



Getting Started

## Best Practices Developing Your Tobacco-Free Campus Policy

This document provides a model for a policy statement to establish a tobacco-free environment at your healthcare organization. Annotations highlight key components and provide suggestions for tailoring the policies to your organization. Additional policy templates can be found in the Patient Quit Tobacco System toolbox.

### Sample Tobacco-Free Campus Policy for Hospitals

At [HOSPITAL], we strive to provide a safe and healthy workplace and deliver the highest quality health care. As part of our mission, this tobacco-free campus policy has been established to protect and promote the health, safety, and well-being of our staff, patients, and visitors.

The use of **any nicotine products except those approved by the FDA for tobacco cessation** are prohibited on the **[HOSPITAL] campus**. The campus is defined as any [HOSPITAL] grounds, including but not limited to offices, laboratories, elevators, stairwells, restrooms, shuttle buses, shuttle bus stops, sidewalks, parking areas, meeting rooms, hallways, lobbies, and other common areas. Non-FDA approved products include, but are not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff, other smokeless tobacco products and electronic smoking or vaping devices. The use of nicotine products except those approved by the FDA for tobacco cessation in [HOSPITAL] owned, operated or leased vehicles is also prohibited. Use of these products is also prohibited in personal vehicles parked on the **[HOSPITAL] campus**. To demonstrate respect for our neighboring properties, [HOSPITAL] also discourages the use of these products on properties adjacent to the campus. The use of prohibited nicotine products is also not permitted while staff are in uniform, including but not limited to coveralls, lab coats, scrubs, pants, and shirts; nor while displaying hospital ID badges.

The provisions of this policy apply to all staff, patients, contractors, and visitors. The policy regulations and restrictions will be **clearly posted throughout the campus**. Patients will receive information about the policy verbally at check-in and in written form in the patient admission packet. All staff are responsible for communicating the policy to patients,

#### INTRODUCTION

This language describes the value of this policy to your organization for the health and safety of those who use the property.

#### DEFINING TOBACCO PRODUCTS

This language comprehensively covers e-cigarettes and any other current or future emerging future alternative nicotine products.

#### LOCATION

Use the language “campus” or “grounds” to ensure that your policy covers not just medical facilities but also any exterior areas up to the property limits.



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contractors, and visitors in a professional and courteous manner. When staff observe violations of the policy, they are instructed to politely remind the offender of the policy and request that he or she dispose of prohibited nicotine products immediately. Cards explaining the policy are also available at the [HOSPITAL] front desk to assist staff in discussing the tobacco-free policy with visitors observed in violation of the policy.

New staff will be informed of the policy during the hiring process and at orientation. If a staff member is observed in violation of the policy, the location and time of the violation should be reported to a supervisory staff member or Human Resources. Disciplinary action rests with the appropriate supervisory staff, managers, directors, and administrators. Security staff will assist in the enforcement of this policy by reporting violations to the appropriate manager or supervisor.

To be eligible for the employee wellness benefit, all employees must attest that they do not use nicotine products or commit to abstaining from their use within six months to be eligible for the incentive for that year. Employees must sign an **attestation form** at the beginning of each benefit enrollment period (INSERT DATE). These forms will be kept in the employee's personnel file in Human Resources.

A provision will be included in all contracts, e.g. construction and/or maintenance, to prohibit the employees of contractors/vendors from using nicotine products except those approved by the FDA for tobacco cessation on property owned or leased by [HOSPITAL]. Failure by a contractor/vendor or their employees to comply with the provisions of this policy could result in the termination of the contract.

[HOSPITAL] offers resources and support to users in abstaining from nicotine use on campus and in supporting users who desire to quit using nicotine products. E[DEPARTMENT/CONTACT NAME] coordinates tobacco cessation programs and services for staff, including but not limited to NRT (nicotine-replacement therapy), referrals to outside resources, and related educational classes.

For any questions regarding this policy or covered services, please contact [DESIGNATED DEPARTMENT].

### COMMUNICATION AND COMPLIANCE

Signage about the policy should be posted throughout the hospital grounds, not just at building entrances. Be clear about how violations by staff, patients, visitors, and contractors will be handled.

### ATTESTATION

Although attestation forms are not legally binding, they can be an effective method for identifying employees who are tobacco users and obtaining written commitment from employees to abstain from smoking to receive certain employee benefits or incentives. A sample attestation form is included in the WorkHealthy America toolbox.

### CESSATION SUPPORT

To fully demonstrate your commitment to employee health, outline what resources are available for tobacco users. Even if you are a business without clinical services onsite, identify the staff member who can provide a list of resources and refer employees to further assistance.