

POLICY AND PROCEDURE

SUBJECT/TITLE:	Appendix A.6 and B.11 Tobacco and Smoking Free Campus Policy and Procedure
SCOPE:	Columbus Public Health, All Staff and All Other Persons on CPH Property
CONTACT PERSON & DIVISION:	Kevin G. Williams – Administration/Human Resources
ORIGINAL DATE ADOPTED:	9/15/2007
LATEST EFFECTIVE DATE:	12/24/2018
REVIEW/REVISION DATE(S):	9/15/2007, 12/31/2010, 9/20/2011, 3/1/2012, 6/15/2013, 12/27/2013, 05/18/2018
REVIEW FREQUENCY:	Every 5 years
TOTAL # OF PAGES:	3
BOH APPROVAL DATE:	N/A
REFERENCE NUMBER:	N/A

PURPOSE

The intent of this policy is to prohibit the use of any tobacco products, in any form, and smoking of any substance including the use of e-cigarettes or other vaping devices within the building, parking facilities, or grounds of the Columbus Public Health (CPH) main campus (240 Parsons Ave., Columbus, Ohio), and any other CPH owned or leased properties and vehicles.

POLICY

The use of tobacco products, in any form, and smoking of any substances, including e-cigarettes and other vaping devices, is prohibited on all Department grounds/property including, but not limited to:

1. Within all enclosed structures owned, leased, or operated by CPH;
2. On all grounds, sidewalks, and parking lots owned, leased, or operated by CPH; and
3. Within any vehicles owned, leased, or maintained by CPH, whether those vehicles are on or off CPH grounds/property.

There are no designated smoking, vaping, or other tobacco use areas on CPH properties. CPH strongly encourages its employees to remain or become tobacco and smoking and vaping free for their own personal health.

BACKGROUND

N/A

GLOSSARY OF TERMS

CPH Grounds/Property – All CPH owned, leased, or maintained buildings, grounds (including adjacent sidewalks, lawns, etc.), parking lots, ramps, and plazas, as well as all CPH owned, leased or maintained vehicles, whether those vehicles are on or off CPH grounds/property.

Electronic cigarette or e-cigarette – Battery powered devices that provide doses of nicotine and other additives to the user in an aerosol. (CDC MMWR, September 6, 2013/62(35);729-730)

Tobacco Product – Products containing tobacco, such as but no limited to cigarettes, cigars, pipes, chewing tobacco, snuff, smokeless tobacco, dip/chew, etc.

Smoking or to **“smoke”** – For this policy and procedure, the activity of purposefully inhaling smoke of any substance, typically with a cigarette, cigar, or pipe, or vapor from e-cigarettes.

Vaping - the act of inhaling and exhaling the aerosol, often referred to as vapor, which is produced by an e-cigarette or similar device.

PROCEDURES & STANDARD OPERATING GUIDELINES

CPH prohibits all tobacco use and smoking of any substance, including e-cigarettes and other vaping devices, on CPH Grounds/Property. The prohibition of tobacco products, smoking, and vaping on CPH Grounds/Property extends to all employees and visitors.

Although Building Security is very diligent in enforcing this policy, all employees are to recognize any violation of this policy. If an employee finds someone is violating this policy, he/she should inform that person of this policy and respectfully request that person’s compliance, e.g., “You may not be aware, but this is a tobacco and smoke-free and vaping-free campus. There is no smoking, vaping, or other use of tobacco products anywhere on our grounds, including in the parking areas. We would really appreciate if you would extinguish/properly dispose of/etc. your cigarette/cigar/chewing tobacco/etc.,” and show the person the proper location to dispose of the product.

If the person refuses to comply, an employee is to alert his/her supervisor or Human Resources or Security based on whether the violating person is an employee or visitor.

Employees may visit the [CPH Tobacco-Free Campus](#) intranet site for more information.

CITATIONS

N/A

CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Kevin G. Williams, Human Resources Officer, Primary Author

APPENDICES

N/A

REFERENCE FORMS

N/A

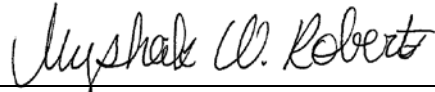
SIGNATURES

I have reviewed this document and endorse it as an official CPH Policy and Procedure:



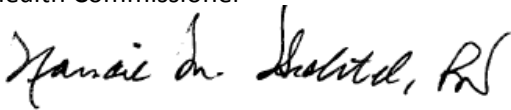
Kevin Williams
Human Resources Officer

11 / 30 / 2018
Date



Mysheika W. Roberts, MD, MPH
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12 / 10 / 18
Date



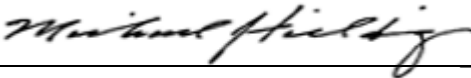
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