

Accessible Spaces: a fragrance-free toolkit



A toolkit that provides:

- The basics about being fragrance-free, why it matters, and what chemical sensitivities are
- Tips on making your home, office, event, or any space at UCLA fragrance-free and accessible
- Information on research around fragrances and chemical sensitivities

Table of Contents

Why Fragrance-Free?	2
what is fragrance?	
what does fragrance-free mean?	
aren't these chemicals regulated?	
why is this an accessibility issue?	
Easy First Steps	5
cut out the most obvious offenders	
look at the labels	
still overwhelming?	
checklist: prioritize your decisions	
checklist: are your products fragrance-free?	
Fragrance-Free Spaces	10
accessibility day-to-day	
institutional changes	
intersectionality and cultural sensitivity	
checklist: products to avoid	
checklist: making your space fragrance-free	
Fragrance-Free Events	15
accessibility for events	
checklist: planning fragrance-free events	
Fragrance-Free Resources	19
other fragrance free guides	
fragrance-free product lists	
info on the hazards of fragrances	
sample language and sign templates	
Fragrance-Free Fact Sheets	27
faculty members	
managers and staff	
teaching assistants	
campus resources	

Why Fragrance-Free?

in this section

- what is fragrance?
- what does fragrance-free mean?
- aren't these chemicals regulated?
- why is this an accessibility issue?

Why Fragrance-Free?

what is fragrance?

- Fragrance is an ingredient in many personal care and cleaning products, also often listed as “scent” or “parfum.”
- These terms refer to synthetically-created fragrances or scents that can be made of thousands of petroleum-derived synthetic compounds, including **chemicals that are on the EPA’s hazardous waste list** (“EPA’s Safer Choice Criteria for Fragrances,” <https://www.epa.gov/saferchoice/safer-choice-criteria-fragrances>).
- Studies show that chemicals found in synthetic fragrances are harmful to people, animals, and the environment. **For example, the use of cleaning products has been recently shown to be as toxic as smoking 20 cigarettes a day** (“Cleaning products as bad for lungs as smoking 20 cigarettes a day, scientists warn,” <https://www.independent.co.uk/news/health/cleaning-products-lungs-damage-cigarettes-smoking-20-day-scientists-warning-a8214051.html>).

what does fragrance-free mean?

- Being fragrance-free involves both individuals and spaces. It means making **personal decisions** and **establishing policies** to make spaces **accessible for everyone**.
- People who are fragrance-free **refrain** from wearing any perfume, using fragranced laundry detergent/dryer sheets, and applying any personal care products that contain fragrances—such as lotion, deodorant, and hair products.
- Spaces can be made fragrance-free by ensuring that they are cleaned using only **chemical- and fragrance-free cleaning products**, and by asking people coming into the space to **refrain from wearing products containing fragrances**.

Why Fragrance-Free?

aren't these chemicals regulated?

- **No law or FDA regulation** requires that fragrances be tested for safety.
- Fragrance ingredients are considered **trade secrets**: manufacturers aren't required to disclose them, so it's difficult to know whether they are harmful.

why is this an accessibility issue?

- Some people have **immediate reactions** to fragrance due to **allergies or sensitivities** to fragrance and/or chemicals. A 2016 study found that 34.7% of the US population reports health problems when exposed to fragrance (Anne Steinemann, "Fragranced consumer products: exposures and effects from emissions," *Air Quality, Atmosphere & Health*, Vol. 9 No. 8). **Symptoms** include:

- **Sinus congestion, sore throat, wheezing, coughing, runny nose, and shortness of breath;**
- **Headache and dizziness;**
- **Anxiety, anger, nausea, fatigue, mental confusion, and an inability to concentrate.**

- These symptoms can **greatly impact people's ability** to attend class, work, or events, and to participate fully in their communities.

- If campus spaces like classrooms, lectures, or special events are not fragrance-free, **it is difficult, if not impossible, for some people to attend without getting sick.**

- Just like providing wheelchair accessibility and interpreters, making spaces fragrance-free increases accessibility and **supports the inclusion** of everyone!

