



STATE OF ALABAMA DEPARTMENT OF
PUBLIC HEALTH

Donald E. Williamson, MD
State Health Officer

August 18, 2011

Dear Area Administrator:

During our recent Area Administrator's meeting we discussed the importance of our Department transitioning to a 100% campus-wide tobacco-free policy. I applaud those of you who are already starting to implement this policy.

Several of you have asked for some guidelines to assist in getting started toward this new policy. The attached package of materials and referenced internet links should assist you. As you may recall, some county health departments have or are currently implementing tobacco-free campuses. In the near future, I will be requesting updates so other areas can share in best practices and lessons learned.

Thank you all for your efforts in promoting tobacco-free campuses. Please contact Diane Beeson, Director, Statewide Tobacco Control Branch, at 334-206-5560, or diane.beeson@adph.state.al.us, if you have any questions or need further assistance.

Sincerely,

Donald E. Williamson, M.D.
State Health Officer

DEW/BH
Enclosures

HOW TO GO TOBACCO-FREE

There are no mandatory steps required prior to establishing a tobacco-free campus policy. However, there are a few simple procedures that you may want to consider just to make the transition easier for your staff and clients. Your Area Tobacco Coordinator will gladly take charge of all of this and keep you advised of the progress made.

Here is a brief summary of some of steps others have used to implement a tobacco-free campus policy for a county health department:

1. Conduct a survey of both staff and patients. No set number of responses is required, but probably a week should be a satisfactory amount of time to collect the surveys. You may use the results of these surveys as background material for future presentations. (See attached for possible survey examples.)
2. As a suggestion, have your Tobacco Coordinator provide monthly updates on your tobacco-free policy implementation in the Tobacco Coordinator's regular Monthly Progress Report. Keep your staff updated on the process at staff meetings. This serves as a reminder that a change is coming and to start preparing. Having Quitline information available and sharing tips on how to speak to noncompliant patients/visitors who use tobacco on the property can also facilitate a successful transition to a tobacco-free campus. (See attached examples)
3. Please find enclosed a model tobacco-free campus policy statement. Modify as needed for your area. Please include your policy in your new hire packets and have existing employees sign that they have read and understand the policy.
4. Your Area Tobacco Coordinator can brief you on the "Tobacco-Free Workplace Tool Kit" that we recommend for implementation of your policy. Your Tobacco Coordinator will be supplied with the required materials needed for implementation. (See attached examples...)
(<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/tobacco/index.htm>)

(Note: As suggested above, your Area Tobacco Coordinator is ready to handle all of this for you. Once you have decided you are ready to start, please contact your Coordinator with any specific instructions that you may have.)

Survey of Employee Opinion and Level of Support Regarding a Tobacco-Free Campus Initiative

The _____ County Health Department is conducting a survey to understand employee opinions about a tobacco free campus policy. A tobacco-free campus would prohibit the use of all tobacco products (cigarettes, cigars, snuff, and chew) on the entire campus of the health department, inside and out. Please take a few minutes to complete this anonymous survey. We deeply value your opinion.

Directions: Please circle your answer.

1. Gender:
 - a. Male
 - b. Female

2. Tobacco Status:
 - a. Have NEVER been a tobacco user
 - b. Former tobacco user
 - c. Tobacco user

3. Which of the following tobacco products do you currently use?
 - a. Cigarettes, cigars, pipes
 - b. Smokeless tobacco (i.e. chewing tobacco, dip, snuff)
 - c. Other: Please specify _____
 - d. None

4. Are you aware that cessation materials are available through ADPH's Alabama Tobacco Quitline?
 - a. Yes
 - b. No

5. What other cessation support would you need, if we implemented a tobacco free campus?
 - a. Counseling
 - b. Nicotine replacement therapy
 - c. _____ other please specify
 - d. none

6. Do you FAVOR or OPPOSE a tobacco free campus at the health department?
 - a. FAVOR
 - b. OPPOSE

Please return completed survey to office manager's mailbox.

