



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS
 TITLE: STUDENT HEALTH
 CODE: 5126 Scent Sensitive Schools

Reference Matrix	
Education Act (1995)	<i>The Education Act, 1995</i>
Other Related Acts	<i>Public Health Act, 1994; Human Rights Commission</i>
Holy Family Related Procedures	
Holy Family Related Manuals	
Resources (Ministry, SSBA, SCSBA)	
Date Reviewed	June 7, 2016

Background:

The Board of Education is committed to supporting healthy schools for students, staff, and visitors by being sensitive to scents that may create a health concern for scent sensitive individuals. It is a shared responsibility with the staff, families, and visitors of Holy Family RCSSD No. 140 to ensure Holy Family schools remain scent free.

Procedures:

1. The scent sensitive schools procedure has been developed in an effort to provide a healthy indoor environment for the occupants of Holy Family RCSSD No. 140 schools and protect those occupants with allergies and sensitivities.
2. Holy Family recognizes that the presence of perfumes and other scented products/chemicals may affect occupant comfort and/or individual's health within the schools.
3. Persons entering a Holy Family school will be expected to be respectful of scent sensitive students and employees by removing the use of scents that cause health concerns for Holy Family scent sensitive students and staff.

4. The approved signage [OP 5126 Appendix 1 Scent Sensitive Schools](#) may be used for notification in schools.
5. All cleaning and disinfecting products used (including samples) are to be reviewed on a regular basis to ensure that the ingredients do not create scent concerns for scent sensitive students or staff.
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 with scent sensitive issues 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 addressed between the individuals involved whenever possible.
 - 8.1. If the scent sensitive person is unable to address the individual causing the alleged scent concern, the scent sensitive person is to report the alleged concern to their supervisor.