**Want to help but don't know where to start?
Read on for tips on what you can do!**

Easy First Steps

in this section

- cut out the most obvious offenders
- look at the labels
- still overwhelming?
- checklist: prioritize your decisions
- checklist: are your products fragrance-free?

cut out the most obvious offenders

- First, **avoid wearing perfume or cologne**: perfumes can cause discomfort for many people, not just those with fragrance allergies.
- **Avoid essential oils**. Essential oils labeling is not regulated and some seemingly “natural” oils may also contain hazardous ingredients.
- **Avoid any strong-smelling personal care products** with smells that may linger, including lotions, deodorants, laundry detergents, and fabric softeners. If you need to use these products, choose fragrance-free versions.
- Read on to find out how to identify fragrance-free products when you shop!

look at the labels

- **Fragrance-free versions of many products are available!**
- Check product ingredient lists: **if you see the words “parfum” or “fragrance” in this list, you will know the product likely contains harmful chemicals.**
- Look for **products labeled “fragrance-free.”**
- Beware of products that are only labeled “unscented”: many of these still contain **masking scents**, neutral-smelling synthetic fragrances that hide the smell of other ingredients and are hazardous.

still overwhelming?

- Even small steps make a difference. If you can't avoid fragrance altogether, **choose products with fewer synthetic ingredients**. Products that are labeled as free of fragrances, parabens, dyes, and preservatives are considered to be safest!
- You can also look for products formulated for **sensitive skin** as they tend to contain fewer chemicals.
- These handy websites and phone apps can help you easily identify which products are safest:

Skin Deep
www.ewg.org/skindeep

Think Dirty
thinkdirtyapp.com

The Household Products Database
householdproducts.nlm.nih.gov

checklist: prioritize your decisions

Can't eliminate all of your fragranced products? Prioritize based on this list of products, ranked from most offensive and harmful to least.

Most Offensive (avoid completely):

- Cologne
- Perfume/Body spray
- Dryer sheets

Moderately Offensive (avoid when possible):

- Scented Laundry detergents
- Fabric softeners
- Scented deodorant

Least Offensive:

- Shampoo
- Conditioner
- Body wash
- Lotion
- Hand soap
- Hairspray/Gel
- Aftershave

checklist:

are your products fragrance-free?

Personal Care:

- Check the labels and ingredient lists of products in your bathroom and when you shop.
- If products contain any of the following, look for an alternative:
 - Fragrance
 - Scent
 - Parfum
 - Masking scent

Cleaning and Laundry:

- Ditch your dryer sheets: these are a major source of hazardous fragrance.
- Check the labels and ingredient lists of your detergent and fabric softener. If they contain any of the following, consider choosing a fragrance-free alternative:
 - Fragrance
 - Scent
 - Parfum
 - Masking scent
- Replace detergents and disinfectants with safer alternatives such as vinegar, baking soda, or castile soap!

Fragrance-Free Spaces



in this section

- accessibility day-to-day
- institutional changes
- intersectionality and cultural sensitivity
- checklist: products to avoid
- checklist: making your space fragrance-free

- Making your spaces accessible and fragrance-free involves making sure **both the physical space and the people** who come into that space are fragrance-free.
- To start making an office, classroom, work space, etc. fragrance-free, check **whether scented products are in use**.
- These can include air fresheners, cleaning products, dish soaps, hand soaps, and even dry-erase markers.
- Eliminate **unnecessary fragranced products and select fragrance-free alternatives** when appropriate.
- Notify users of the space of your fragrance-free policy:
 - **Place signage** in easy to view areas, like entrances. See page 24 for a template to print and post.
 - **Send an email** to the people who use the space notifying them it is now fragrance-free and explain what that entails. See page 23 for an example.
 - Add a **fragrance-free statement** to your email signature, which can serve as a reminder for those who visit your space. See page 22 for an example.
 - In your outreach materials, **emphasize that this is an accessibility issue** and be prepared to answer questions and educate your community.

institutional changes

- In places where you have less control over cleaning product choices, avoiding fragrance may be difficult. We suggest approaching people who make such decisions with **as much information as you can!** Share details on why fragrance-free is important for accessibility and provide product suggestions.
- Consider **partnering with existing initiatives**—such as green or sustainability initiatives—that already understand all the benefits of greener products and can support efforts to replace products that may be bought in bulk by institutions.

intersectionality and cultural sensitivity

- Fragrance-free policies are intended to make spaces more accessible. But if not implemented thoughtfully, **they risk exacerbating other experiences of exclusion.**
- For some individuals, using **fragrance-free products may not be an option.** Many fragrance-free products are cost prohibitive, and fragrance-free alternatives to some products—for example, hair care products designed for people of color—may be difficult to find. For some, fragrances may have cultural or religious significance.
- For that reason, we recommend referring people to the “prioritize your decisions” checklist on page 8. It can help them identify which changes they can make, however small and incremental. **Even small changes can help!**
- Before implementing fragrance-free policy, it’s important to reach out to all members of your community so that they understand the rationale behind the policy, can discuss their concerns, and can contribute to developing practices that make spaces accessible for all.

