

**Utah Department of Health
Tobacco-Free Campus Policy
Revised July 27, 2007**

I. Authority

Dr. David N. Sundwall, Executive Director, Utah Department of Health (UDOH), directed that all UDOH campuses become tobacco-free. The Cannon Health Building (CHB) Wellness Council was instructed to oversee the drafting of the tobacco-free campus policy.

II. Background

The goal of this tobacco-free policy is to improve the health of UDOH employees and visitors by 1) reducing exposure to secondhand smoke and 2) promoting tobacco use cessation. This goal is consistent with the UDOH's vision and mission statements. More than 200,000 Utahns currently use tobacco. Each year, more than 1,100 Utah adults die as a result of their own smoking, and an estimated 140-250 adults, children, and infants die due to secondhand smoke exposure. The Utah economy loses a staggering \$530 million annually to smoking-attributable medical and productivity costs. Use of smokeless tobacco, cigars, pipes, bidis, and other tobacco products also lead to disease and death. Therefore, this policy is designed to include all tobacco products.

Because there is no safe tobacco product, the only logical action is to promote a campus that is tobacco free. Reducing tobacco use also increases productivity in the workplace, decreases absenteeism, and lowers excess medical expenditures and other costs associated with tobacco use in the workplace.

III. Policy

A. Prohibition of Tobacco Use

Effective July 1, 2007, the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products) is prohibited at all times:

- in all interior space rented or leased by UDOH;
- in government vehicles; and
- on all outside property or grounds leased by UDOH, with the exception of designated areas.

B. Tobacco Use During Paid Breaks

UDOH employees will not be paid for the time spent using tobacco products, unless this time is during the legally defined and allowed break-time appropriate to the employee's work schedule.

C. Communication of Policy

Signs bearing the message "Tobacco-Free Campus" will be posted at each vehicular and pedestrian UDOH campus entrance (as applicable). Other signs, such as "For the health of our employees and visitors, this campus is tobacco-free" and other appropriate messages, may be posted as necessary. However, tobacco-free zones apply on the grounds around UDOH-leased facilities, whether or not signs are posted. No ashtrays will be provided on tobacco-free campus grounds with the exception of the authorized smoking areas at each campus.

To ensure new employees are aware of the tobacco policy, supervisors will discuss it with employees during the orientation to their jobs.

D. Tobacco Use Cessation Programs

As tobacco cessation represents the single most important step users can take to enhance the length and quality of their lives, UDOH is committed to providing support to all Utahns who wish to stop using tobacco products. UDOH is committed to ensuring that UDOH employees have access to several types of assistance, including:

- The Utah Tobacco Quit Line (1-888-567-TRUTH) 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.
- UDOH employees who quit using tobacco products for one year may be eligible to receive a \$100 rebate from Healthy Utah. For details, call 801-538-6261 or 888-222-2542, or visit www.HealthyUtah.org.

Supervisors may encourage employees, clients, and other personnel to access cessation services for which they are eligible.

IV. Responsibilities

Adherence to the tobacco-free policy is the responsibility of all UDOH employees, clients, and visitors. Employees who do not conform to this policy are subject to disciplinary action.

This policy will be enforced through administrative action by supervisors and managers. In general, supervisors are responsible for ensuring that employees under their direction are aware of the policy and comply with it and for taking appropriate action to correct noncompliance. Supervisors are responsible for ensuring that all employees are notified of the new policy. The policy will be posted on the DOHnet.

Any person who observes violations of the policy may report these violations to the supervisor of the employee in question. If the employee's supervisor is not known, or if the violator is a visitor to the building, Human Resources will be notified. Once the employee's supervisor has been notified of a violation, or if the supervisor directly observes a violation by an employee under their direction, the supervisor is responsible for discussing the violation with the employee and taking appropriate administrative action.

The same disciplinary approach should be applied that is used in addressing violations of other UDOH policies. This approach involves a series of disciplinary actions that become progressively more severe if an employee commits repeated violations (e.g., oral warnings, written warnings, reprimands, etc.). Supervisors should consult with Human

Resources for advice on the appropriate administrative action. Any violation in question will be thoroughly investigated.