Survey of Patient Opinion and Level of Support Regarding a Tobacco-Free Campus Initiative

The _____ County Health Department is conducting a survey to understand patient opinions about a tobacco-free campus policy. A tobacco-free campus would prohibit the use of all tobacco products (cigarettes, cigars, snuff, and chew) on the entire campus of the health department, inside and out. Please take a few minutes to complete this anonymous survey. We deeply value your opinion.

Directions: Please circle your answer.

1. Gender:
 - a. Male
 - b. Female

2. Tobacco Status:
 - a. Have NEVER been a tobacco user
 - b. Former tobacco user
 - c. Tobacco user

3. Which of the following tobacco products do you currently use?
 - a. Cigarettes, cigars, pipes
 - b. Smokeless tobacco (i.e chewing tobacco, dip, snuff)
 - c. Other: Please specify _____
 - d. None

4. Do you FAVOR or OPPOSE a tobacco free campus at the health department?
 - a. FAVOR
 - b. OPPOSE

Please return completed survey to the office manager.

SAMPLE REMINDER STATEMENTS

Most people willingly comply with a campus tobacco policy IF they know the policy is in place. Therefore, the best way to prevent policy violations is to publicize the policy often and through a variety of ways.

However, some violations will undoubtedly occur. When they do, those who use tobacco on campus need to be reminded of the policy clearly, gently and tactfully. Violators are usually unaware of the policy and are happy to refrain from tobacco use once they are reminded.

It is everyone's responsibility to tactfully intervene when policy violations occur. Below are some sample statements to use when tobacco use is occurring on campus, and an individual needs to be reminded of the policy:

"Excuse me. You're probably not aware that our campus now has a 100% tobacco-free campus policy in place - this means no tobacco use anywhere on campus, at anytime, by anyone. We ask that everyone comply with the policy. Thanks."

"I'm sorry, but I'll need to ask you to comply with our 100% tobacco-free campus policy by putting out your cigarette. The aim of our policy is to protect students, staff and school visitors from secondhand smoke. Thank you for your cooperation."

"Excuse me. You may not be aware, but we have a 100% tobacco-free policy in place on our campus. We ask that everyone - including staff, students and visitors - refrain from using tobacco products until they leave the campus. Thanks."

"Excuse me. You may not be aware, of this but our campus recently enacted a campus-wide 100% tobacco-free policy. This means no tobacco use anywhere on campus, by anyone, at any time. This policy is designed to ensure a healthy learning and working environment for everyone. Thanks."

XXXXXXXXXXXXXXXXXXXX
POLICY

POLICY NUMBER: XX
DATE ADOPTED: XXXX XX, XXXX

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REVISIONS:

TITLE: TOBACCO-FREE CAMPUS

The _____ is committed to providing a safe and healthy environment _____ for its employees, clients, vendors, contractors, and visitors. Research findings show that tobacco use and secondhand smoke exposure constitute a significant but avoidable health hazard. Therefore, _____ will become a tobacco-free campus effective _____.

1. The use of tobacco products inside campus buildings, at all campus outdoor areas, to include parking lots, inside state/county vehicles, and inside private vehicles parked on campus property is prohibited.
2. Employees are expected to refrain from using tobacco products while representing the _____ off premises.
3. Any employee violations of this policy will be handled through standard disciplinary procedures.
4. Employees may politely inform clients/vendors/contractors/visitors that tobacco use is not allowed on _____ premises. However, if the tobacco user refuses either to extinguish his/her cigarette, cigar, pipe (or other tobacco product) or to leave the premises, employees should report violations of this policy to Security.
5. Ensuring compliance to this policy is the shared responsibility of all employees.
6. Each employee, as a public health worker, must take an aggressive role in the promotion of smoking cessation and clean indoor air. The _____ is committed to providing support to all employees who wish to stop using tobacco products. Please contact _____ for information on available cessation programs.

XXXXXX COUNTY HEALTH DEPARTMENT

WILL BE A

**TOBACCO
FREE**

CAMPUS


**INSIDE
AND
OUTSIDE**



XXXXXXXXXX X, XXXX



NO TOBACCO
on Health Department
Property



NO TOBACCO
en las Dependencias
del Departamento
de Salud

Photo
Phillips
APPH

Photo
Jackie
Holliday
APPH