Implementing fragrance-free policy requires working with all members of your community to find solutions that are inclusive for everyone.

Fragrance-Free Spaces

checklist: products to avoid

Scents linger in unexpected places! The products below often contain synthetic fragrance. You can prioritize which to eliminate from your space based on this list of products, organized into most and moderately offensive.

Fragrance-free versions of some of these products are available and are a great alternative to eliminating them altogether!

Most Offensive:

- Air fresheners
- Scented candles

Moderately Offensive:

- Floor cleaner
- Carpet cleaner
- Window cleaners
- Cleaning wipes
- Dry erase markers
- Bathroom cleaners
- Hand soaps
- Dish soap
- Dishwasher detergent

checklist: making your space fragrance-free

- Switch cleaning products and office supplies** to fragrance-free or use natural alternatives like vinegar.
- Use **air purifiers** instead of air fresheners.
- Print and post **signage** in easy to view places. See page 24 for an example.
- Write a **fragrance-free policy** asking all employees, clients, and visitors to refrain from using scented products in your office or events.

Tip: Use one of the many policies already available online:
<http://action.lung.org/site/DocServer/fragrance-free-workplace.pdf>

- Send an email** to people who use the space notifying them that it is fragrance-free. See page 23 for an example.
- To ensure a greater commitment from all, let employees know **why these policies** are in place and why it is necessary to adhere to them.
Make it clear that this policy applies to everyone as it may affect all peoples' health and that unanimous cooperation is vital to the success of the policy.
- Consider adding a brief notification in **email signatures**. See page 22 for an example.

Fragrance-Free Events

in this section

- accessibility for events
- checklist: planning fragrance-free events

Hosting a fragrance-free event is a challenge, but it is a great opportunity for education and outreach.

- To ensure that the space can be made fragrance-free, **work with the venue managers/administrators and custodial staff** to replace fragranced products with fragrance-free options.
- Request that spaces either be **cleaned with fragrance-free options** or with no chemicals the day before the event, providing time for the **space to air out**.
- If the hand soap in venue bathrooms has a fragrance, **provide hand-pump containers of fragrance-free hand soap**. Make sure they are clearly labeled so that people use these instead of installed soap dispensers.
- **Alert event attendees early and often!** Add a prominent fragrance-free statement on all event advertisements, including posters, flyers, web announcements, social media posts, emails to guests, etc. See page 22 for examples.

Consider having a fragrance-free seating area at events, even if the event is already designated fragrance-free.

- This reserved section provides fragrance-sensitive individuals with **extra protection**.
- The seating section should be **clearly marked, in a well-ventilated area, and away from areas with high foot-traffic**.
- Providing **air purifiers** in this section is an added bonus!
- Have staff/volunteers working registration tables **point this section out to arriving guests**.

Fragrance-Free Events

If guests are traveling to your event and require fragrance-free accommodations, there are steps you can take to assist them.

- Contact local hotels in order to locate one that can accommodate a fragrance-free and hypoallergenic request. Most major hotel chains are accustomed to these requests.
- Request that rooms either be **cleaned with fragrance-free options** or with no chemicals the day before the event, providing time for the **space to air out**.
- Request that linens and towels not be cleaned with scented detergent during your guest's stay.

If people arrive wearing fragrance, you have several options:

- Welcome them, but request that they **avoid the designated fragrance-free area**.
- Present this as an accessibility concern and approach it as an **educational opportunity**. Be courteous and friendly and approach these situations as a chance to educate about the importance of fragrance-free and accessibility.
- Ideally, you could request that guests who wear fragrance leave your events or return after removing any fragrances. In practice, making such requests can result in uncomfortable reactions and even anger. **Your organization should discuss whether this is an approach that will work for your community**. If you do plan to ask guests to leave your event, we recommend including language explaining this policy on all publicity material and invitations so that you can prepare people as much as possible.
- Consider providing guests with **alternative methods of participating**. For instance, if you are able to live-stream your event, you can request that fragrance-wearing guests participate remotely. Or if you can create video recordings of your event, you could invite fragrance-wearing guests to view them at a later time.

