



Tobacco Free Grounds Implementation Toolkit



TOBACCO FREE GROUNDS IMPLEMENTATION TOOLKIT
DELIVERY SYSTEM REFORM INCENTIVE PAYMENT (DSRIP) PROGRAM
SUFFOLK CARE COLLABORATIVE



Tobacco Free Grounds at Behavioral Health Sites Implementation Toolkit

February 22nd, 2018

A Tobacco Free Campus is a Healthy Campus

PROGRAM TOOL FOR PARTICIPANTS OF DSRIP PROJECT 4aii
DELIVERY SYSTEM REFORM INCENTIVE PAYMENT (DSRIP) PROGRAM

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Background

Introduction

Every year more employers choose to adopt tobacco-free grounds policies for their worksite. This is due in part to the growing evidence that secondhand smoke can be just as harmful outdoors as indoors. The American Lung Association estimates that secondhand smoke causes approximately 7,330 deaths from lung cancer and 33,950 deaths from heart disease each year.¹ In New York, smoking prevalence is 33.7% among adults with mental health conditions compared to 14.3% among adults who do not have mental health conditions.² It should be noted that nearly 1 in 5 adults in the United States have some type of mental health condition.³ Employees and visitors are best protected by the 100% tobacco –free policy grounds policies.

Employees who smoke often cost businesses more money due to lost productivity, absenteeism and health insurance costs. On average, a smoker’s cigarette breaks will add up to a smoker working 18-22 fewer days per year than a nonsmoker.⁴ In addition, smokers are absent 50% more often than nonsmokers.⁵ Most smokers want to quit and having a tobacco-free worksite makes it easier for them to do so.

Tobacco-free properties are cleaner, free of cigarette butts and other tobacco litter. Employers often find their maintenance costs are lower and the appearance of their grounds improves. Policies prohibiting tobacco use on worksite grounds are known to be an effective way to change smoking-related behavior patterns. In addition, providing counseling for tobacco dependence will support the tobacco-free grounds policy and assist individuals motivated to quit due to the policy.

Tobacco Free Grounds Initiative

This initiative partners with the Office of Mental Health (OMH) and community-based tobacco cessation programs in Suffolk County to assist sites through their transition in becoming tobacco free campuses.

Initiative Goals

- To create a healthier and safer environment for all clients, staff and visitors at behavioral health sites.
- To ensure tobacco dependence is addressed with all clients at the behavioral health sites.
- To protect clients, staff and visitors from the dangers of second hand smoke and tobacco use.
- To protect lives and property from smoking-related fires.
- To provide technical assistance to Behavioral Health Facilities during their transition to Tobacco Free Campuses.

1. U.S. Department of Health and Human Services. The Health Consequences of Smoking-50 Years of Progress: A Report of the Surgeon General. 2014. <https://www.surgeongeneral.gov/library/reports/50-years-of-progress/index.html>
2. “New CDC Vital Signs: Smoking among those with Mental Illness.” Centers for Disease Control and Prevention. CDC, 06 Jan. 2014. Web. 31 May 2016. <https://www.cdc.gov/tobacco/disparities/mental-illness-substance-use/index.htm>
3. U.S. Department of Health and Human Services. The Health Consequences of Smoking-50 Years of Progress: A Report of the Surgeon General. 2014. <https://www.surgeongeneral.gov/library/reports/50-years-of-progress/index.html>
4. Wisconsin Department of Health Services. Tobacco Prevention and Control Program-General Information and Data. 2016. <https://www.dhs.wisconsin.gov/publications/p43073.pdf>
5. Action on Smoking and Health. ASH: Fact Sheet. 2015. <http://ash.org.uk/category/information-and-resources/fact-sheets/>

Getting Started/ Evaluation

Current State Assessment

In an effort to create an implementation plan that is tailored to each site's needs, the Tobacco Free Site Readiness Survey on the following page can be used as a tool to assess each site's current level of tobacco free readiness. The survey is broken down into two sections: Practice/Organization and Tobacco Cessation Services. Each characteristic is broken down into five levels, the appropriate level to be discussed and selected by site representatives and staff at each site. Once the survey is completed, average scores will be calculated and a planned tobacco free campus approach will be presented to site management by program experts.

