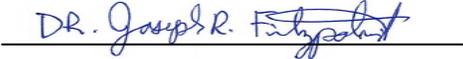


POLICY TITLE: LIMITED USE OF FRAGRANT PRODUCTS		PAGE 1 OF 3
POLICY NUMBER: 1.25		
CHAPTER 1: ADMINISTRATION, ORGANIZATION AND MANAGEMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: August 25, 2015	LATEST REVISION:	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

The Department of Corrections recognizes that staff, volunteers, interns and visitors may have sensitivity to or allergic reactions from various products and therefore encourages staff, volunteers and interns to use such products conservatively while in Department facilities, offices, vehicles, and other work-related locations.

IV. CONTENTS

Procedure A: Use of Fragrant Products, General
Procedure B: Reasonable Accommodation

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Use of Fragrant Products, General

1. Chemical compositions in many agents (including fragrances found in personal care items) pose varying health risks to some people. Fragrant personal care items, which include, but are not limited to, perfume, cologne, body sprays, aftershave, scented lotion, scented hair products, scented deodorants, and similar

products, are to be used conservatively while in Department facilities, offices, vehicles, and other work-related locations.

2. Fragrant products that are not personal care items (scented air diffusers, potpourri, scented candles, air and fabric sprays/deodorizers and other similar items) are to be used conservatively.
3. Any staff with a concern about fragrances may contact his or her supervisor or the Department's Director of Human Resources, or designee.
4. If a fragrance offends or disturbs staff, a volunteer, an intern or a visitor, a supervisor shall assess the situation to determine an appropriate response, which shall include consulting with the Department's EEO Coordinator, or designee, or the Department's Director of Human Resources, or designee, and may include prohibiting the product(s).
5. Neither this policy nor any response to a concern about a fragrance is meant to restrict the use of personal deodorants and laundry products or cleaning and sanitation supplies provided by the Department.

Procedure B: Reasonable Accommodation

1. If a Department facility, office, or specific work area within a facility or office has been previously designated as fragrance free in response to an accommodation request in accordance with Department Policy 3.10, Reasonable Accommodation and Reassignment, the Maine Human Rights Act, or the Americans with Disabilities Act or because of a Work Rule, the facility, office or work area shall remain fragrance free unless and until the designation is no longer necessary.
2. A facility Chief Administrative Officer, or designee, or a Regional Correctional Administrator, or designee, may, in consultation with the Department's EEO Coordinator, or designee, designate a facility, office, or specific work area within a facility or office as fragrance free in accordance with Department Policy 3.10, Reasonable Accommodation and Reassignment, the Maine Human Rights Act, the Americans with Disabilities Act or because of a Work Rule. The Commissioner, or designee, may, in consultation with the Department's EEO Coordinator, or designee, designate the Central Office or a specific work area in the Central Office as fragrance free in accordance with Department Policy 3.10, Reasonable Accommodation and Reassignment, the Maine Human Rights Act, the Americans with Disabilities Act or because of a Work Rule.
3. Staff who has a chemical sensitivity or experiences an allergic reaction to a fragrance should follow the procedures as set forth in Department Policy 3.10, Reasonable Accommodation and Reassignment.
4. Staff required by medical necessity to use a medicinal product containing a fragrance that results in a complaint may request a reasonable accommodation

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
1.25 Limited Use of Fragrant Products	1. Administration, Organization and Management	Page 2 of 3 8/25/15

as set forth in Department Policy 3.10, Reasonable Accommodation and Reassignment.

VII. Professional Standards None

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
1.25 Limited Use of Fragrant Products	1. Administration, Organization and Management	Page 3 of 3 8/25/15