Fragrance-Free Events

checklist: planning fragrance-free events

the space

- Before booking a space, contact administrators and request fragrance-free or chemical-free cleaning procedures. If not available, consider alternate venues.
- Request fragrance-free hand soap and be prepared to provide your own.

the people

- Notify speakers, participants, volunteers, employees, interpreters, and attendees that the event is fragrance-free. For sample text, see page 22. Include language in:
 - Event RSVP forms
 - Event websites
 - Posters, flyers, advertisements
 - Event program
- Send an email 1-2 days before the event reminding people that the event is fragrance-free. See page 22 for examples.

the day of

- Print and post signage in easy to view places. See page 25 for a template.
- Print and post signage for fragrance-free seating sections. See page 26 for a template.
- If volunteers/staff are welcoming people or helping people locate their seats, have them mention the fragrance-free seating section and ask people wearing fragrances to sit away from that area.
- Provide air purifiers.

Fragrance-Free Resources



in this section

- other fragrance-free guides
- fragrance-free product lists
- info on the hazards of fragrances
- sample language and sign templates

Fragrance-Free Resources

other fragrance-free guides

Accessibility: A Beginner's Guide to Fragrance and Chemical Sensitivities, Hedonish

<http://hedonish.com/accessibility-fragrance-and-chemical-sensitivities>

Fragrance Free Resources, East Bay Meditation Center

<http://eastbaymeditation.org/accessibility/scentfree.html>

Fragrance Free Femme of Colour Genius Draft 1.5, Leah Lakshmi Piepzna-Samarasinha

<http://www.brownstargirl.org/blog/fragrance-free-femme-of-colour-realness-draft-15>

fragrance-free product lists

Fragrance Free Resources, East Bay Meditation Center

<http://eastbaymeditation.org/accessibility/scentfree.html>

Hair, Body and Laundry Fragrance-Free and Natural Products, Cleaner Indoor Air Campaign

<https://cleanerindoorair.org/shop/hair-body-laundry-fragrance-free>

info on the hazards of fragrances

Cleaning products as bad for lungs as smoking 20 cigarettes a day, scientists warn, Josh Gabbatiss,

<https://www.independent.co.uk/news/health/cleaning-products-lungs-damage-cigarettes-smoking-20-day-scientists-warning-a8214051.html>

EPA's Safer Choice Criteria for Fragrances, Environmental Protection Agency,

<https://www.epa.gov/saferchoice/safer-choice-criteria-fragrances>

Fragrance in the workplace: what managers need to know, Christy De Vader, Journal of Management and Marketing Research, <http://www.aabri.com/manuscripts/09244.pdf>

Is "Fragrance" Making Us Sick?, Brian Joseph, Mother Jones, <https://www.motherjones.com/environment/2016/02/toxic-chemicals-fragrance-cosmetics-safety>

Get Mad When Folks Ask You to Be Scent-Free? Here Are 8 Things to Consider, Adrian Ballou, Everyday Feminism, <https://everydayfeminism.com/2015/07/being-scent-free>

Fragrance-Free Resources

'Hypoallergenic' And 'Fragrance-Free' Moisturizer Claims Are Often False, Patti Neighmond NPR, <https://www.npr.org/sections/health-shots/2017/10/02/554365324/hypoallergenic-and-fragrance-free-moisturizer-claims-are-often-false>

Fragrance Sensitivity: A Disability Under ADA, Labor Law Center, <https://www.laborlawcenter.com/education-center/fragrance-sensitivity-a-disability-under-ada>

The Truth About "Fragrance-Free" Products, Jessica Chia, <https://www.prevention.com/beauty/skin-care/a20454834/the-truth-about-fragrance-free-products/>

Unpacking the Fragrance Industry: Policy Failures, the Trade Secret Myth and Public Health, Women's Voices for the Earth, <https://www.womensvoices.org/wp-content/uploads/2017/10/FragranceReport2017Update.pdf>

Fact Sheet: The Fragrance Industry's Policy Failures and Trade Secret Myth, Women's Voices for the Earth, <https://www.womensvoices.org/fragrance-ingredients/fact-sheet-fragrance-industrys-policy-failures-trade-secret-myth>

Fragrance Sensitivities Can Actually Be Very Severe, Study Finds, Anthea Levi, <https://www.health.com/allergy/fragrance-sensitivity-health-effects?xid=time>

Fragranced consumer products: exposures and effects from emissions, Anne Steinemann, <https://link.springer.com/article/10.1007/s11869-016-0442-z>

Scent of Danger: Are There Toxic Ingredients in Perfumes and Colognes?, Scientific American, <https://www.scientificamerican.com/article/toxic-perfumes-and-colognes>

How a baseball-sized tumor woke me up to the dangers of everyday chemicals, McKay Jenkins, Quartz, <https://qz.com/607454/how-a-baseball-sized-tumor-woke-me-up-to-the-dangers-of-everyday-chemicals>

For a list of **academic publications on fragrance and related research**, review the CSW Chemical Entanglements Working Group bibliography:

https://csw.ucla.edu/wp-content/uploads/sites/35/2017/03/CE_WG_Master_Bibliography_11.2017.pdf

Sample email signature:

_____ is a fragrance-free environment. Please refrain from wearing scented products such as perfume, cologne, and fragrant personal care products while using this space, as they can trigger serious health issues for those with fragrance allergies. We appreciate your cooperation in making this area accessible! For more information, visit <http://sharetheair.ucla.edu>.

