

JACKSON COUNTY DEPARTMENT OF PUBLIC HEALTH

POLICIES AND PROCEDURES

TITLE: TOBACCO FREE POLICY	
MANUAL: ADMINISTRATION	POLICY #: AD 41.2
APPROVED BY:	
CROSS REF.:	

POLICY:

The Jackson County Department of Public Health (JCDPH) prohibits the use of all tobacco products in and on all the property owned, leased, or controlled by the JCDPH, including the following:

- a. Buildings
- b. County vehicles
- c. Outdoor grounds and walkways
- d. Parking lots

For purposes of this policy, “tobacco product” includes any product containing tobacco or nicotine that is intended for human consumption, irrespective of whether the nicotine is tobacco-derived or synthetic, including but not limited to: cigarettes, cigars, pipe tobacco, electronic cigarettes, hookah, smoked or vaped tobacco substitutes, chewing tobacco, snuff, snus, dissolvable tobacco products, and heated tobacco products. Tobacco products do not include nicotine replacement products approved by the FDA for treatment of tobacco use and dependence.

RECORD OF REVIEW:

Approved:	Reviewed:	Revised:
08/11	02/2023	02/2023
	01/2023	
	12/2021	
	10/2020	
	11/19	
	12/17	12/17
	10/17	10/17
	08/14	08/14

This policy applies to all persons while in or on JCDPH property, including staff, contractors, vendors, clients, and visitors. Staff members are prohibited from using tobacco products while at off-site activities conducted by JCDPH, including during services provided virtually. Staff members are prohibited from accepting tobacco products as donations for client or staff use. Staff members are prohibited from purchasing tobacco products for or distributing tobacco products to clients.

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of all staff.

DEFINITIONS:

1. **“Smoking”** is defined as inhaling, exhaling, burning, or carrying any lighted cigar, lighted cigarette, or other lighted tobacco product in any manner or form. This includes e cigarettes.
2. **“Smokeless”** is defined as any tobacco product that is chewed, dipped, spit, or held in the mouth in any manner or form.
3. **“Tobacco products”** include cigarettes, cigars, bidis, pipes, chewing tobacco, snuff, and any other items containing tobacco or nicotine.
4. **“Employee”** is defined as any staff employed part-time or full-time with the JCDPH.
5. **“Workforce”** is defined as staff/employees (including contract personnel), volunteers, trainees, students and other persons whose actions, in the performance of work for the JCDPH are under direct control of the JCDPH, whether or not they are paid by JCDPH.
6. **“Premises”** is defined as well as all property owned or leased by the JCDPH for use by workforce, to include: buildings and grounds, parking lots, walkways, and ramps, and all county-owned vehicles utilized by JCDPH workforce.

PROCEDURE:

1. Workforce members, patients, clients, visitors, and other non-employees who express concerns about their personal ability to comply with this policy, will be encouraged to use temporary nicotine replacement substances (nicotine gum, nicotine patches, etc.) while at or in the JCDPH.
 - a. Assistance will be provided to employees who wish to stop smoking or stop using smokeless tobacco, via cessation programs and/or referrals to the North Carolina Tobacco Use Quitline at 1-800-QUIT-NOW (1-800-784-8669).
 - b. Nicotine replacement or other anti-tobacco drugs may be provided for employees and covered dependents at no charge through the Jackson County Employee Health Clinic.
2. Signs declaring this property “tobacco-free” shall be posted at each entrance and displayed in other prominent, visible areas.
3. Outside groups using JCDPH property will be informed of the Tobacco Free Policy.
4. Section supervisors will advise new staff of the Tobacco Free Policy and consequences of non-compliance during orientation training.
5. Section supervisors will ensure that existing workforce are informed of the policy and understand the consequences of non-compliance.

6. When workforce members violate the Tobacco Free Policy, section supervisors will follow appropriate disciplinary actions in accordance with the Disciplinary Policy and Procedure.
7. All JCDPH staff and management will promote compliance with the Tobacco Free Policy.
8. Members of the workforce who observe someone violating the Tobacco Free Policy are encouraged to politely remind the violator about this policy and ask him/her to terminate use of the tobacco product and/or discard the tobacco product in an appropriate receptacle.
9. If a visitor does not comply with a request to terminate use of the tobacco product and/or discard the tobacco product, ask him/her to move off of county property while continuing to use the tobacco product. If he/she refuses, contact the Health Director.
10. Non-compliant contractors, vendors, visitors, and others may be excluded from the property; as determined by the Health Director.
11. In the event a tobacco-use violation involves a potential threat to health or safety (smoking where combustible supplies, flammable liquids, gasses or oxygen are used or stored), and in other situations, which may so warrant, call the section supervisor or 911 for further assistance.
12. Workforce members are encouraged to inform any member of JCDPH's workforce when they witness any member of the workforce violating this policy.

LEGAL AUTHORITY

NC General Statute 130A-498

REFERENCES:

Jackson County Human Resources Manual
JCDPH Employee Handbook

RESPONSIBLE PERSON (S):

All JCDPH employees, clients, and visitors share responsibility for enforcing and adhering to this policy.