

## ESSEX COUNTY TOBACCO POLICY

### **POLICY BACKGROUND**

Essex County is implementing this Essex County Tobacco Policy for all employees and visitors in order to provide a healthy, productive, safe and clean environment for all. Essex County has the opportunity to create and sustain an environment that supports a tobacco-free social norm through a tobacco-free policy, compliance and adult peer role modeling in or on county property. There is no safe level of second hand smoke as second hand smoke contains over 50 cancer-causing chemicals<sup>1</sup>. Tobacco products consumed in public places are often discarded on the ground thus posing risk of ingestion, diminishing the beauty of the facility and requiring additional maintenance.

"Tobacco Products" means all manufactured products containing tobacco or nicotine, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, bidis, snus, dissolvable tobacco products, and electronic cigarette cartridges. However, "Tobacco Products" does not include products that are approved by the U.S. Food and Drug Administration, pursuant to its authority over drugs and devices, for sale as tobacco use cessation products or other medicinal purposes and are being marketed and sold solely for that approved use.

"Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form.

### **POLICY**

#### **A. Prohibition of Tobacco Use**

Effective August 5, 2013, the use of Tobacco Products is prohibited at all times:

- in all interior space owned, rented, or leased by Essex County;
- in all vehicles owned, rented, leased or operated by Essex County;
- on all outside property or grounds owned or wholly leased by Essex County, including parking areas – this applies to private vehicles while they are on Essex County property–  
***except in designated areas at each of the following locations:***
  - Fairgrounds, Route 9N, Westport
    - West side of the parking lot near campers
  - Main Campus, Court Street, Elizabethtown
    - Near the maintenance garage behind the parking lot of Court Street buildings
  - Mental Health; Court Street, Elizabethtown
    - The back corner of the lot on the grass
  - Public Health, OFA, WIC, Water Street, Elizabethtown
    - There is no designated area at this location; This location is a tobacco-free zone.
  - Public Safety Building; Stowersville Road, Lewis
    - East side of the building across from the road/drive
  - Public Works & Transportation, Route 9, Lewis
    - North side of the salt shed
- ***Designated tobacco use areas will be marked with a sign & tobacco waste receptacle.***

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<sup>1</sup> Centers for Disease Control and Prevention. *Saves Lives, Saves Money: Make Your Business Smoke-Free*. Atlanta, Georgia: U.S. Department of Health and Human Services, centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office of Smoking and Health, June 2006.

## **B. Procedure**

This policy shall be distributed to all current and future employees and available for review upon request.

Campuses will be marked with signs noting 'Tobacco Use Prohibited Except in Designated Area'. Signs will be posted on every campus and at vehicular and pedestrian entrances (as applicable). Each building will display a decal stating 'Tobacco Free Facility'.

Smoking shelters shall not be provided or permitted on campus grounds or in designated areas. Designated areas shall be provided with tobacco receptacles.

Tobacco users are expected to leave no physical trace of tobacco use (cigarette butts, matches, etc) on Essex County properties.

Essex County Building and Grounds [or Buildings & Grounds staff of the location] shall regularly, and as needed, maintain designated tobacco use areas.

Employees who choose to use tobacco products must do so on their regularly scheduled breaks or meal periods and must do so off of Essex County property or only in designated areas.

Visitors who choose to use tobacco products must do so off Essex County property or only in designated areas.

## **C. Compliance**

The Essex County Tobacco Policy refers to facilities owned, wholly leased or rented by Essex County, whether or not signs are posted and applies to everyone (employees, contractors, visitors, clients, etc.). Compliance with this policy is mandatory.

Employees may respectfully inform employees and visitors of the Essex County Tobacco Policy and ask them to comply. Employee policy violations shall be subject to standard disciplinary actions of Essex County.

Department Supervisors/Managers are responsible for ensuring employees under their direction are aware of the policy and comply with it and taking appropriate action to correct noncompliance.

## **D. Tobacco Use Cessation**

Essex County is committed to providing support to all who want to stop using tobacco products. Resources for all wanting to stop using tobacco are available through the Essex County Public Health Department. Resources for Essex County employees are also available through the Essex Personnel Department. Supervisors are encouraged to refer employees to cessation services for which they are eligible.

## **E. Policy Revision**

The Essex County Tobacco Policy shall be reviewed and revisions considered on an annual basis for a minimal of 5 years. Revisions shall be considered with the ideal of progressing toward prohibiting the use of tobacco products in interior and on exterior Essex County spaces as a means of providing the most healthy, productive, safe and clean environments for all as possible.

*Revised: June 2013*