


**TOWN OF CARLYLE
POLICY MANUAL**

Policy Description: Scent Free Premises	TOWN OF CARLYLE	
Policy Number: SCE 0010	Original Date: May 29, 2013 Res. #10 Revised: Aug 5, 2020 Res. #2020-194	

Purpose of Policy: The Town of Carlyle realizes an increasing number of people have developed sensitivities to certain fragrances. The Town of Carlyle has instituted this policy to provide a scent-free environment for all employees and visitors.

Procedure:

1. To limit exposure staff is encouraged to:
 - a. Use non-scented body products (i.e. perfume, cologne, lotions, scented hair products, etc.)
 - b. Refrain from use of optional items that give off fragrance (i.e. air fresheners, potpourri, etc.)
2. Notification
 - a. Employees will be informed of this policy through signs posted at the entrance to the building, in common congregation areas and in the Town of Carlyle policy manual.
 - b. Visitors will be informed of this policy through signs clearly posted at the entrance to the building and on the bulletin board.
 - c. In reaction to an exposure, staff are requested to
 - i. remove themselves from the exposure
 - ii. Report to your immediate supervisor as soon as possible