



Policy Title: Smoke and Tobacco Free Workplace	
Department: Administration	Reviewed Date: 07/24/2024
Category:	Effective Date: 07/24/2024

PURPOSE

Tobacco use is the leading cause of preventable death in our society and one of the most important public health issues of our time. As a health care organization committed to the health and safety of its employees, patients and visitors, it is St. Vincent Health's (SVH) responsibility to take a leadership role on the major public health issue of tobacco usage. This policy demonstrates our commitment to the health and safety of our employees, patients, visitors, and our community.

STATEMENT OF POLICY

All SVH facilities and campuses shall be smoke-free and tobacco-free. Specifically, this means the use of any tobacco or smokeable product including, but not limited to cigarettes, e-cigarettes, vape devices, cigars, pipes, and smokeless tobacco will be prohibited in facilities or on the property of SVH. In addition, the use of any nicotine delivery products or electronic vaping device not approved for tobacco cessation by the Federal Drug Administration is also prohibited. The sale or distribution of tobacco products is not permitted on any SVH property.

PROCEDURE

1. Communication and Signage

- a. Signs announcing this policy will be posted in various locations throughout the facility.
- b. The community, patients, and visitors will be informed of the policy through a variety of communication methods which may include SVH's website, print, and electronic media.
- c. SVH's management staff will ensure this policy is available and communicated to all staff. New employees will be informed of the policy during the employee orientation process.

2. Employees

- a. Employees will be prohibited from using tobacco during all paid times, including breaks.
- b. Employees are not allowed to use tobacco products during unpaid mealtimes if they remain on the SVH campus or property.
- c. During unpaid mealtimes, employees are discouraged from using tobacco on properties adjacent to SVH or properties that are not owned, leased, or rented by SVH. Wearing SVH badge or logo while using tobacco products is not permitted.
- d. During work time, the residual odor of smoke or tobacco will not be present on an employee's breath, body, or clothing. Individuals not in compliance will be asked to remedy this situation, which may require the use of unpaid time.
- e. SVH will offer assistance to any employee that is interested in tobacco cessation. This may include information about the employee health benefits and other resources that can provide cessation assistance such as the Colorado Tobacco Quit Line.
- f. Failure to adhere to this policy will result in standard disciplinary action as defined in Human Resource Policies.

3. Patients and Visitors

- a. Respectful enforcement of this policy is the responsibility of all SVH personnel.
- b. Tobacco use during any portion of an inpatient's hospitalization, outpatient visit, or resident's stay will not be permitted.
- c. All patients admitted to SVH will be screened for tobacco use and/or dependency during the admission assessment and advised of the policy. Patients identified as current tobacco users will be advised to quit and given the opportunity to receive cessation information and the various treatment options available to them, including pharmacotherapy as directed by the provider.
- d. Patients will be required to communicate with their treating provider to request nicotine replacement products or other pharmacotherapy.
- e. An order for cessation products will be completed for all patients admitted who require or request said products.
- f. Patients and visitors who fail to comply with this policy will be reminded that SVH has a tobacco-free campus and will be advised of resources available to them to assist with compliance. Appropriate follow-up will be conducted with the provider, risk management and/or administration as necessary.

REFERENCES

<https://static1.squarespace.com/static/53c5f79de4b0f4932a3942a8/t/601c07cc701b1b2da6a065ec/1612449740716/2021+TCT+RHC+Quality+Standard+Revisions+01.2021+as+of+January+29,+2021.pdf>

POLICY VIOLATION

Any SVH employee who fails to abide by this policy may be subject to disciplinary action, up to and including termination.