 - b) adequate storage is to be provided so that cold food is held at 4°C or lower; frozen food is held at -18°C or lower; hot food is held at 60°C or higher; and all food is to be stored in a manner that prevents contamination of the food;
 - c) adequate cooking equipment is to be provided;
 - d) sufficient cupboards are to be available;
 - e) tables and chairs of good repair and quality are to be used;
 - f) all food and drink served is to be clean, wholesome, free from spoilage and prepared, handled and served so as to be safe for human consumption;
 - g) all milk and milk products are to be pasteurized in accordance with the Milk Pasteurization Regulations under *The Public Health Act*; and
 - h) the use of home canned meat and vegetables is prohibited. A public health officer may allow home canned meat and vegetables to be served to clients if the canned product has a pH of 4.5 or lower and the operator keeps a record of the pH level for each batch of food canned. Note a pH meter will be required to determine the pH level.

- 4.4 An adequate supply of potable water is to be provided and is to be handled in a sanitary manner.
- 4.5 Garbage is to be handled, stored and disposed of in accordance with applicable local bylaws. An adequate number of garbage containers are to be provided and all waste is to be placed in these containers. Garbage containers are to be kept in a clean condition and good repair.
- If an itinerant use accommodation is located in a municipality that provides a scavenging system, the operator shall make arrangements with the municipality for the collection and disposal of solid waste. If no scavenging system exists, the operator shall make arrangements for the proper collection and disposal of solid waste.
- 4.6 All toxic and poisonous substances are to be stored in a location that is separate from all food and is stored in a way to prevent unauthorized access. Such materials are to be used for the intended purposes.
- 4.7 Buildings are to be free of pests and be maintained to prevent the entry of pests. If pests become a problem they are to be eradicated using acceptable methods and materials. (Note: Saskatchewan's *Pest Control Products Act* requires commercial pesticide applicators to have a licence. Saskatchewan Agriculture and Food administers this Act).
- 4.8 Sewage lagoons, dugouts and similar excavations holding liquid are to be fenced to discourage access. It is recommended that these be posted as unsuitable for swimming.
- 4.9 Maintenance covers of septic or other tanks are to be securely fastened to prevent access.
- 4.10 Firearms, ammunition and other weapons are to be stored in accordance with applicable regulations and laws. Please contact your local RCMP detachment or municipal police force for more information.
- 4.11 Stairs and walkways are to be free of obstructions.
- 4.12 Each itinerant use accommodation licence holder is to have on-site a first aid kit supplied in accordance with Appendix "B". The kit is to be kept properly stocked at all times.
- 4.13 It is recommended that each itinerant use accommodation have on-site communication equipment (e.g. phone, mobile phone) readily available for use in emergency situations.

- 4.14 Emergency phone numbers (police, fire, rescue etc.) are to be posted near a phone.
- 4.15 Clients should not be allowed unsupervised access to equipment or machinery that may cause injury. Equipment or machinery may include, but is not limited to, tractors, trucks, boats, cars, pumps, pipes, and mowers. The intent of this provision is to minimize risk of injury for people not familiar with the equipment or machinery. It does not apply, for example, to boats that are rented in a fishing camp.

5.0 SANITARY FACILITIES

- 5.1 Itinerant use accommodations are to be provided with sanitary facilities in accordance with Appendix "A".

CATEGORY I FACILITY STANDARDS

6.0 CATEGORY I FACILITIES

- 6.1 The operator of a category I facility shall:
- (a) assign a distinguishing name or number to each unit of accommodation;
 - (b) where bedding is provided, keep the bedding and mattress in a clean and sanitary condition and provide freshly laundered sheets, pillow cases, towels, and soap not previously used, for each new client or client group and at least weekly if the client or client group remains for more than one week.
- 6.2 (a) Subject to 6.2(b) and 6.7, each unit of accommodation shall have windows or screened openings of which the aggregate area is not less than 5 percent of the floor area.
- (b) For a window located in a bedroom in a basement not having a second means of egress, the window shall:
- i) have a size that is not less than 5 percent of the floor area of the bedroom;
 - ii) have a minimum dimension not less than 20 inches (50.8 cm); and
 - iii) be capable of being opened to allow egress by clients during an emergency.
- 6.3 The windows mentioned in 6.2 shall be openable to provide a reasonable movement of air unless approved mechanical ventilation is provided. Openable windows shall be screened to prevent entry of insects. It is recommended that 50 percent of the window be openable.
- 6.4 Bathrooms and kitchens forming part of a unit of accommodation or tourist home shall have windows unless approved mechanical ventilation is provided. Where windows are provided without mechanical ventilation, the windows shall be openable to allow for a reasonable movement of air and screened to prevent entry of insects.
- 6.5 Subject to 6.7, the average ceiling height of a unit of accommodation shall not be less than 7 feet 6 inches (228.6 cm) measured from the floor.
- 6.6 The floor area of a unit of accommodation shall be a minimum of 70 square feet (6.5 square meters) exclusive of closet space, and if the room is intended to be used by more than one person (note: doesn't apply to bunk beds), then there shall be a minimum of 40 square feet (3.7 square meters) per person exclusive of closet space.

- 6.7 If bunk beds are provided in a unit of accommodation, there shall be a minimum ceiling height of 8 feet (244 cm), a minimum of 3 feet (91.4 cm) between bunks and:
- (a) a minimum of 300 cubic feet (8.5 cubic meters) of space for each person;
or
 - (b) a minimum of 20 square feet (1.9 square meters) of floor area per person where the window is at least 10 percent of the floor area and 50 percent openable.