Sample language to include in event announcements, invitations, posters, event registration forms, etc.:

Please be aware that _____ is a fragrance-free event.

Please refrain from wearing scented products such as perfumes/colognes, hair products, cosmetics, and scented lotions while attending this event, and avoid using scented soaps, shampoos, and detergents prior to the event. These products can trigger serious health issues for those with fragrance allergies and/or chemical sensitivities.

Fragrance-free seating sections will also be provided for those who require an additional precaution during the event. When possible, fragrance-free hand soap will be provided in restrooms for the use of all guests.

Thank you for your consideration for all members of our community. More information on being fragrance-free can be found at <http://sharetheair.ucla.edu>.

Sample language for course syllabi:

In an effort to create accessible spaces for everyone, I ask that students refrain from wearing scented products such as perfume/colognes, hair products, cosmetics, and scented lotions while attending class, and avoid using scented soaps, shampoos, and detergents prior to class. These products can cause serious health issues for those with fragrance allergies and/or chemical sensitivities. For more information on being fragrance-free, visit <http://sharetheair.ucla.edu>.

Fragrance-Free Resources

Sample email language for supervisors to send to staff:

Dear _____ Community,

Please be aware that, to increase the accessibility of our office/classroom/space, we are implementing an office-wide fragrance-free policy. We are limiting the use of products that contain fragrance in our space and also hope that you can do your part in helping us create an accessible and welcoming environment!

Why Fragrance-Free?

“Fragrance” is an ingredient in many personal care and cleaning products that refers to synthetically-created fragrance or scent often listed as “scent” or “parfum” on labels. The chemicals found in synthetic fragrances are harmful to people, animals, and the environment—they can cause sore throat, shortness of breath, headaches, migraines, dizziness, nausea, fatigue, and memory loss for those who are allergic or sensitive to such chemicals. As you can imagine, these symptoms can greatly impact people’s ability to attend class, work, or events and to participate fully in their communities.

Just like providing wheelchair accessibility and interpreters, making spaces fragrance-free increases accessibility and supports the inclusion of everyone!

We ask that you:

- Take easy first steps: Refrain from wearing scented products such as perfume, cologne, and fragrant personal care products while using this space
- Be mindful: Consider limiting your use of personal air fresheners, hand sanitizer, fragrant lotions, scented lip balm, lotion, etc. while using this space
- Go above and beyond: Consider washing your clothes in fragrance-free detergent and refrain from using additional scented products like dryer sheets

What we are doing:

- Switching many of our cleaning products to chemical- and fragrance-free alternatives
- Using air purifiers instead of air fresheners
- Switching to fragrance-free hand soap
- Changing office supplies to fragrance- and chemical-free

Together we can make our space more accessible for those with fragrance allergies and for everyone! For more information, visit <http://sharetheair.ucla.edu>, and please feel free to reach out with any questions or concerns.

Thank you for contributing to a healthy and accessible environment!

This is a Fragrance-Free Space

Please refrain from wearing scented products such as perfume, cologne, and fragrant personal care products while using this space.

We aim to maintain a welcoming and accessible environment for everyone who uses this space. Please refrain from wearing scented products such as perfumes/colognes, scented lotions, clothing with strong detergent scents, etc. while using this space as they can trigger serious health issues for those with fragrance allergies. We appreciate your cooperation in making this area accessible!

Thank you for your consideration for all members of our community.

More info on how to be fragrance-free and why can be found here:
<http://sharetheair.ucla.edu>

This is a Fragrance-Free Event

Please refrain from wearing scented products such as perfume, cologne, and fragrant personal care products while using this space.

We aim to maintain a welcoming and accessible environment for everyone who uses this space. Please refrain from wearing scented products such as perfumes/colognes, scented lotions, clothing with strong detergent scents, etc. while using this space as they can trigger serious health issues for those with fragrance allergies. We appreciate your cooperation in making this area accessible!

Thank you for your consideration for all members of our community.

