



Administrative Procedure: Scent-Free Workplace

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1.0 Scent-Free Workplace Policy

- 1.1 The Superior North Catholic District School Board commits to efficient operations with concern for the safety and well-being of all.
- 1.2 Because some staff, students and/or visitors may be adversely affected by scented products in the workplace, the Board has initiated a Scent-Free Workplace Policy.
- 1.3 In September of each school year, scent sensitivity shall be an agenda item for the first staff meeting, which shall include all staff members.
- 1.4 Staff members and students will also be informed of this policy through signs posted at entrances in buildings, the policy manual posted on the Board website and available in each school, and staff meeting and class discussions. New staff members and families must be informed of this policy by the Principal as soon as they begin or enroll at the school.

- 1.5 Parents and other visitors to the school will be informed of this policy through signs posted on sites and in the school newsletters.
- 1.6 If the source is an employee, this person will be instructed not to wear or use scented products during school-related activities.
- 1.7 A Scent Free Sign will be posted at all Superior North Catholic District School Board locations.
- 1.8 The board office will provide an informational pamphlet for staff and parents. This will be presented to all staff members and each family at the beginning of each school year.

2.0 What are Scented Products?

- 2.1 Scented products are those products that emit an odour. Allergic and asthmatic people, as well as those with other conditions, report that certain odours, even in the smallest amounts, can trigger an attack.
- 2.2 Although there are many others, examples of items which have odours are:
 - 2.2.1 cosmetics
 - 2.2.2 fragrances and perfumes
 - 2.2.3 shampoo and conditioners
 - 2.2.4 hairsprays
 - 2.2.5 deodorants
 - 2.2.6 colognes and aftershaves
 - 2.2.7 lotions and creams
 - 2.2.8 cleaning products
 - 2.2.9 soaps
 - 2.2.10 room fresheners
 - 2.2.11 potpourri
 - 2.2.12 scented candles
 - 2.2.13 diapers
 - 2.2.14 rubber gloves
 - 2.2.15 some types of garbage bags
 - 2.2.16 hand sanitizers
 - 2.2.17 diffusers and essential oils

3.0 Fragrance-Free or Unscented

- 3.1 This means that there have been no fragrances added to the cosmetic product, or that a masking agent has been added in order to hide the scents from the other ingredients in the cosmetic. Even these products may cause symptoms in some people.
- 3.2 While it is important to be aware of the lack of consistency when these terms are used by various manufacturers, the terms can still be a rough guideline when choosing products.
- 3.3 When scented products have been blamed for adversely affecting a person's health or well-being, some or all of the following symptoms may be reported:
 - 3.3.1 headaches
 - 3.3.2 dizziness, light-headedness
 - 3.3.3 nausea
 - 3.3.4 fatigue
 - 3.3.5 weakness or numbness
 - 3.3.6 insomnia
 - 3.3.7 malaise or anxiety
 - 3.3.8 confusion
 - 3.3.9 loss of appetite
 - 3.3.10 depression
- 3.4 The severity of these symptoms can vary. Some people report mild irritation, while others are incapacitated and/or must give up many normal activities in order to avoid exposure.
- 3.5 Just as everyone must refrain from bringing peanuts into the environment where a student has a severe allergy, so too should everyone be considerate of those with scent sensitivities, and refrain from using products that trigger symptoms.

Appendix A - Scent Free Building Bulletin

SCENT FREE BUILDING