



## 1. GUIDING PRINCIPLES

- 1.1 Winnipeg School Division (WSD) recognizes that various factors may affect learning environments and workplace, including, but not limited to scented products that may cause discomfort or health concerns for students, staff and other visitors within WSD facilities.
- 1.2 In accordance with the Provincial Human Rights Act, WSD shall provide accommodation for individuals with severe allergies with medical documentation.
- 1.3 WSD recognizes that exposure to perfumes and other scented products can trigger serious health reactions in individuals with asthma, allergies, migraines and/or chemical sensitivities.
- 1.4 WSD shall designate scent-free zones when an accommodation request is made by an individual. These common areas may include classrooms, hallways, stairwells, lobbies or waiting areas, copier rooms, gymnasiums, reception areas, staff rooms, restrooms, classrooms, conference rooms etc.
- 1.5 WSD shall consult with Manitoba Health, Canada Lung Association and Winnipeg Health Services to implement plans/protocols to address health concerns.
- 1.6 If an employee, student, visitor or other stakeholder experiences adverse symptoms that they suspect may be caused by their school or work environment, this should be reported to the Principal or Supervisor.
- 1.7 Employees, students, volunteers and visitors to the school or workplace shall refrain from using scented products.
- 1.8 Employees, students, volunteers and visitors will be made aware of the effects of scented products on other persons through signs posted in buildings, informational material, orientation and training.

## 2. NOTIFICATION

- 2.1 Signage promoting a scent awareness environment will be posted at the entrance to WSD schools/buildings/facilities and in common congregation areas.

## 3. SENSITIVITY TO SCENTS

- 3.1 Individuals who are sensitive to scents may inform other staff/students of their sensitivity.
- 3.2 Individuals may inform their supervisor or teacher of their sensitivity including symptoms of exposure to certain scents.
- 3.3 Individuals may wish to consult with their physician about their symptoms.

## 4. RESPONSIBILITIES

### 4.1 Superintendent/CEO

The Superintendent/CEO is responsible for the implementation of this Policy.



#### 4.2 Assistant Superintendent of Staff Support and Relations

The Assistant Superintendent of Staff Support and Relations is responsible for following up on any reported concerns to ensure a plan to resolve concerns has been identified.

#### 4.3 Workplace Health and Safety Officer

The Workplace Health and Safety Officer is responsible for following up on any reported concerns to ensure a plan to resolve concerns has been identified.

#### 4.4 Principal

The Principal is responsible to:

- a) To post signage;
- b) Inform staff/visitors of this policy;
- c) Develop an accommodation plan to resolve concerns; and
- d) Inform the Assistant Superintendent of Staff Support and Relations and the Workplace Health and Safety Officer.

#### 4.5 Employees

To limit exposure employees are encouraged to:

- a) Be considerate of those who are sensitive to fragrances;
- b) Use non-scented body products;
- c) Refrain from the use of optional items that give off scents (i.e. air fresheners, potpourri, flowers etc.);
- d) Avoid applying scented products in a public area;
- e) Avoid using products that give off chemical-based scents in your work area;
- f) Avoid using laundry or cleaning agents that are scented and air out dry cleaned clothing before wearing.

#### 4.6 Students

To limit exposure students are encouraged to:

- a) Be considerate of those who are sensitive to fragrances;
- b) Use non-scented body products;
- c) Refrain from the use of optional items that give off scents (i.e. air fresheners, potpourri, flowers etc.);
- d) Avoid applying scented products in a public area;
- e) Avoid using products that give off chemical-based scents in your work area;
- f) Avoid using laundry or cleaning agents that are scented and air out dry cleaned clothing before wearing.

### 5. DISCIPLINE

5.1 Failure to comply with this policy may result in disciplinary action in accordance with Policy GCP – Discipline and Discharge.

5.2 Students adversely affected by scent products should tell their teacher who will approach the person wearing the scent and ask them to switch to an unscented product.



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- 5.3 Employees adversely affected by scented products should approach the person wearing the scent and ask them to switch to an unscented product.
- 5.4 If the person wearing the scent refuses to switch to an unscented product, there should be a referral to the administrator or supervisor.