



Administrative Regulation 7405 CANDLES AND OTHER FRAGRANCE EMITTING DEVICES

Responsible Office: Office of Capital Projects and Facilities Management

PURPOSE

This administrative regulation sets forth the procedures and protocols related to the use of candles, fragrances, scents, and emission devices in classrooms and offices of the Washoe County School District ("District" or "WCSD").

REGULATION

1. The District recognizes the potential hazards caused by exposure to scented products and seeks to implement, to the extent possible, a fragrance-free environment for employees, students, and visitors to maintain a safe and healthy workplace environment.
2. The District seeks to reduce concerns from potential hazards from the use of fragrances and fragrance emitting devices. This includes, but is not limited to:
 - a. Potential source of Ignition (in certain cases).
 - b. Contributors to indoor air quality pollution;
 - c. Generators of health complaints; and
 - d. Triggers for asthma, allergies, and migraines in sensitive populations.
3. Fragrance Emitting Substances and Devices
 - a. Fragrance emitting substances and devices are generally prohibited from use in classrooms, offices, and other District facilities. This includes, but is not limited to:
 - i. Candles;
 - ii. plug-ins;
 - iii. incense;
 - iv. potpourri; and,
 - v. Any other fragrance emitting device that involves flame.
 - b. Where there is an absence of a reasonable accommodation or other expressed concern, fragrance emitting substances and devices that do not involve the use of flame, such as essential oils, scent diffusers, and reed diffusers, may be permitted with the approval of the site administrator.
 - c. Non-aerosol spray air fresheners are permitted when used in short bursts as needed for the immediate treatment of a problem odor.

4. Concerns and/or Accommodations

- a. Individuals with questions, concerns or who seek an accommodation based on fragrance allergies or chemical sensitivity shall following the following protocols:
 - i. Staff shall contact his/her supervisor.
 - ii. A parent/guardian, on behalf of a student, shall contact the school counselor or site administrator.
- b. Individuals who are required by medical necessity to use medicinal lotions or skin creams that contain odors perceptible to others may request a reasonable accommodation.

5. General

- a. Staff and volunteers should be aware of the affect lotions, soaps, perfume/cologne, and other personal products containing perceptible odors may have on individuals with allergies or other breathing conditions.
- b. Site Administrators shall be responsible for enforcement of this regulation, to include the removal of a prohibited substance or device.

DESIRED OUTCOMES

1. Through this administrative regulation, the District seeks to create a safe and healthy learning and workplace environment by decreasing potential concerns for those with severe allergies and or breathing problems.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This administrative regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, and any applicable state or federal laws and regulations, to include:
 - a. Americans with Disabilities Act (ADA)

REVIEW AND REPORTING

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the associated policy.
2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this document. The Board of Trustees and Superintendent shall receive notification of the adoption and/or revision of any associated administrative regulations.

REVISION HISTORY

Date	Revision	Modification
3/19/2019	1.0	Adopted: Replaced RSA-P023