Guidelines/Steps to Developing a Tobacco-Free Workplace

Developing a Policy

- Form a work group that involves staff from all levels and key departments, such as Human Resources and Service Coordinators, and clients in order to facilitate buy in.
- Gather information from clients through informal meetings. Utilize this information to provide education/training to clients and staff.
- Discuss with Human Resources about providing cessation services in health benefit plan and/or on-site cessation opportunities. Have NYS Smokers' Quitline information available for HR and to post around the workplace.
- Survey staff and clients to find out if they would attend an in house cessation program, and/or offer this as a supportive enforcement option.
- Be clear about compliance. Offer options for clients and staff that educate and provide support
- Clarify break time rules and non-compliance measures.
- Discuss offering an incentive to those who try and quit.
- Develop communication materials to announce the policy to staff, clients and visitors.

Roll-out

- Begin roll-out at least six months ahead of policy implementation. Have a timeline established for each month.
- Utilize a countdown clock to promote the countdown to a tobacco-free workplace.
- Distribute letter to employees from CEO about why the policy is being implemented as well as timeline for roll out. Include cessation options in this letter.
- Inform client's residences and physicians about policy.
- Reinforce the policy implementation by sending monthly reminders about the policy and cessation options. Examples include memo, informational posters and/or paycheck notices, etc.
- Have information sessions about policy implementation
- Have staff meet with clients to make a plan for getting through the day
- Begin to plan a kickoff event. Create a press release to announce new policy.
- Signage where needed.

Cessation

- Have NYS Smokers Quitline information and local cessation resources available and/or placed around the building.
- Provide tobacco cessation treatment resources for staff who use tobacco.
- Host information sessions with site staff and clients to explain policy, rationale, implementation and provide cessation resources.
- Take American Lung Association Freedom from Smoking Clinic Facilitator Training or Suffolk County's "Learn to Be Tobacco Free" so cessation services can be offered internally.
- Address tobacco use with clients using the 5A's of counseling.

Compliance

- Ensure that everyone has reviewed the new policy.
- Post signage around the site so policy is clear and visible to staff and visitors.
- Continue to host committee meetings in order to evaluate and monitor outcomes, as well as address compliance issues in a timely fashion.

Technical Assistance

During your site's transition to a tobacco free workplace, you may find the need for professional technical assistance. Our program leads are eager to make your site's transition as smooth as possible. Below are some of the services the team can provide to your site.

Online Education

The Suffolk Care Collaborative also maintains informational videos on its Learning Center, which are created for our partners and providers. The Learning Center found on the SCC website contains an "Interventions for Tobacco Cessation Module," which includes several brief narrated videos. Some examples of the modules that can be found online are treating tobacco dependence in individuals with mental and/or behavioral disorders and addressing tobacco dependence in individuals with diabetes. To access the Learning Center, click on the "For Partners" tab on the SCC website found here:

<https://suffolkcare.org/forpartners/learning-center>.

In Person Education

Our program leads can provide onsite education sessions to your staff with regards to best worksite practices and tobacco dependence treatment for your clients. If your organization prefers to conduct its own trainings, training curricula, including the New York State Department of Health Center of Excellence Behavioral Health Toolkit can be provided as well.

Interested in providing training to your staff?

For tobacco free campus best practices contact:

PJ Tedeschi, LCSW

Director, Tobacco Action Coalition of LI

Tel: (631) 415-0948

PJ.Tedeschi@lung.org

For tobacco dependence treatment information contact:

Patricia Folan, RN, DNP, CTTS

Director for Center for Tobacco Control, Northwell Health

Tel: (516) 466-1980

pfolan@northwell.edu

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Nurse Practitioner, Center for Tobacco Control, Northwell Health

Tel: (516) 466-1980

aspatarella@northwell.edu

Materials

There are a variety of tobacco free grounds materials that are available to your site, depending on your site's clientele, signage and needs. Below includes a list of materials that can be provided to your site through this initiative.

