

Sample Letter to Employees

(Date)

Dear employee

Smoke-free workplaces are essential to provide employees with a comfortable work environment which protects their health and decreases their risk of developing smoking related illnesses.

More than 400,000 People in the US die each year from smoking related illnesses such as heart disease lung cancer and emphysema. Of those 400,000 deaths each year, nearly a quarter are victims of secondhand smoke, like babies dying due to SIDS, or nonsmokers dying of heart disease. According to the Surgeon General, there is no safe level of exposure to second hand smoke.

Smoking is the single greatest cause of preventable death and disease in the developed world and *(name of organization)* is committed to providing all our employees and patients with a healthy and safe environment. In order to address this important issue, *(name of organization)* will be smoke-free as of *(insert date)*.

(Name of organization)'s smoke-free policy is a way of protecting the health of everyone involved with the organization. The smoke-free policy applies to all management, employees, contractors, clients and visitors to *(name of organization)* campuses.

Our entire campus will be smoke-free at all times.

Please find attached a copy of the smoke-free policy. I would like to encourage you to read this thoroughly to familiarize yourself with *(name of organization)*'s smoke-free stance. If you have any questions regarding the policy please direct these to *(insert name)*.

Thank you to everyone who contributed to the development of our smoke-free policy and I appreciate your assistance and cooperation in creating a healthy, smoke-free workplace.

Sincerely

(Name)

(Position)

Sample Policy Language

Background:

The U.S. Public Health Service has reported that the nicotine in tobacco has been shown to be a mood altering, psychoactive substance that is highly addictive and that smoking is the chief avoidable cause of death in our society.

In developing this policy (*Insert Organization*) recognizes medical and scientific authorities including:

- The U.S. Surgeon General, American Heart Association, American Lung Association, the American Cancer Society and the Environmental Protection Agency (EPA), which have concluded that tobacco use poses serious health risks to the smokers and to the non-smokers who are subjected to second hand smoke.
- Scientific studies have concluded that tobacco use causes chronic lung disease, coronary heart disease, stroke, lung cancer and emphysema.
- In 2010 the Center for Disease Control and Prevention reported more than 480,000 people die in the United States from tobacco related diseases every year making it the nation's leading cause of death. ¹
- The Environmental Protection Agency has found secondhand smoke to be a risk to public health and has classified second hand smoke as a group A carcinogen, the most dangerous class of carcinogen. ²
- The Surgeon General concluded that there is no risk-free level of exposure to second hand smoke and separating smokers from nonsmokers does not eliminate exposure to second hand smoke. ¹
- The California State Health Officer reports that both mainstream & secondhand aerosols emitted from electronic smoking devices have been found to contain at least ten chemicals on the CA Prop 65 list of chemicals known to cause cancer, birth defects & other reproductive harms. ³

These facts about tobacco/nicotine are of significance and have serious implications to the health of (*Insert Organization*) employees and the people they serve. We recognize that tobacco smoke at our facilities is a dangerous pollutant which harms non-smokers and smokers alike.

- It is in keeping with the mission (*Insert Organization*) to adopt a smoke, tobacco & nicotine -free policy at its Campus (*Insert location*).

Purpose:

(*Insert Organization*) is committed to enhancing the health and well-being of employees and the residents in the community it serves. It is the policy of the

(Insert Organization) to establish guidelines prohibiting the use of tobacco, nicotine products, Electronic Smoking Devices (ESD's) and any other product that mimics smoking before, during and after business hours on the *(Insert Organization)* campus.

This policy was developed to provide an environment at the *(Insert Organization)* campus that protects and promotes the health, wellness and safety of staff, clients, vendors, volunteers, contractors and visitors.

