

NOTL Public Library

Policy Type: **Operational**

Policy Number: **OP - 18**

Policy Title: **Scent Free Facility**

Policy Approval Date: **April 2018**

Policy Review Date: **April 2020**

This policy addresses health concerns related to the use of synthetic fragrances. The Library is a scent-free environment and prohibits the use of synthetic fragrance, as it may cause adverse physical effects that threaten the ongoing health and safety of our employees, residents, and visitors.

Section 1: Employees

- i. The Library will train and educate employees on the importance of this policy.
- ii. If a Library employee reports to work wearing an overtly synthetic fragrance, they may be asked to make every reasonable attempt to remove the scent or fragrance.
- iii. Employees with scent sensitivities will advise their manager of their particular sensitivity to ensure that proper precautions and accommodations are made to reduce the likelihood of exposure.
- iv. Whenever possible, the source of a synthetic fragrance used in the workplace will be removed. If the source cannot be removed, an affected employee may have to be accommodated.
- v. An employee who experiences a reaction from a synthetic product worn by another employee should attempt to resolve the issue by respectfully communicating their concern directly to the employee. If the problem cannot be resolved, employees may report the issue to their manager/supervisor.
- vi. When a product cannot be removed, or an employee refuses to remove it, his/her manager/supervisor may follow up with the employee to advise on this policy.

Section 2: Library Users

- i. When a Library employee becomes aware that a Library user is wearing an overtly synthetic fragrance while in the Library, the employee may approach the user and direct their attention to the Scent Free signs, posted at the entrance of the Library, and advise them of this policy.

Section 3: Non-Compliance

- i. If a Library employee and/or user is non-compliant with this policy, he or she may be reported to the manager/supervisor and the manager/supervisor may speak to the individual and deal with the non-compliance in a cordial and respectful manner.
- ii. Every effort must be made not to offend any parties involved while referring to this policy.

Section 4: Awareness

- i. All Library employees and users will be informed of this policy by way of a "Scent Free" sign posted at the main entrance of the Library.
- ii. This policy will be posted on the Library's website.
- iii. Library employees will work with individuals renting Library space to ensure appropriate communication measures are taken to advise all those in attendance of this policy.

Section 5: Products

- i. Wherever practical and feasible in the Library, synthetic fragrance-free products will be used, and in general, the purchase and use of such products will be preferred over scented substitutes. This will require a review of the SDS (Safety Data Sheet) for products currently being used and those intended for use as well as an examination of product samples.
- ii. Cleaning, maintenance, renovations, etc. with which "atypical" odour is associated should be scheduled to occur at times of reduced occupancy, wherever possible and practical.

Related Documents

Town of Niagara-on-the-Lake By-Law No. 5023-17

Further interpretation of this policy is the responsibility of the CEO and the NOTL Public Library Board. The Board reserves the right to make, modify, revoke, suspend, terminate or change any policy or procedure, in whole or in part, at any time.