- Client facing tobacco cessation materials (on cigarettes, e-cigarettes, secondhand smoke, how to stay quit)
- Provider facing tobacco cessation education materials (how to counsel a client)
- Digital copies of New York State Smoker's Quitline materials
- Indoor and outdoor building signage

New York State Smokers' Quitline Materials for Order

Tel: (866) 697-8487 or visit <https://www.nysmokefree.com/Subpage.aspx?P=50&P1=5050>

To set up a direct referral system contact:

Patricia Bax, RN, MS, TTS, ACB

Marketing & Outreach Coordinator

Roswell Park Comprehensive Cancer Center

Tel: (716) 845-4365

Patricia.Bax@RoswellPark.org

Policy & Implementation

As part of the Tobacco Free Outdoor Campus initiative, each site is required to create a site policy or build upon an existing policy that references tobacco use at the site. Policies and guidelines are important for sites as they outline employee and client expectations related to tobacco use. Attached in this toolkit you will find several sample policies and general guidelines for constructing a Tobacco Free Campus Policy document. We are pleased to provide sites with assistance in policy construction and establishing tobacco free campus committees at their sites.

Once a policy has been created and established, our team is able to provide site specific assistance as it relates to implementation. Members from our support team can attend site meetings, guide staff members through the tobacco free transition and provide realistic role play/scenarios to educate staff members on the new policies.

Creating or Expanding a Tobacco Free Campus Policy

A tobacco free campus policy helps to make the workplace a healthier one. In order to create your site's policy, it is important to bring together a small group that includes various employees, management and in some cases tobacco users to help create a policy that will fit your site. Included below are sample templates from various organizations and states that can be used as models.

Sample Templates

American Lung Association

Sample Tobacco-free Workplace Policy

A tobacco-free environment helps create a safe and healthy workplace. Smoking and secondhand smoke are known to cause serious lung diseases, heart disease and cancer. [EMPLOYER] recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke. Our policy to provide a tobacco-free environment for all employees and visitors was established to keep a safe and healthy workplace environment. This policy covers the smoking of any tobacco product and the use of oral tobacco products, "spit" tobacco and e-cigarettes, and it applies to both employees and non-employee visitors of [EMPLOYER].

Policies

OPTION 1 – COMPLETE TOBACCO-FREE POLICY

No use of tobacco products including cigarettes and "spit tobacco" or e-cigarettes is permitted within the facilities or on the property of [EMPLOYER] at any time.

OPTON 2 – TOBACCO-FREE IN DESIGNATED OUTDOOR AREAS ONLY POLICY

No use of tobacco products including cigarettes, e-cigarettes and "spit tobacco" will be allowed within the facilities of [EMPLOYER] at any time.

Smoking or tobacco use shall be permitted only in designated smoking areas located at least 25 feet outside the building entrance, operable windows, and ventilation systems of enclosed areas to prevent tobacco smoke from entering those areas. All materials used for smoking in designated smoking areas, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers.

Procedure

1. Employees will be informed of the [EMPLOYER] Tobacco-free Policy through signs posted throughout properties owned and operated by [EMPLOYER], including company owned vehicles.
2. Visitors will be informed of the [EMPLOYER] Tobacco-free Policy by their hosts, the meeting invite, email correspondences and signs posted throughout the properties owned and operated by [ORGANIZATION NAME].
3. The [EMPLOYER] will help employees who want to quit smoking by helping them access recommended smoking cessation programs and materials. (Visit www.lung.org/stop-smoking for more information.)
4. Any violations of this policy will be handled through the standard disciplinary procedure.


[INSERT SIGNATURE]

[INSERT DATE]

SIGNATURE CEO or PRESIDENT

DATE

www.Lung.org • 1-800-LUNG-USA (1-800-586-4872)

American Lung Association	 American Lung Association Tobacco-
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Tobacco Action Coalition of Long Island

Template 1

Tobacco-Free Grounds Policy

Date:

1. Purpose:

Given the growing concerns surrounding the adverse health effects of exposure to tobacco smoke, (insert company name here) takes a serious, concerted approach to address tobacco use.

2. Revision History

Revised, supersedes Administrative Policy # _____ dated _____.

3. Persons Affected

All individuals affiliated with (insert company name here), including employees, volunteers, medical staff, students, guests, visitors, clients, caretakers, family members and vendors.

