



REGINA

SCENT-FREE FACILITIES

1. The scent free facilities procedure has been developed in an effort to provide a healthy indoor environment for the occupants of Regina Public School facilities and protect those occupants with allergies and sensitivities.
2. Regina Public Schools recognizes that the presence of perfumes and other scented products/chemicals may affect occupant comfort and/or individual's health.
3. All persons entering a Regina Public Schools facility will be expected to make every effort to minimize the use of all scented products. Employees, parents/guardians, students, volunteers and visitors will be made aware of this procedure and understand the effects of scented products on other individuals through signage, informational material, and staff/student orientation.
4. Only the approved signage (Appendix A), provided by Division Services will be allowed for use in facilities.
5. All cleaning and disinfecting products used (including samples) are to be reviewed on a regular basis to ensure that the ingredients are unscented where possible.
6. Cleaning, maintenance, renovation or other activities with which an "atypical" odour is associated should be scheduled to occur at times of reduced occupancy, wherever possible. Occupants of the affected areas should be notified of the occurrence of such procedures or projects in advance if possible Efforts will be made to address any health concerns raised by employees, students, volunteers or visitors prior to the scheduled activities.
7. Communication with persons regarding their personal hygiene choices should be undertaken in a considerate and respectful manner. Every effort should be made to avoid offending any parties involved.
8. Scent-related complaints and issues shall be reported to the principal/supervisor.
9. Scent-related concerns/issues pertaining to an employee's health should be addressed through the medical accommodation processes.

Reference: Section 85, 87, 109, 110, 190, The Education Act, 1995
Human Rights Commission

**P
U
B
L
I
C
S
C
H
O
O
L
S**