Definitions:

For the purpose of this policy definitions are as follows:⁴

- A. "Smoke" means the gases, particles, or vapors released into the air as a result of combustion, electrical ignition, or vaporization, when the apparent or usual purpose of the combustion, electrical ignition, or vaporization is human inhalation of the byproducts, except when the combusting or vaporizing material contains no tobacco or nicotine *and* the purpose of inhalation is solely olfactory, such as, for example, smoke from incense. The term "Smoke" includes, but is not limited to, tobacco smoke, Electronic Smoking Device vapors, marijuana smoke, and crack cocaine smoke.
- B. "Smoking" means inhaling, exhaling, burning, or carrying any lighted, heated, or ignited cigar, cigarette, cigarillo, pipe, hookah, Electronic Smoking Device, or any plant product intended for human inhalation.
- C. "Tobacco Product" means any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether Smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, Electronic Smoking Device, chewing tobacco, pipe tobacco, snuff; and
- D. "Electronic Smoking Device" means an electronic device that can be used to deliver an inhaled dose of nicotine, or other substances, including any component, part, or accessory of such a device, whether or not sold separately. "Electronic Smoking Device" includes any such device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah, or any other product name or descriptor."

Policy:

- A. Effective *(Insert Date)* campus *(Insert Organization)*, will become a

smoke, tobacco & nicotine-free campus. The use of tobacco, nicotine, Electronic Smoking Devices (ESD's) or use of any product that mimics smoking (e.g. ESD's) is prohibited anywhere inside or outside the building, including the sidewalks, grounds surrounding the building and private vehicles on the (Insert Organization) campus.

B. This policy applies to all staff, clients, vendors, volunteers, contractors, and visitors.

C. For the purposes of this policy, smoking, the use of tobacco and or nicotine includes: cigarettes, cigars, pipes, smokeless tobacco, other unregulated nicotine products and Electronic Smoking Devices systems (ESDs), or other device that mimics smoking that can be used to deliver an inhaled dose of nicotine, or other substances, including any component, part, or accessory of such a device, whether or not sold separately is prohibited on (Insert Organization) campus.

D. This policy does not apply to the use of FDA-approved nicotine smoking cessation products, such as nicotine patches or gum.

E. Use of tobacco/nicotine products and ESDs is prohibited at all (Insert Organization) sponsored events- both on the (Insert Organization) campus and at external locations.

F. No ashtrays are permitted in any indoor or outdoor area on the (Insert Organization) campus.

G. Signage reflecting a smoke, tobacco & nicotine-free campus shall be posted at all campus entrances and other key locations. (see attachment A)

H. The campus includes:

a. Parking Lot

b. Back Patio

I. See attachment "A" for a boundary map

Procedure:

1.0 Clients shall be required to adhere to the smoke, tobacco & nicotine use policy while on the (Insert Organization) campus grounds. All staff will have an important role in educating their clients about the policy .

2.0 Individual (Insert Organization) units and or departments located on the campus will determine their own practices regarding how and when to screen or assess their clients for tobacco/nicotine use and when to refer clients to appropriate services.

4.0 It is the responsibility of all onsite staff to assist in maintaining a smoke, tobacco & nicotine free - environment. Staff, contractors and volunteers may not use tobacco, nicotine, Electronic Smoking Devices (ESD's) or any product that mimics smoking on the (Insert Organization) campus.

4.1 Employees who violate the policy will be referred to their Supervisor

- or Manager.
- 4.2 Volunteers who violate the policy will be referred to their supervisor.
 - 4.3 Visitors who violate the policy will be asked to respect and help support our nicotine free & tobacco-free campus and or offer information regarding cessation programs.
- 5.0 Signage reflecting a smoke, tobacco & nicotine-free campus shall be posted at all campus entrances and other key locations.

Tobacco Use Cessation Programs

(Insert Organization) is committed to providing support to all employees and others who wish to stop using tobacco products. *(Insert Organization)* is committed to ensuring that employees have information about several types of cessation assistance, including telephone or group counseling and educational materials and self-help cessation supplies. (i.e. 1-800-NO-BUTTS or Rideout Health Clean Break Smoking Cessation classes, as available.)

Resources:

- 1) US Department of Health & Human Services. The Surgeon General, Executive Summary: A Report of The Health Consequences of Smoking- 50 years of progress, 2014
- 2) Environmental Protection Agency (EPA). Health Effects of Exposure to Environmental Tobacco Smoke, 1997
- 3) State Health Officer's Report on E-Cigarettes: A Community Health Threat, January 2015
- 4) Change Lab Solutions. Comprehensive Smoke Free {and tobacco free} Places Ordinance: A Model California Ordinance regulating Smoking (and Tobacco Use) in indoor and outdoor areas, June 2015