

## **SMOKE AND TOBACCO FREE ENVIRONMENT - Environmental Health Manual**

Policy: SMOKE AND TOBACCO FREE ENVIRONMENT

Site: Exempla Healthcare (Exempla Lutheran Medical Center - ELMC)

Effective Date: 07/03/2008

### Policy Statement:

Exempla Healthcare promotes a smoke and tobacco free environment by prohibiting the use of tobacco products on all hospital premises as defined in the scope of this policy.

Exempla Healthcare does not provide designated smoking or tobacco use areas on our campuses.

Tobacco use and secondhand smoke exposure are among the top causes of preventable death and disease in our nation. The 2006 U.S. Surgeon General Report concluded that there is no safe level of exposure to tobacco or secondhand smoke. By implementing a tobacco-free campus policy, we are not only committed to assisting individuals in quitting tobacco use, but also support the health and safety of our workforce, patients and guests by preventing exposure to secondhand smoke while visiting our campus.

This policy may also aid in the reduction of fire risk and help reduce litter associated with tobacco products.

### Scope:

Exempla Healthcare premises includes all Exempla Healthcare owned or leased facilities, grounds, Medical Office buildings, parking structures, parking areas and Exempla Healthcare owned or leased vehicles.

### Exceptions:

This policy does not prohibit outdoor smoking by residents at Exempla Colorado Lutheran Home Apartments or by patients at Collier Hospice Center. This exception applies only to ECLH Apartment residents and Collier Hospice Center patients. The policy prohibits all tobacco use by employees, medical and allied health staff, visitors, GME residents, students, contractors, vendors and volunteers of Exempla Colorado Lutheran Home and Collier Hospice Center. The tobacco use in an outdoor environment must comply with all applicable local, state and federal laws.

### Monitoring:

Exempla Healthcare leadership, medical staff, employees and security are responsible for monitoring and ensuring compliance.

Security officers will assist in the enforcement of this policy.

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### Definitions:

**Tobacco products:** Include all types of cigarettes, smokeless tobacco, cigars and pipe tobacco.

**Smoking:** The act of smoking or carrying a lighted cigarette, cigar or other smoking instruments or materials.

**On-Duty:** During paid time, including paid breaks.

**Off-Duty:** unpaid time, including unpaid breaks when the employee has clocked out. Employees may smoke or use tobacco products while off-duty and off Exempla Healthcare premises.

Procedure Steps:

Step #	Required Action Steps	Performed By	Supplemental Guidance
1	No designated smoking areas will be maintained on Exempla Healthcare premises.	Exempla Healthcare employees, medical staff, allied health staff, patients, volunteers, security, residents, students, visitors, contractors, vendors.	Signage will be posted on the Exempla Healthcare premises informing all individuals that all types of smoking and tobacco usage are prohibited on the premises. Brochures and electronic media will be available to communicate to patients, visitors and the community.
2	Sale or dispensing of tobacco products is not permitted on Exempla Healthcare premises.	Exempla Healthcare employees, medical staff, allied health staff, patients, volunteers, security, residents, students, visitors, contractors, vendors.	
3	Inform all applicants for employment and medical or allied health staff membership, or resident or student affiliation of Exempla Healthcare's tobacco free policy.	Exempla Healthcare employees including Human Resources, Medical Staff Office and GME program at ELMC.	During the new employee and volunteer orientation, this policy will be distributed and discussed. This policy will be made available to applicants for medical and allied health staff membership, and to residents and students who perform rotations at Exempla Healthcare facilities.
4	Inform contractors and vendors during the initial contract negotiations of our policy for a tobacco-free campus.	Exempla Healthcare employees, contractors, and vendors.	Security will assist in monitoring all areas of Exempla Healthcare premises.
5	Compliance is required of all employees, medical staff, allied health staff, patients, volunteers, security, residents, students, visitors, vendors and contractors.	Exempla Healthcare employees, medical staff, allied health staff, patients, volunteers, security, residents, students, visitors, contractors, vendors.	Tobacco cessation programs and education will be made available to employees, medical staff, allied health staff, patients, visitors and the community at large. Nicorette products will be available for sale in the outpatient pharmacy. Physicians may coordinate nicotine alternatives for those patients who seek additional alternatives. Respiratory Therapy may be contacted for resources that can assist those patients who wish to cease use of tobacco products.
6	Smoking in vehicles located on Exempla Healthcare premises is prohibited.	Exempla Healthcare employees, medical staff, allied health staff, patients, volunteers, security, residents, students, visitors, contractors, vendors.	Security officers will assist with the enforcement of this policy. They will inform any person using tobacco products on Exempla Healthcare premises of this policy and instruct the person to either extinguish their smoking materials or leave the premises.
7	Smoking by employees while on duty is expressly prohibited by this policy.	Exempla Healthcare employees, medical staff, allied health staff, volunteers, security, residents, and	Violation of this policy by any employee may result in corrective action up to and including termination. If an employee leaves the Exempla Healthcare premises for

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		students.	the purpose of using tobacco products, he/she must be off-duty and clocked out. Employees are discouraged from smoking during off-duty meal times on adjacent commercial and residential properties. Trespassing on the properties of others to smoke and leave litter is an offense and unwelcome nuisance for Exempla's neighbors and reflects poorly on Exempla and its employees. Employees who smoke during off duty meal times must consider and respect the rights of Exempla's neighbors.
8	Compliance with this policy will be enforced by Human Resources, Security, Medical Staff, Materials Management, and other Leaders.	Exempla Healthcare employees, medical staff, allied health staff, patients, volunteers, security, residents, students, visitors, contractors, vendors.	Report violations to your immediate supervisor or manager, and/or Security. Security will complete a log detailing the location of the offense and the name of the employee or other person involved. Security will provide copies of the condition report detailing the incident to Human Resources of the incident. Violation of this policy by any employee may result in corrective action up to and including termination. Violation of this policy by a contractor, vendor, volunteer, resident or may result in termination of any affiliation or contract. Violation by a student, resident or fellow may result in termination of an educational rotation at ELMC. Violation of this policy by a medical or allied health staff member may result in corrective action under the Medical Staff bylaws and rules.
9	Offer all available resources to assist nicotine-dependent patients during their hospitalization.	Patients, Exempla Healthcare employees, medical staff, allied health staff.	All caregivers will be requested to encourage patients to utilize tobacco cessation products and/or education while staying at the hospital. Clear guidelines on options for these alternatives will be developed and updated as necessary.
10	Leaving the Exempla Healthcare campus in order to use tobacco products in an outdoor environment must comply with all applicable local, state and federal laws.	Patients, Exempla Healthcare medical staff, allied health staff	