4. Policy

The entire property of (insert company name here) is tobacco-free. According to the Surgeon General, there is no safe level of exposure to second-hand smoke (Surgeon General Carmona, June 2006). Therefore, in an effort to promote a healthy environment and foster a healthy workforce, (insert company name here) property, including all buildings, outside grounds and parking areas are designated tobacco-free areas. This will respect the rights of all people not to be exposed to secondhand smoke. Employees will receive a copy of this policy at the time of hire. Additional copies are available from Management upon request. To support the policy of a tobacco free environment, (insert company name here) has posted tobacco-free signs in designated areas. Please observe this policy at all times.

5. Definitions

Tobacco use – the use or presence of any tobacco product (i.e.) a lighted cigar, cigarette, pipe, smokeless tobacco, etc. on any company property. This includes the use of e-cigarettes as these products are not regulated and composition of the product is not known.

6. Human Resources

This policy pertains to employees, volunteers, and students during working hours, on company property, including vehicles, and company sponsored events.

7. Responsibilities

Employees are required to adhere to policy guidelines. Failure to do so will result in disciplinary action administered in conjunction with our standard personnel procedure. Questions regarding signage or the effect this policy has on management and employees may be directed to Management.

President, (insert company name here)

Date

Template 2

PURPOSE:

This tobacco-free campus policy was developed for the following reasons:

1. To protect clients, staff and visitors from the dangers second hand smoke and tobacco use.
2. To protect lives and property from smoking-related fires.
3. To address tobacco dependence issues with clients.

DEFINITIONS:

SMOKING- means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended or inhalation, in any manner or in any form.

TOBACCO PRODUCT means any product made or derived from tobacco or which contains nicotine marketed or sold for human consumption, whether consumption occurs through inhalation, or oral or dermal absorption. Tobacco product does not include drugs, devices, or combination products authorized for sale by the state or U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug and Cosmetic Act.

ELECTRONIC NICOTINE DELIVERY SYSTEM means an electronic device that, when activated, produces an aerosol that may be inhaled. Electronic Nicotine Delivery System includes any component, part but not accessory, and any liquid or other substance to be aerosolized, whether or not separately sold. Electronic Nicotine Delivery System does not include drugs, devices, or combination products authorized for sale by the state or U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug and Cosmetic Act.

ACCESSORY means any product that is intended or reasonably expected to be used with or for the human consumption of a tobacco product; does not contain tobacco and is not made or derived from tobacco; and meets either of the following: (1) is not intended or reasonably expected to affect or alter the performance, composition, constituents, or characteristics of a tobacco product; or (2) is intended or reasonably expected to affect or maintain the performance, composition, constituents, or characteristics of a tobacco product but (a) solely controls moisture and/or temperature of a stored tobacco product; or (b) solely provides an external heat source to initiate but not maintain combustion of a tobacco product. Accessory includes, but is not limited to, carrying cases, lanyards and holsters.



COMPONENT OR PART means any software or assembly of materials intended or reasonably expected: (1) to alter or affect the tobacco product's performance, composition, constituents, or characteristics; or (2) to be used with or for the human consumption of a tobacco product. Component or part excludes anything that is an accessory of a tobacco product, and includes, but is not limited to e-liquids, cartridges, certain batteries, heating coils, programmable software and flavorings for Electronic Aerosol Delivery Systems.

TOBACCO-FREE REGULATIONS:

1. Tobacco use is prohibited on all campus grounds.
2. All staff and clients who use tobacco will be provided with resources for tobacco cessation. Please contact your counselor or Human Resources for more information.

IMPLEMENTATION:

1. Clients and staff will be informed in advance of the date the policy goes into effect.
2. Tobacco cessation classes and information will be made available to all clients and staff.
3. Visitors will be notified through correspondence and signage about the policy.
4. Upon adoption, a formal notice will be sent to all clients and staff informing them of this change in policy and offering tobacco cessation resources.

Tobacco Action Coalition Policy 1	 Tobacco Action Coalition Sample Polic
Tobacco Action Coalition Policy 2	 Tobacco Action Coalition Policy 2.doc

Northwell Health

Tobacco-Free Policy

The organization maintains an environment that strictly prohibits smoking and other tobacco use. The purpose of this policy is to protect all individuals located on any and all Health System properties from the hazards arising from exposure to environmental tobacco smoke, to comply with applicable laws and regulations, as well as to provide consistency within the Health System due to variances in local laws and regulations.