More info on how to be fragrance-free and why can be found here:
<http://sharetheair.ucla.edu>

Fragrance-Free Seating Section

This section is reserved for those who require a fragrance-free area. Please sit in this section if you refrain from wearing scented products such as perfume, cologne, and fragrant personal care products.

We aim to maintain a welcoming and accessible environment for everyone who uses this space. Please refrain from wearing scented products such as perfumes/colognes, scented lotions, clothing with strong detergent scents, etc. as they can trigger serious health issues for those with fragrance allergies. We appreciate your cooperation in making this area accessible!

Thank you for your consideration for all members of our community.

More info on how to be fragrance-free and why can be found here:
<http://sharetheair.ucla.edu>

Fragrance-Free Fact Sheets



in this section

These fact sheets provide guidelines on supporting students, faculty, and staff who have fragrance allergies, with information especially for:

- faculty members
- managers and staff
- teaching assistants
- campus resources

Fragrance-Free Fact Sheet: Faculty

what can you do as a faculty member?

As a faculty member, you have the opportunity to create a positive and inclusive space for students, staff, and colleagues. This fact sheet will equip you with specific steps you can take to create a safer classroom.

Personal Changes

- Reduce and limit your use of fragranced products whenever possible.
- Read ingredient labels before buying personal care products and household cleaning products. Watch out for “fragrance,” “scent,” or “parfum” ingredients, which are likely to contain hazardous chemicals.
- Be aware that some products marketed as “unscented” still contain fragrance. This is often identified as a “masking scent” on the ingredient list. It is a neutral-smelling synthetic fragrance designed to hide the smell of other ingredients in the product.
- If this seems overwhelming, try to instead choose products with fewer synthetic ingredients. Use phone apps like The Household Products Database, Skin Deep, or Think Dirty to help easily identify which products are safest.

In Your Classroom

- During the first class meeting, take the time to explain the fragrance-free initiative and rationale, your policies, and your commitment to listen to concerns and answer questions.
- Include language in your syllabus explaining the decision to create a fragrance-free space.

Example: In an effort to create accessible spaces for everyone, I ask that students refrain from wearing scented products such as perfume/colognes, hair products, cosmetics, and scented lotions while attending class, and avoid using scented soaps, shampoos, and detergents prior to class. These products can cause serious health issues for those with fragrance allergies and/or chemical sensitivities. For more information on being fragrance-free, please visit <http://sharetheair.ucla.edu>.

- Designate a non-discriminatory section of fragrance-free seating in your class in a well-ventilated place (possibly near open windows or an air purifier).
- Consider allowing fresh air breaks during class to allow individuals to take a break from disruptive fragrances.
- Before important events, such as exams, remind students to be fragrance-free, as scents can disrupt other students’ ability to perform

Fragrance-Free Fact Sheet: Faculty

In Your Office

- Use an air purifier rather than air fresheners or scented candles
- Post a sign on your office door or bulletin board.

Example: This is a Fragrance-Free Space

Please refrain from wearing scented products such as perfume, cologne, and fragrant personal care products while using this space.

We aim to maintain a welcoming and accessible environment for everyone who uses this space. Please refrain from wearing scented products such as perfumes/colognes, scented lotions, clothing with strong detergent scents, etc. while using this space as they can trigger serious health issues for those with fragrance allergies. We appreciate your cooperation in making this area accessible!

More info on how to be fragrance-free and why can be found here:

<http://sharetheair.ucla.edu>

Thank you for your consideration for all members of our community.

- When scheduling office meetings, remind others of the policy; fragrances are designed to linger and may make the space inaccessible for later visitors.

Example: Please be aware that this is a fragrance-free office. To provide an accessible environment, I ask that you refrain from wearing scented products such as perfume/cologne or strongly scented personal care products during your visit. Thank you for your consideration of all members of our community. For more information on being fragrance-free, please visit <http://sharetheair.ucla.edu>.

Fragrance-Free Fact Sheets: Managers and Staff

what can you do as a manager or staff member?

You have the opportunity to create a positive and inclusive space for all employees and visitors. This fact sheet will equip you with specific steps you can take to create a safer environment.

Personal Changes

- Reduce and limit your use of fragranced products whenever possible.
- Read ingredient labels before buying personal care products and household cleaning products. Watch out for “fragrance,” “scent,” or “parfum” ingredients, which are likely to contain hazardous chemicals.
- Be aware that some products marketed as “unscented” still contain fragrance. This is often identified as a “masking scent” on the ingredient list. It is a neutral-smelling synthetic fragrance designed to hide the smell of other ingredients in the product.
- If this seems overwhelming, try to instead choose products with fewer synthetic ingredients. Use phone apps like The Household Products Database, Skin Deep, or Think Dirty to help easily identify which products are safest.

