



**I. POLICY:**

All Barrett Hospital & HealthCare (BHH) facilities and campuses shall be tobacco-free as of effective date of this policy. Specifically, this means the use of any tobacco or smokeable product including, but not limited to, cigarettes, cigars, pipes, and smokeless tobacco will be prohibited in facilities or on properties of BHH. In addition, the use of any nicotine delivery device or product not approved for use by the Federal Drug Administration is also prohibited. Also, the sale or distribution of tobacco products is not permitted at any BHH facility or on BHH property.

**II. PURPOSE:**

Tobacco use is the leading cause of preventable death in our society and the most important public health issue of our time. As a health care organization committed to the health and safety of its employees, patients and visitors, it is BHH 's 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 the community.

**III. SCOPE:**

This policy is applicable to all employees, medical staff, patients, visitors, students, volunteers, vendors, and contractors of BHH. "Facilities or properties" includes, but is not limited to, our hospital, clinics, office buildings, parking lots, private vehicles on BHH property and BHH vehicles. This policy applies regardless of whether a BHH facility or property is owned, leased, or rented and whether or not the owner or other tenants follow similar guidelines.

**IV. PROCEDURE:**

**A. COMMUNICATION AND SIGNAGE**

1. Signs announcing this policy will be posted in various locations on the campus of each facility.
2. The community, patients, and visitors will be informed of the policy through a variety of communication methods which may include BHH newsletters, the BHH website, bill inserts, paycheck enclosures, print and electronic media, meetings, and other communication materials.
3. BHH Human Resources Department will communicate this policy to employees. Candidates for employment will be informed of the policy both during the application process and during the employee orientation process.



**B. EMPLOYEES**

1. Employees will be prohibited from using tobacco during all paid time including breaks.
2. Employees are not allowed to use tobacco during unpaid meal times if they remain on the BHH campus or on any BHH property.
3. During unpaid meal times, employees are discouraged from using tobacco on properties adjacent to BHH facilities or properties that are not owned, leased, or rented by BHH. Wearing a BHH name badge while using tobacco products is not permitted.
4. 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.
5. Employees will be encouraged to quit tobacco and offered assistance, which may include discounted nicotine replacement therapy, cessation education classes, individual cessation assistance from Cardiopulmonary department staff, and linkage with additional cessation resources.
6. Failure to adhere to this policy will result in standard disciplinary action as defined in personnel policies.

**C. PATIENTS, RESIDENTS, AND VISITORS**

1. Respectful enforcement of this policy is the responsibility of all BHH employees and medical staff.
2. Tobacco use during any portion of an inpatient's hospitalization, outpatient visit, or resident's stay will not be permitted.
3. All patients and/or residents admitted to BHH will be screened for tobacco use and 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 tobacco cessation information and the various treatment options available to them, including pharmacotherapy.
4. Patients and/or residents will be required to communicate with their treating physician to request nicotine replacement products or other pharmacotherapy.
5. Patients, residents, and visitors who fail to comply with this policy will be reminded that BHH has a tobacco-free campus and will be advised of resources available to them to assist with compliance while they are on BHH property. Appropriate follow-up will be conducted with the physician, Risk Management, and/or Safety Officer as needed.