NOTE:

- (a) For the purpose of calculating volume in 6.7(a), a maximum ceiling height of 8 feet (244 cm) will be used.
- (b) The intent of subsections 6.6 and 6.7 is to prevent over crowding and therefore minimize spread of respiratory diseases. Where it can be demonstrated that other designs or methods can accomplish this objective, the local authority may allow variations to these standards. Also, if the unit of accommodation is used extensively for long periods of time and that due to inclement weather (i.e. winter use) windows will likely not be opened, the local authority may require mechanical ventilation.

CATEGORY II FACILITY STANDARDS

7.0 CATEGORY II FACILITIES

- 7.1 Each category II facility shall have immediately within its boundaries a buffer area which:
- (a) shall have a minimum width of fifteen feet; and
 - (b) shall not have any roads except those which connect a public roadway to the road system within the campground or trailer court.
- 7.2 Sewer inlets in unoccupied trailer spaces shall be so closed that they will not emit odours or become a breeding place for flies.
- 7.3 No water closet, wash basin, sink or other fixture in a trailer shall be used in such a manner as to permit discharge of liquid or solid waste onto the ground surface.
- 7.4 Category II facilities that accommodate trailers equipped with sewage holding tanks should provide an approved sewage disposal station.
- 7.5 Water closets, baths, sinks, wash basins, and other plumbing fixtures in a trailer shall not be used unless:
- (a) such fixtures are connected to a sewage system; or
 - (b) the trailer is equipped with an adequate tank for the collection and storage of wastes from such fixtures.

APPENDIX "A"

1.0 SANITARY FACILITIES

- 1.1 Subject to 1.3, every itinerant use accommodation is to be provided with sanitary facilities for the use of the public. These are to:
- contain a number of fixtures appropriate to the occupant load;
 - be constructed and maintained to the satisfaction of the public health officer;
 - be cleaned before use by the next client or client group or as directed by a public health officer.
- 1.2 Except for units of accommodation having one or more water closets and trailer courts designed to accommodate trailers that are provided with one or more water closets, an itinerant use accommodation shall have a minimum of one toilet for every fifteen persons of each sex or major fraction thereof. The number of persons is to be calculated according to one of the following:
- (a) the design capacity of the facility;
 - (b) at a rate of three persons per unit of accommodation or tent space; or
 - (c) at a number agreed to by the public health officer.
- 1.3 Trailer courts with all lots fully serviced do not need public washrooms or showers, unless the owner of the court intends to allow some of the lots to be used for tents or trailers not equipped with plumbing facilities.
- 1.4 For the purposes of the calculations in 1.2 the number of persons of each sex will be considered to be equal unless the facility is for the use of one sex at any given time. Where facilities are provided for each sex, the facilities shall be clearly marked to indicate separate use.
- 1.5 If pit type toilets (e.g. pit privies, privy vaults, drop-tube toilets) are provided, they are to be located not more than 300 feet (91.4 meters) or less than 50 feet (15.2 meters) from any tent space or unit of accommodation.
- 1.6 Where water closets are provided they shall not be located in excess of 800 feet (243.8 meters) from any tent space or unit of accommodation.
Note: where an itinerant use accommodation utilizes a combination of pit type toilets and water closets, it may be appropriate to exceed the 800 foot limitation.

- 1.7 Where a washroom is intended to be used by more than one person at a time, each toilet is to be contained in a suitable enclosure.
- 1.8 Where 3 or more water closets are required, urinals may be substituted for two-thirds of the required number of water closets. Where two water closets are required one urinal can be substituted for one water closet.
- 1.9 One wash basin shall be provided for each of the first two water closets, or a water closet and urinal, and one basin for each two additional water closets or combination of water closets and urinals. Wash basins shall be installed directly in or in close proximity to the room in which the water closets and urinals are installed.
- 1.10 Toilet facilities are to be located in a properly constructed room and are to be properly screened to prevent the entrance of insects and other vermin.
- 1.11 In a category I facility, except for cabins, there shall be at least one water closet, a basin and a bath tub or shower on each floor having a room available to clients. A minimum of one shower or bath tub shall be provided for every 25 persons of each sex.
- 1.12 In a category II facility that is connected to a water distribution system it is recommended that showers be provided at the rate of one for every 50 persons of each sex, or major portion thereof. Shower facilities are to be constructed to the satisfaction of the public health officer.
- 1.13 All plumbing is to be installed in accordance with the applicable regulations and/or bylaws.

APPENDIX "B"

MINIMUM REQUIRED CONTENTS OF THE FIRST AID KIT

<u>Supply</u>	<u>Amount</u>
An approved antiseptic wound solution or antiseptic swabs.	50-100 ml bottle 10-25 swabs
Bandages, adhesive strips and hypoallergenic adhesive tape.	12-50 strips 1-2 100 cm, 2-3
Bandage-triangular, folded and safety pins.	4-6
Bandage-gauze roller, various sizes: 5 cm x 5-10 m 10 cm x 5-10 m	2-3 2-3
Dressing-sterile and wrapped gauze pads and compresses. Various sizes including abdominal pad size. 5 cm x 5 cm 7.5 cm x 7.5 cm 10 cm x 10 cm 15 cm x 20 cm	8-16 total 2-4 2-4 2-4 2-4
Dressing-self adherent roller. Various sizes. 5 cm x 5m 10 cm x 5 m	2-4 total 1-2 1-2
Pad with shield or tape for the eye.	1-2
Suitable soap	1
Disposable gloves: small, medium, large or one universal size	12-100
Pocket mask with disposable one way rebreath valves.	1 1-2
Forceps - splinter	1
Scissors - bandage	1