POLICY

The organization and each of its hospitals/clients and off-site facilities will provide a totally tobacco-free workplace and environment with the uniform prohibition of smoking and the use of tobacco products. The prohibition of smoking is in accordance with Subdivision 2 of section 1399-o of the public health law of NYS, as added by chapter 389 of the laws of 2011, which pertains to smoking and the use of tobacco products on the property of a Hospital or Nursing Home facility. Waivers to this prohibition can only be granted as per NYS law.

SCOPE

This policy applies to all members of the organization's workforce including, but not limited to: employees, medical staff, volunteers, students, physician office staff, and other persons performing work for or at the organization.

DEFINITIONS

Smoking or tobacco use includes smoking products such as cigarettes, cigars, pipes, and or the use of smokeless tobacco products, including but not limited to electronic cigarettes, dipping or chewing tobacco, and snuff, and/or the sale of smoking or other tobacco products on the premises.

Property is defined as all of the owned or leased facilities including all entranceways and walkways, company vehicles and parking lots.

PROCEDURE AND POLICY

1. Employees/Visitors/Clients/Vendors/Contractors

a. Smoking and other tobacco use is prohibited by all persons within or on any of the organization's property, with the exception of an established designated smoking area, for which a waiver has been granted in accordance with Subdivision 2 of section 1399-o of the public health law of NYS, as added by chapter 389 of the laws of 2011, which prohibits smoking on the property of a Hospital or Nursing Home facility. Waivers to this prohibition can only be granted as per NYS law.

b. Employees, who violate this policy, including violations of fire code and/or safety procedures, may be subject to formal disciplinary action, up to and including termination.

c. It is the responsibility of all employees and voluntary staff to advise all visitors and clients of the organization's commitment to maintaining a safe, tobacco free environment in all facilities including all entranceways, walkways, company vehicles, parking lots, and garages.

d. Employees are to promptly and courteously advise clients and visitors of this policy if they are observed violating the policy.

i. If an employee has advised a client or visitor who is observed smoking on hospital grounds of the policy and that person refuses to comply, Security should be notified.

ii. Security personnel will respond and reiterate to the offender the organization's policy as well as applicable Federal, State, City, and local laws. If the person remains non-compliant, Security will take action as deemed appropriate by the on-site Security Department in accordance with site and departmental policy.

2. Newly Admitted Clients

As part of the initial clinical encounter, healthcare providers will:

a. Advise the client and their families of the organization's commitment to maintaining a safe, tobacco-free environment in all facilities and adjacent grounds.

b. Assess all clients for tobacco usage within the past 30 days and their willingness to quit. All clients who are identified as smokers will be advised of the hospital's tobacco free policy. All clients who smoke or use other tobacco products will receive educational information on health risks associated with smoking or tobacco use as well as tobacco cessation information. All tobacco cessation interventions will be documented in the clients' medical record.

c. Clients who smoke or use tobacco, and after an assessment by the Provider (MD, NP, PA), will be offered nicotine dependence treatments in accordance with current evidence based tobacco treatment guidelines (e.g., a nicotine patch). Clients will be counseled not to leave the unit to smoke. All tobacco dependence treatments will be documented in the clients' medical record.

d. Providers may not issue an order for a client to leave the unit to smoke, use, or sell tobacco products.

e. If a client insists on leaving the unit, the Provider will be notified immediately. The client must be informed that while they cannot be physically prevented from leaving the unit without a Provider's order, this is a violation of hospital client safety protocol and would be considered "Against Medical Advice".

f. All out-clients who smoke or use tobacco and are treated at a facility within the organization will also be screened, counseled, and offered assistance for tobacco dependence.

3. Signage


Signage regarding the organization's commitment to a tobacco-free environment will be conspicuously posted at all entrances of the facility.

4. Education/Support

The organization realizes the challenges of a tobacco-free environment. In light of this, information on tobacco cessation (e.g., treatments, psychological support and education) or information regarding services offered at Northwell Health's Center for Tobacco Control, (516) 466-1980 will be made available to anyone interested.

