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Owner: Annie Yoakum: HR Manager
Area: Administration
References:

Smoke Free Campus

Policy #: ADM082Title: Smoke Free Campus

Created: 10/01/2017

Approved: 01/2018

Distribution: Global

Owner: Administration

Purpose:

The United States Environmental Protection Agency (EPA), California Air Research Board, and the Surgeon General of the United States have all concluded that secondhand smoke is a group A carcinogen and a toxic air contaminant with no risk-free level of exposure. As early as 1993, the EPA has labeled secondhand smoke a preventable health risk. By removing second-hand tobacco smoke from EPHC campuses, we provide an environment that promotes the health, welfare, and safety of patients, visitors, employees, medical staff and volunteers.

Policy:

This policy applies to all patients, visitors, vendors, employees, medical staff, contractors and volunteers.

1. For the purpose of this policy, the use of tobacco products (cigarettes, e-cigarettes, cigars, pipes and smokeless tobacco/vape pens) is prohibited in the hospital, on hospital property, or at any other facility that is part of EPHC operations.
2. Smoking is prohibited everywhere on hospital property, whether leased or owned, including all buildings, walkways and outside areas.
3. Smoking is prohibited in hospital owned or leased vehicles, regardless of their location.
4. Appropriate signage will be maintained at all EPHC work sites at building exteriors, entry ways and other outdoor areas.
5. EPHC's website and other appropriate publications will provide similar information and notice about this policy.

Procedure:

1. INPATIENTS: Patients admitted to the Acute floor shall be required to adhere to the no smoking restriction during their entire hospitalization.
 - a. Physicians have an important role in reinforcing the no smoking policy with their patients in the acute care setting.
 - b. The admitting nurse shall screen the patient for tobacco use and for those patients who have a history of smoking;
 - i. Evaluate the level of difficulty the patient will have complying with the no smoking policy, and determine the risk for surreptitious smoking.
 - ii. Tobacco products brought into the facility by patients will be sent home with the patient's family whenever possible.
 - iii. Facilitate the use of therapeutic options to lessen the discomfort of not smoking while in the hospital, e.g., a physician order for nicotine patch, gum or lozenges.
 - iv. Provide smoking cessation information to the patient.
2. EMERGENCY DEPARTMENT PATIENTS (ED):
 - a. Physicians have an important role in reinforcing the no smoking policy with their patients in the emergency department setting.
 - b. The admitting nurse shall screen the patient for tobacco use and for those patients who have a history of smoking;
 - i. Evaluate the level of difficulty the patient will have complying with the no smoking policy, and inform the patient of our smoking policy
 - ii. Tobacco products brought into the facility by patients will be sent home with the patient's family whenever possible; or kept with the patient's other personal belongings for the duration of their ED visit.
3. EMPLOYEES:
 - a. Employees are prohibited from using tobacco or products on all EPHC properties, whether owned, leased or rented.
 - b. Employees are expected to be respectful of neighbors of EPHC during all paid breaks, and may not loiter around homes or other buildings adjacent to EPHC property.
 - c. Employees may not smoke in any EPHC owned vehicles.
 - d. EPHC employees are encouraged to take smoking cessation classes offered through EPHC's Respiratory Services and to discuss smoking alternatives with their physician.
4. ENFORCEMENT: All employees, volunteers and medical staff are expected to comply with and enforce this policy.
 - a. INPATIENTS/EMERGENCY PATIENTS (ED):
 - i. Initial Occurrence: When there is good reason to believe a patient has smoked or used tobacco/ products at the hospital, the patient will be advised of the policy and be asked not to use the products for the duration of their stay.
 - ii. Second Occurrence: The tobacco product will be removed from the room and held until

discharge.

- iii. If a hospitalized/ED patient refuses to comply with the policy, the patient will be advised that non-compliance is not an option and that they may sign themselves out against medical advice.

b. OUTPATIENTS/VISITORS:

- i. Initial Occurrence: When observed by EPHC staff, any patient waiting for a clinic appointment, outpatient procedure, or a family member or visitor to campus will politely be reminded that we are a smoke free campus and be asked to extinguish their tobacco product.
- ii. Refusal to comply will lead to the EPHC staff member to request the patient/visitor to remove themselves from campus.

c. EMPLOYEES:

- i. Employees found smoking on EPHC property will be asked to immediately extinguish and dispose of smoking material.
- ii. Non-compliant employees will be subject to progressive disciplinary action as follows:
 - 1. *Corrective actions for violations of this policy will be handled by the department manager:*
 - a. First Offense: Verbal reminder of the policy including re-education of the policy, enforcement and available smoking cessation options.
 - b. Second Offense: Verbal Warning (documented and sent to HR)
 - c. Third Offense: Written Warning
 - d. Fourth Offense: Final Written Warning with two-day unpaid suspension
 - e. Fifth Offense: Termination with cause

5. EXCEPTIONS:

- a. As per California Code of Regulations - Title 22, Section 87572, Residential Care Facilities for the Elderly - residents of Skilled Nursing Facilities have the reserved right to smoke cigarettes as part of residents' protected personal rights.
- b. There will be designated smoking areas on both Portola and Loyalton campuses for the residents who choose to use tobacco products.
- c. Smoking or using tobacco products will be limited to the use of SNF residents, employees are prohibited from smoking tobacco products in these designated areas.

References:

American Cancer Society. "Health Risks of Secondhand Smoke" Web. 20 Nov. 2017.

Environmental Protection Agency. "Setting the Record Straight: Secondhand Smoke is a Preventable Health Risk". Web. 20 Nov. 2017.

§ 87468. Personal Rights.

22 CA ADC § 87468. Web. 20 Oct. 2017.

Attachments:

No Attachments

Approval Signatures

Approver	Date
Shawn Rohan: CNO	pending
Annie Yoakum: HR Manager	07/2018

Applicability

Eastern Plumas Health Care

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