



Town of Shutesbury

Fragrance-Free Guidelines and Scent-Reduction Policy

Policy Number: 260526

I. Purpose and Intent The Town of Shutesbury is committed to the health, safety, and inclusion of all employees and the public. This commitment includes maintaining chemical exposures at the lowest practical levels. Given that many individuals are sensitive to various scents, the Town requires awareness of the health concerns associated with heavily scented products. Synthetic fragrances can trigger severe adverse medical reactions—including respiratory distress, migraines, and anaphylaxis—for individuals with environmental sensitivities, asthma, and allergies. In accordance with Title I and Title II of the Americans with Disabilities Act (ADA), the Town of Shutesbury is dedicated to providing accessible municipal services and a safe work environment.

II. General Expectations All staff, volunteers, and the public are strongly encouraged to reduce and/or refrain from wearing scented personal products while in municipal workplaces and public meeting spaces. The Town and its employees will work collaboratively toward achieving a healthy work environment for all by minimizing the presence of unnecessary fragrances.

III. Shared Responsibilities and Dispute Resolution Creating a scent-reduced environment is a shared responsibility requiring commitment from employees, supervisors, and the town administration.

- **Employees:** Employees are expected to remain mindful of colleagues' health sensitivities by minimizing highly scented products while maintaining proper personal hygiene. A scent-sensitive employee experiencing an adverse reaction should either approach the individual directly to discuss the trigger or, if uncomfortable or medically compromised, immediately report the issue to their supervisor.
- **Employer:** The Town will post prominent public notification signage at facility entrances and on public meeting agendas. The Town is committed to being proactive by educating departments on this policy and discussing health sensitivities openly with staff. Upon receiving a report of a scent-related health issue, the Town will respond promptly by immediately removing the affected employee from the problematic area. Administration will then discreetly and non-threateningly remind the fragrance-wearing individual of the town's courtesy

guidelines and implement an appropriate resolution, which may include temporarily separating workstations or directing the employee to refrain from using the specific problematic product while at work.

Approved unanimously by the Select Board on May 26, 2026.