SUGGESTION:

HERE the ORGANIZATION COULD ALSO RECOMMEND THE QUITLINE AND OR THE SUFFOLK COUNTY DOH PROGRAM, OR if they decide to run their own in-person program, they could mention it here.

Northwell Health Center for Tobacco Control	 Northwell Tobacco Free Policy.docx
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Tobacco Free Maine (Maine Center for Disease Control and Prevention)

This sample policy complies with Maine’s Workplace Smoking Act of 1985. This policy exceeds Maine law by its inclusion of a ban on the use of all tobacco products, including cigarettes, cigars, smokeless tobacco products, and any new tobacco products of any and all types, on the entire property under the control of the management of this worksite, including within personal vehicles while on the property.

(Insert workplace name here) is dedicated to providing a healthy and productive work environment. As required by law (insert law here), it will be our policy to provide a smoke-free workplace, effective (insert date). This policy applies to all employees, clients, contractors, and visitors. The Workplace Smoking Act of 1985 applies to all enclosed areas of business facilities in Maine where employees perform work and for which the employer is responsible. This policy also bans tobacco smoking in all outdoor areas of the workplace property at all times, 365 days per year, 24 hours a day.

“The scientific evidence indicates that there is no risk-free level of exposure to secondhand smoke.” *The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*. Atlanta GA: U.S. DHHS CDC Office on Smoking and Health 2006. Since the use of tobacco products is the single greatest cause of premature death and disability in the United States, and in Maine, this policy exceeds the requirements of Maine State law by banning the use of any and all tobacco products, at all times, and in all locations that comprise this workplace. The management of (insert workplace name here) is dedicated to promoting health and wellness, and recognizes that tobacco is an extremely addictive substance. This workplace will provide education on the impact of tobacco use with the purpose of raising awareness of the effects of tobacco use. This workplace will promote the use of all available resources, including the Maine Tobacco HelpLine (insert phone number here) to assist those tobacco users who wish to cease their use of such products.

This policy will be posted and copies will be made available to anyone who requests one. The policy will be supervised by the management of (insert workplace name here) in accordance with Maine State law. Effective (insert date), the use of all tobacco products is banned in:


- all enclosed areas where work is performed, as well as in all rest rooms, all meeting rooms, all lunch rooms and all private offices.
- All outdoor locations, including outdoor eating areas, parking lots, and within vehicles—including personal vehicles whenever the vehicles are parked on company property.
- All employer-owned and all employer-leased vehicles used by employees at all times.
- All employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons at all times. Signs detailing the requirements of this policy will be posted at the entrance to all workplace property, at all building entrances, and throughout all buildings that comprise the workplace. In addition, this policy will be included in training manuals and new employee orientation.

This workplace understands that tobacco is a legal product, and further recognizes that as an employer, this workplace may not require that employees or prospective employees refrain from tobacco use when not at work, and will not discriminate against employees who use tobacco outside of employment. The success of this policy will depend on the courtesy and cooperation of both tobacco users and nonusers. Everyone is responsible for following and helping to enforce the policy. Problems should be

brought to the attention of the appropriate supervisor. Violations of this policy will be handled through the established disciplinary procedures.

Company Representative:

Date:

Tobacco Free Maine	 Tobacco Free Maine_GoodWorkKit_!
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Tobacco Free Utah (Utah Department of Health)

Template 1

Due to the acknowledged hazards arising from exposure to secondhand smoke, it shall be the policy of Company Name to provide a tobacco-free environment for all employees and visitors. This policy covers the use of any tobacco product and applies to both employees and nonemployee visitors of Company Name.

Definition

1. There will be no use of tobacco products (i.e., cigarettes, pipes, cigars, spit tobacco, electronic cigarettes, and hookah) within the facilities of Company Name at any time. All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. [The decision to provide or not provide designated smoking areas outside the building will be at the discretion of management or other decision-making body. For a policy that includes a designated smoking area, add the following information and clearly state where the designated smoking areas are located: The designated smoke areas will be located at least 25 feet from the main entrance, other exits and entrances, open windows, or air intakes. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it may be eliminated at the discretion of management or other decision-making body.]
2. There will be no tobacco use in Company Name vehicles at any time. There will be no tobacco use in personal vehicles when transporting persons on Company Name authorized business.
3. Breaks: Supervisors will discuss the issue of smoking breaks with their staff. Together they will develop effective solutions that do not interfere with the productivity of the staff.