Implementing Policies

- Write a fragrance-free policy asking all employees, clients, and visitors to refrain from using scented products in your office or at your events. Example policies are available online from the American Lung Association: <http://action.lung.org/site/DocServer/fragrance-free-workplace.pdf>.
- Use a variety of communication methods:
 - Include information in office notices, newsletters, and presentations
 - Attach or link resources to office-wide emails
 - Post the full fragrance-free policy where other important announcements and information are located
- To ensure a greater commitment from all, let employees know why these policies are in place, why it is necessary to adhere to them, and clear up any misconceptions by providing educational resources to staff.
- Maintain regular communication with employees about the changes; they may have ideas, needs, or concerns that have not been addressed.

Office Spaces

- Use an air purifier rather than air fresheners or scented candles.
- In some cases, the space may be cleaned with fragrance-free chemicals or less harsh cleaning agents. Ask your custodial staff if they have natural alternatives.
- Substitute fragranced office supplies with fragrance-free or low-odor alternatives. Common offenders are markers, cleaning wipes, hand soap, dish soap, hand sanitizer, surface disinfectant, carpet shampoos, or tissues.
- When using outside facilities, request that they be kept free of air fresheners or other sources of fragrance, including plug-in air fresheners, automatic bathroom sprays, candles, aerosol air fresheners, soap, cleaners, and hand sanitizers.

Fragrance-Free Fact Sheets: Managers and Staff

Visitors

- Post fragrance-free signs outside on or near the office entry to inform new visitors.

Example: This is a Fragrance-Free Space

Please refrain from wearing scented products such as perfume, cologne, and fragrant personal care products while using this space.

We aim to maintain a welcoming and accessible environment for everyone who uses this space. Please refrain from wearing scented products such as perfumes/colognes, scented lotions, clothing with strong detergent scents, etc. while using this space as they can trigger serious health issues for those with fragrance allergies. We appreciate your cooperation in making this area accessible!

More info on how to be fragrance-free and why can be found here:

<http://sharetheair.ucla.edu>

- When scheduling office meetings, remind others of the policy; fragrances are designed to linger and may make the space inaccessible for later visitors.

Example: Please be aware that this is a fragrance-free office. To provide an accessible environment, we ask that you refrain from wearing scented products such as perfume/cologne or strongly scented personal care products during your visit. Thank you for your consideration of all members of our community. For more information on being fragrance-free, visit <http://sharetheair.ucla.edu>.

What to do if a visitor arrives wearing fragrance?

- Place an air purifier in the meeting space, open windows, or, if possible, relocate meetings to an outdoor location.
- Make sure the fragrance-free policy is brought to their attention in a polite manner the next time they are invited to the space.

How to encourage employees to get on board

- Lead by example—explain the changes you've personally made and encourage small changes first.
- Emphasize that being fragrance-free is an accessibility issue and that the use of fragrances can exclude those who are already marginalized.
- Listen to their concerns and develop compromises that will work for your workplace.

Fragrance-Free Fact Sheets: Teaching Assistants

what can you do as a teaching assistant?

As a teaching assistant, you have the opportunity to create a positive and inclusive space for students. This fact sheet will equip you with specific steps you can take to create a safer environment.

Personal Changes

- Reduce and limit your use of fragranced products whenever possible.
- Read ingredient labels before buying personal care products and household cleaning products. Watch out for “fragrance,” “scent,” or “parfum” ingredients, which are likely to contain hazardous chemicals.
- Be aware that some products marketed as “unscented” still contain fragrance. This is often identified as a “masking scent” on the ingredient list. It is a neutral-smelling synthetic fragrance designed to hide the smell of other ingredients in the product.
- If this seems overwhelming, try to instead choose products with fewer synthetic ingredients. Use phone apps like The Household Products Database, Skin Deep, or Think Dirty to help easily identify which products are safest.

In Your Classroom, Discussion, or Lab Section

- During the first class meeting, take the time to explain the fragrance-free initiative and rationale, your policies, and your commitment to listen to concerns and answer questions.
- Include language in your syllabus explaining the decision to create a fragrance-free space.

Example: In an effort to create accessible spaces for everyone, I ask that students refrain from wearing scented products such as perfume/colognes, hair products, cosmetics, and scented lotions while attending class, and avoid using scented soaps, shampoos, and detergents prior to class. These products can cause serious health issues for those with fragrance allergies and/or chemical sensitivities. For more information on being fragrance-free, visit <http://sharetheair.ucla.edu>.

