

Division of Public Health Administrative Manual

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| Chapter: | Health and Safety |
| Title: | Tobacco-free Campus Policy |
| Current Effective Date: | April 18, 2016 |
| Revision History: | |
| Original Effective Date: | April 18, 2016 |
| Last Reviewed: | 4/1/17 |

Purpose

The Division of Public Health is committed to providing a healthy, safe and productive work environment for all its employees.

The purpose of this policy is to establish a tobacco-free environment for the Division of Public Health (DPH) facilities as follows:

- Six Forks buildings and campus
- District Drive Public Health campus
- Cooper and Cotton buildings and perimeter
- Owned or leased office space or warehouse facilities, and
- State vehicles assigned to DPH.

Definitions

Tobacco product: Any product containing or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, or ingested by any other means, including but not limited to cigarettes; e-cigarettes; cigars; little cigars; snuff; and chewing tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

E-cigarette: Any electronic oral device that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

Policy

1. Tobacco product use, including e-cigarettes, is prohibited inside the buildings and on the grounds of the DPH Six Forks campus and the District Drive Public Health campus.
2. Tobacco product use, including e-cigarettes, is prohibited inside the buildings or within a distance of 50 feet from the Cotton and Cooper Buildings

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3. Tobacco product use, including e-cigarettes, is prohibited inside any other DPH owned or leased office space or warehouse facility.
4. Tobacco product use, including e-cigarettes, is prohibited inside state vehicles assigned to DPH.
5. Tobacco product use, including e-cigarettes, is prohibited inside personal vehicles while the vehicles are located on any space designated as tobacco-free by this policy.
6. This policy covers all employees, clients, visitors, volunteers, students, customers, vendors, lessees and contractors

Implementation

1. The division director, section chiefs, managers and supervisors will have enforcement responsibility with their workforce. Any violations of this policy will follow normal disciplinary procedures as they relate to personal conduct.
2. The division director will ensure that all DPH employees are aware of this policy and shall have signs posted to create visible awareness of the tobacco use and e-cigarette regulations.
3. Each facility will notify outside groups who use the facility for meetings of this policy.
4. Information and access to evidence-based tobacco cessation resources, including but not limited to QuitlineNC (1-800-QuitNow) and treatment medications, will be disseminated to managers and employees by DPH in coordination with the Tobacco Prevention and Control Branch. The DHHS Employee Assistance Program will also serve as a resource to assist employees if requested.
5. The success of this policy will depend upon the thoughtfulness, consideration and cooperation of tobacco users and non-tobacco users. All employees share in the responsibility for adhering to and enforcing this policy. An employee who encounters staff or visitors violating the policy is encouraged to politely explain the policy and report the violation to his/her supervisor.
6. Pursuant to this policy, the Division of Public Health prefers that any new leases for Division office space be located in facilities with tobacco-free buildings and property.

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4/18/2016: Initial approval of policy