PROCEDURE

1. Employees will be informed of this policy through signs posted in Company Name facilities and vehicles, the policy manual, and orientation and training provided by their supervisors.
2. Visitors will be informed of this policy through signs, and their host will explain it. Company Name will assist employees who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials.
3. Any violations of this policy will be handled through the standard disciplinary procedure.

Source: Making Your Workplace Smokefree: A Decision Maker's Guide.25

Template 2

RATIONALE

Tobacco use is the leading cause of preventable death and disability in the United States. The U.S. Surgeon General has stated that there is no risk-free level of exposure to secondhand smoke; that even brief exposure can be dangerous. The Environmental Protection Agency classifies secondhand smoke as a Class A carcinogen, the most dangerous category of cancer-causing agents.

GOAL

The goal of this tobacco-free policy is to improve the health of Company Name employees and visitors by reducing exposure to secondhand smoke and promoting tobacco cessation.

POLICY

Based on significant medical evidence and research documenting the health risks to users of all tobacco products, Company Name will provide a 100% tobacco free environment for all employees, contractors and visitors. The use of tobacco products anywhere on Company Name property is prohibited.

SCOPE


This policy applies to all Company Name employees, contractors and visitors.

PROCEDURE

1. Definition – a. Tobacco products prohibited include cigarettes, pipes, cigars, spit tobacco, electronic cigarettes, and hookah. b. Company Name property includes all Company-owned and leased parking lots. It excludes public streets and street parking.
2. Communication – “Tobacco-Free Workplace” signage is posted at all entrances. HR will advise all new hires of this policy, including the consequences of non-compliance, in writing.
3. Responsibilities – Adherence to the tobacco-free policy is the responsibility of all Company Name employees, clients, and visitors. Employees who do not conform to this policy are subject to disciplinary action. (Discipline process can be described below.)
4. Employees observing individuals not employed by Company Name violating this policy should courteously inform them of this policy and request their compliance.
5. Tobacco Use Cessation Program - As tobacco cessation represents the single most important step users can take to enhance the length and quality of their lives, Company Name is committed to providing support to all employees who wish to stop using tobacco products. Company Name employees have access to several types of assistance, including:
 - The Utah Tobacco Quit Line (1.800.QUIT.NOW) provides telephone based counseling, support materials, and referrals to local classes and additional assistance when appropriate. Callers may also qualify for free nicotine replacement therapy.
 - Utah QuitNet (www.utahquitnet.com) provides quitting guides, peer support through message boards and email, expert advice, and other services to help people quit using tobacco.

- Tobacco Free Resource Line (1-877-220-3466 or theTRUTH@utah.gov) provides materials including brochures, Quit Line cards, posters, and fact sheets.
- Add specific information about your company's insurance benefits or company sponsored cessation classes here.

QUESTIONS: Any questions regarding the interpretation or enforcement of this policy are to be brought to the Human Resources department.

Tobacco Free Utah	 Tobacco Free Utah_shsworksitekit.pc
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Taking Texas Tobacco Free Program (Cancer Prevention and Research Institute of Texas)

SUBJECT: TOBACCO FREE WORKPLACE

Authorized/Reviewed By:

Adopted:

Effective:

INTRODUCTION:

Betty Hardwick Center is dedicated to improving the health of our patients and communities we serve. The health hazards of smoking and tobacco use are well known. Tobacco use is the number one cause of preventable illness and death across the nation. Allowing the use of tobacco products in and around our campus does not support the image of our Center as a health care leader in the community and does not promote a healthy environment for our patients or employees. Encouraging and assisting our employees, our patients and our visitors to be tobacco free is consistent with our mission to improve the health of the communities we serve.


SCOPE: This Policy applies to all patients, visitors, contractors, physicians, volunteers and employees of Betty Hardwick Center. It is applicable at all campuses, facilities, vehicles and programs. This prohibition includes but is not limited to cigarettes, cigars, snuff, pipes, chewing tobacco, and any form of electronic smoking devices.