- Designate a non-discriminatory section of fragrance-free seating in your class in a well-ventilated place (possibly near open windows or an air purifier).
- Consider allowing fresh air breaks during class to allow individuals to get a break from disruptive fragrances.
- Before important events, such as exams, remind students to be fragrance-free, as scents can disrupt other students’ ability to perform.

Fragrance-Free Fact Sheets: Teaching Assistants

Need Support?

- Let your Faculty Supervisor know if you or any of your students need fragrance-free accommodations in order to succeed. Refer them to <http://sharetheair.ucla.edu> if they request more information.
- If your Faculty Supervisor is not supportive, consider seeking support from your department chair or manager.
- Find allies among your peers: band together with fellow teaching assistants to share resources and sources of support.
- If you face pushback for your decision to implement fragrance-free practices in your classes, consult with your union about your rights as a Teaching Assistant and the UCLA Center for Accessible Education for support regarding accessibility needs for students.

Fragrance-Free Fact Sheets: Campus Resources

what can you do as a campus resource?

As a campus resource, you have the opportunity to create a positive and inclusive space for students who require a fragrance-free accommodation. Not only can you assist students in getting their access need met, but you can also help faculty, staff, and other students in creating an accessible space for students with such an accommodation. This fact sheet will equip you with specific steps you can take to create a safer environment as well as suggestions for ways in which you could expand services to accommodate students with fragrance sensitivities/allergies.

In Your Office

- Treat fragrance-sensitivity as an accessibility issue.
- Hold training sessions and/or distribute information to your staff about the issue and the health impacts of fragrance so that they can be informed about how best to serve students.
- Make spaces fragrance-free by asking students and colleagues to avoid wearing fragrance

Example: In an effort to create accessible spaces for everyone, We ask that students refrain from wearing scented products such as perfume/colognes, hair products, cosmetics, and scented lotions while visiting our office and avoid using scented soaps, shampoos, and detergents prior to visiting. These products can cause serious health issues for those with fragrance allergies and/or chemical sensitivities. For more information on being fragrance-free, visit <http://sharetheair.ucla.edu>.

- Ask custodial staff to only use fragrance-free or natural products in your office.
- Encourage staff to include a short statement on the fragrance-free policy at the end of emails:

Example: In striving to ensure accessibility, comfort, and safety for students, staff, and visitors, we encourage those who visit this office to please be fragrance-free. For more information on being fragrance-free, visit: <http://sharetheair.ucla.edu>.

- Provide links to <http://sharetheair.ucla.edu> on your website.

Supporting Classroom Accommodations

- If students come to you seeking support pursuing fragrance-free policies, provide their instructors with the Fact Sheets for Faculty Members or Teaching Assistants, and their department with the Fact Sheet for Managers and Staff.
- Alert UCLA students about the Will Rogers Scholarship, which can fund an air purifier for their department and classrooms.
- Provide students with options for learning accommodations, such as alternate formats and assistive technologies (e.g., LiveScribe), which may assist them if a fragrance sensitivity makes it impossible for them to enter classrooms.
- Alert students of options for proctored exams, quizzes, or graded in-class assignments.

Fragrance-Free Fact Sheets: Campus Resources

Steps to consider

- Work with facilities management to learn what cleaning products and soaps are used in which buildings and collaborate to encourage the use of fragrance-free cleaning products and soaps in instructional buildings.
- Have air purifiers available for 'check out' like other assistive technologies, allowing students to either 'rent' them to be setup for particular classes or for students, faculty, and staff to 'rent' for campus events.
- Provide accessibility support for campus events by setting up fragrance-free seating sections with air purifiers.
- Assist and mentor students in the steps needed to obtain a disabled parking accomodation in cases where it is needed.

Making Campus Housing Accessible

- Alert UCLA students about the Will Rogers Scholarship, which can fund an air purifier for their residence.
- Help circulate resources and information to nearby residents, encouraging them to reduce their use of non-medical fragranced items.
- Work with Residential Life to designate fragrance-free housing or residence floors.
- Advocate for campus housing to replace carpet (which is toxic and can trap scents) with safer flooring alternatives like marmoleum.
- Work with facilities management to switch to safer, fragrance-free cleaning products and soaps for bathrooms and other shared spaces.
- Support students in requesting single rooms if needed.
- If single rooms are not available, connect students with potential housemates who can accommodate their needs.
- Assist students with housing contract termination in cases where on-campus residency proves to be inaccessible.

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