



**SEARHC**

SouthEast Alaska Regional Health Consortium

<b>Title:</b> Tobacco Free SEARHC Campus		
<b>Department:</b> Administrative Manual		
<b>Policy Number:</b> 100.09	<b>Effective:</b> 03/03/2010	
<b>Page:</b> 1 of 2	<b>Last Reviewed:</b> 02/18/2015	<b>Last Revised:</b> 02/18/2015

**Definitions**

SEARHC Campus for the purpose of this policy, the “SEARHC Campus” includes all indoor and outdoor spaces owned or leased by SEARHC including parking lots and driveways, adjoining sidewalks, and vehicles on property that is owned, leased, or used by SEARHC.

Tobacco products are defined as cigarettes, cigars, pipes, chewing, dip, snuff, snus or any other smokeless tobacco, electronic cigarettes or any tobacco inhalation devices, and all other nicotine delivery devices, *excluding* FDA-approved nicotine replacement therapy for the purpose of tobacco cessation.

**Policy**

- 1) SEARHC is committed to providing a healthy and safe environment for employees, patients, residents, clients, visitors, and vendors who enter SEARHC-owned property or off-campus employee worksites and to promoting positive, healthy behaviors.
- 2) All SEARHC Campuses are 100% tobacco free. The use of any tobacco product is prohibited in all areas defined in paragraph 1 of the definitions section.
- 3) All employees (includes contract employees, volunteers, and students), patients, visitors, and vendors will support the tobacco free campus policy at all SEARHC facilities.
- 4) Signs will be placed at all entrances to SEARHC campuses.

**Procedures**

- 1) As outlined in the Dress Code Policy, employees are asked to pay special attention to personal hygiene. This includes not having an odor of smoke when working. Those with offensive tobacco or smoke odor in their clothing may be asked to change their clothes.
- 2) Employees who violate this policy may be subject to SEARHC’s Progressive Discipline policy, as outlined in the SEARHC Human Resources Manual.
- 3) At the time of admission or registration, patients and residents will be given information regarding the tobacco-free policy.
  - a. Leaving campus while admitted is classified as leaving “against medical advice.”
  - b. Admitted patients will not be allowed to have tobacco products, matches, or lighters at any time while in the hospital. These items will be stored on the care unit and returned upon discharge.
- 4) Patients and visitors who violate this policy will be politely informed of the policy and requested to cease their tobacco use. Tobacco cessation and/or educational materials will be given to the patient/resident and their physician may be contacted to request tobacco



<b>Title:</b> Tobacco Free SEARHC Campus		
<b>Department:</b> Administrative Manual		
<b>Policy Number:</b> 100.09		<b>Effective:</b> 03/03/2010
<b>Page:</b> 2 of 2	<b>Last Reviewed:</b> 02/18/2015	<b>Last Revised:</b> 02/18/2015

cessation products.

- 5) Management is available to assist with a patient or resident who is not compliant with SEARHC's tobacco-free policy. If tobacco products are not extinguished/ discarded management or the staff present will have the materials removed from the room to be stored in a safe place until the patient or resident leaves the facility. Patients who are not compliant with this policy may be subject to discharge.

**References**

Not Applicable