PROCEDURES:

- (1) Smoking and the use or possession of tobacco products (cigarettes, cigars, chewing tobacco, snuff, pipes, any form of electronic devices, etc.) is prohibited in or on all Betty Hardwick Center owned or leased buildings, grounds, parking lots or vehicles.
- (2) Smoking in private vehicles on BHC owned or leased properties is also not allowed.
- (3) This policy applies to facilities leased by BHC whether or not the owner or other tenants follow similar guidelines. No exceptions to this policy will be granted.
- (4) Employees will not be allowed to smoke or use any tobacco products during their paid work time (including breaks) and are encouraged not to use tobacco products during their unpaid work time (lunch).
- (5) Smoke odors at any time are not allowed. (Cross reference: Human Resources Dress Code Policy)
- (6) Employees are prohibited from using tobacco products on the Betty Hardwick Center campus and contiguous property anytime during their work shift.
- (7) BHC wishes to maintain good relationships with its neighbors, so loitering on or littering (including cigarette butts) on, smoking on, or the use of tobacco products on neighboring property is not permitted.
- (8) Human resources will post on all job postings, inform all candidates through the hiring process, and inform all new hires at orientation that the organization is a tobacco free workplace.
- (9) Signs will be posted at strategic locations around BHC campuses to notify staff, visitors, contractors, volunteers and patients of this policy.
- (10) Patients will be informed of the tobacco free policy during the admission and/or pre-admission process. Patient information, such as the Patient Handbook, pre-admission materials, etc. will include notice regarding BHC tobacco free policies. Patient alternatives to smoking will be offered.
- (11) All employees are authorized to communicate this policy with courtesy and diplomacy to other employees, contractors, volunteers, patients and visitors.
- (12) Use of tobacco products is prohibited in all company vehicles.

(13) Full compliance with this policy is expected. Employees who violate this policy will be subject to disciplinary procedures according to policy.

(14) BHC will adopt clinical practices that provide client education and training on health related topics, including the health hazards of tobacco

Taking Texas Tobacco Free Toolkit	 Taking Texas Tobacco Free Toolkit
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Resources

General Tobacco Cessation Resources

Website	Link
Tobacco Free NY State	http://www.tobaccofreenys.org/
NY State Smokers' Quitline	NY State Smokers' Quitline
Suffolk County Department of Health Services- Smoking Cessation Classes	http://www.suffolkcountyny.gov/Departments/HealthServices/PreventiveMedicine/OfficeofHealthEducation/SmokingCessation/CessationClasses.aspx
Tobacco Action Coalition of Long Island	http://www.breathefreely.org/
Northwell Health Center for Tobacco Control	https://www.northwell.edu/center-tobacco-control-our-services#34236 OR TobaccoCenter@northwell.edu
Center for Disease Control and Prevention: Smoking & Tobacco Use	https://www.cdc.gov/tobacco/index.htm
American Lung Association	http://www.lung.org/stop-smoking/smoking-facts/health-effects-of-secondhand-smoke.html

Tobacco Cessation Resources for Behavioral Health Sites

Website	Link
Substance Abuse and Mental Health Services (SAMHSA) -Enhancing Your State's Tobacco Cessation Efforts Among the Behavioral Health Population Toolkit	https://media.wix.com/ugd/4340b9_5a119b8a904c4241a90ec5cb1780c20b.pdf
Substance Abuse and Mental Health Services (SAMHSA) and Health Resources and Services Administration (HRSA) – Smoking Cessation for Persons with Mental Illnesses Toolkit	http://www.integration.samhsa.gov/Smoking_Cessation_for_Persons_with_MI.pdf
Action on Smoking & Health	http://ash.org/

Tobacco Cessation Resources Nationwide

Website	Link
University of California Smoking Cessation Leadership Center	http://smokingcessationleadership.ucsf.edu/resources/toolkits
Tobacco Free Maine Toolkit	http://www.tobaccofreemaine.org/channels/workplaces/documents/GoodWorkKit_001.pdf
Tobacco Free Utah Toolkit	http://www.tobaccofreeutah.org/pdfs/shsworksitesitekit.pdf
Taking Texas Tobacco Free	https://www.takingtexas tobaccofree.com/
Campaign for Tobacco Free Kids	https://www.tobaccofreekids.org/