



ESTES PARK MEDICAL CENTER POLICY AND PROCEDURE AND PROTOCOL

DEPARTMENT: Human Resources

Page 1 of 3

POLICY TITLE: Tobacco Free Campus

SLT APPROVAL: March 14, 2006

REPLACES POLICY DATED:

BOARD (if needed):

PHYSICIAN (if needed):

REVIEWED BY: ON:

DISTRIBUTED TO: All EPMC Departments and Clinics

REVIEWED BY: ON:

REVIEWED BY: ON:

REVIEWED BY: ON:

APPROVAL DATE: March 14, 2006

RELATED FORM NAMES:

PURPOSE: EPMC is committed to promoting health, wellness, prevention and the treatment of diseases in the community, as well as to providing a safe, clean and healthy environment. EPMC serves as a model for the community in the area of promoting good health by influencing public attitudes about the use of tobacco products. Therefore it will be the policy of EPMC to provide a tobacco free work environment and to conduct programs or provide information to employees to assist in adhering to this commitment.

POLICY: It is the policy of EPMC to establish and support the uniform prohibition of smoking and other use of tobacco products in or on EPMC owned, funded or operated premises and facilities. This will include all entranceways, sidewalks, driveways, green spaces, parking lots and vestibules.

Tobacco use will not be permitted:

- 1) on any part of the properties owned or operated by EPMC.
- 2) in any vehicle owned or leased by EPMC.
- 3) at any off-site facility owned or operated by EPMC.
- 4) in any vehicle parked on EPMC owned or leased property.

PROCEDURE: A. Employees / Volunteers / Physicians

- 1) Assistance in smoking cessation / nicotine replacement aids will initially be provided to employees who wish to stop smoking with referral to the Colorado Quitline for ongoing assistance. Employees shall contact the Employee Health Nurse for further information.
- 2) EPMC employees and leadership are required to observe and promote compliance with the Tobacco Free Policy.



ESTES PARK MEDICAL CENTER POLICY AND PROCEDURE AND PROTOCOL

DEPARTMENT: Human Resources

Page 2 of 3

POLICY TITLE: Tobacco Free Campus

- 3) Employees, volunteers, students, or contracted employees smoking or using tobacco products on any EPMC property or in their private automobiles parked in EPMC parking lots are in violation of the stated policy and will be subject to corrective action policy.

B. Patients:

- 1) Upon registration. Patients will be advised of the Tobacco Free Policy of EPMC.
- 2) Patients will be re-informed of the Tobacco Free policy during the Nursing Assessment and if the patient uses tobacco products that information will be entered in the chart.
- 3) If appropriate, the physician may order smoking cessation / nicotine replacement aids to assist the patient in abstaining from the use of tobacco products while on the EPMC campus.

C. Visitors:

- 1) Enforcement of the Tobacco Free policy will be the responsibility of all employees, physicians and other members of the EPMC team. Explanation cards will be available for employees to give to visitors who are seen using tobacco products on EPMC property. This policy will be communicated through employee newsletters, local media, advertisements, campus wide signage, and the EPMC Web Site.
- 2) Visitors will be informed of the policy and offered alternatives to using tobacco products on campus (for example: candy or gum).
- 3) Visitors who refuse to comply with the EPMC policy shall be asked to leave the campus. If the visitor continues to refuse to be compliant, the Estes Park Police Department shall be contacted.

D. General Considerations:

- 1) Signage that the entire EPMC campus is tobacco free will be prominently posted at all campus and building entrances and other conspicuous places. All ash receptacles will be removed from EPMC grounds.
- 2) EPMC employees will be advised of the provisions of this policy during new employee orientation. Managers will be responsible for notifying their employees of the provisions of this policy and assisting with enforcement. All employees are authorized and encouraged to communicate this policy with courtesy and diplomacy to patients and visitors.
- 3) The definition of tobacco use will refer to the use of tobacco products including smokeless tobacco products.
- 4) Neighboring properties to the EPMC campus will be notified of the new policy and date of implementation. Concerns such as loitering and littering, can be directed to Administration.



**ESTES PARK MEDICAL CENTER
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Page 3 of 3

POLICY TITLE: Tobacco Free Campus