

How to Handle 'Scent-Sensitive Situations'

For Dufferin-Peel Catholic District School Board Employees

If you are an employee who suffers reactions to scented products and there are scents in your workplace that cause you discomfort or to have a reaction, you might do the following:

- Inform students/peers/supervisors that the Board has a scent sensitivity awareness campaign (it would be helpful for you to remind students of the awareness campaign at the first class of each term.)
- Direct them to the above website so they can learn more.
- Whenever discussing this issue remember not to be confrontational or hostile, and focus on the fact that someone's comfort or health may be impacted.
- Ask those involved to become part of the solution and refrain from using/wearing the offending scented products in the school or work environment.
- If the situation persists and if you feel comfortable, you could discreetly approach him or her directly. Explain the impact that scented products have on you personally.
- Indicate what the problem is — what you think you are reacting to and explain what kind of reactions the fragrance triggers. Ask them to review the website and consider the advice it gives regarding scented products in the workplace.
- If you feel that direct contact with the scent would worsen your reaction or if you don't feel comfortable approaching the person wearing the scent, approach your immediate supervisor and ask that they speak to the person about the matter.

For further advice about dealing with your issues or concerns that relate to scent sensitivity in the workplace, please contact the Health and Safety Department, the Health Promotion and Wellness Department or a representative of your employee association.

If you are a person who is wearing a scented product(s) and you are approached by another person:

- Do not take the request to refrain from using scented products as a personal affront — this is about the impact of scents on people, not about you.
- Become informed and work with others to find out what product or products are causing the reaction.
- Become part of the solution and consider switching to fragrance-free products.
- Whenever discussing this issue remember not to be confrontational or hostile, and focus on the fact that someone's comfort or health may be impacted.

For Parents/Guardians/Students

Parents/Guardians with children that they believe may be sensitive to scented products should not hesitate to discuss their concerns with the school administration. Indicate what the problem is, what you think may trigger your child's reaction.

If you are a student having reactions to scented products worn by others at school:

- If you know the person well and feel comfortable with him or her, talk to them about what you think is bothering you about the scent.
- Tell them about the website and the Scent Sensitivity Awareness Campaign.
- If you don't feel comfortable talking to this person, tell a teacher, your school principal and your parents/guardians about your concern.

If you are a student who is wearing a scented product(s) and you are approached by another person:

- Do not take this personally — this is about the impact of scents on people, not about you.
- Become informed and be part of the solution and consider switching to fragrance-free products.
- Whenever discussing this issue remember not to be confrontational or hostile, and focus on the fact that someone's comfort or health is being impacted.

**For Dufferin-Peel Catholic District School Board Students
(available in the student agenda)**



The Dufferin-Peel Catholic District School Board has a Scent Sensitivity Awareness Campaign called ***We Share the Air***. If you are sensitive to the scents within the school environment, you are not alone. Do not suffer in silence, tell someone; a friend, your teacher, your principal.

For more information about scent sensitivity, visit www.dpcdsb.org and click on ACCESS Dufferin-Peel.

For Administrators/Supervisors

If you are a supervisor and you have an employee in your department who suffers from health problems triggered by scents:

- Be proactive. Talk to the employee so he or she knows that you are approachable about the subject. If the employee reports a problem to you, respond as quickly as possible.

If the employee reports a problem to you, respond as quickly as possible:

- Determine how the employee may be relocated away from the scent that is causing the problem.
- If the employee with the concern is not comfortable approaching the person wearing the scent, discreetly approach the employee yourself and politely discuss the problem. Point out that the Board has an ongoing Scent Sensitivity Awareness Campaign and encourage the employee to visit the ACCESS website and click on "We Share the Air". (<http://www.dpcdsb.org/CEC/About+Us/ACCESS+Dufferin-Peel.html> for more information.
- Discreetly approach the individual who is wearing the scent and politely discuss the problem. Point out that the Dufferin-Peel Catholic District School Board has an ongoing Scent Sensitivity Awareness Campaign and encourage the employee to visit this web site for more information.
- Follow-up with the employee who is experiencing a reaction with an account of what has been done on her/his behalf. Continue to monitor the situation until the problem has been corrected.

If the problem persists, please contact the Health and Safety Department, the Health Promotion and Wellness Department or a representative of your employee association.