



# Tobacco-free Resources

Use our resources to help make your workplace environment tobacco-free and help improve the well-being of your employees.

## Resources for HR Teams

**Strategies to encourage employees to quit smoking and vaping**

It's important to implement a combination of programs, policies, environmental changes, and benefits to support your organization's smoking cessation. Consider incorporating the following best practices into your strategy:

- **Use about the science of long-term cessation:** Use a variety of products and combination treatments to help your employees.
- **Offer comprehensive tobacco cessation benefits:** Encourage healthy habits of stress management, meditation, yoga, and other non-pharmaceutical therapies. Reward program completion, successful health coaching, and nicotine cessation success. Consider offering an incentive to long-term cessation.
- **Launch a robust cessation campaign to get an idea of interest:** Utilize a group of employees.
- **Provide prescription care:** Offer access to nicotine replacement therapy, bupropion, and varenicline. Consider offering an incentive to long-term cessation.
- **Encourage healthy habits:** Encourage healthy habits for parents, including a balanced diet, being physically active, getting adequate sleep, and managing stress.
- **Create a healthy workplace environment:** Implementing a tobacco-free workplace policy or providing the management training area may help improve outcomes.

Want to learn more about how you can support workplace well-being? Our team will be glad to help! [hr@providencehealthplan.com](mailto:hr@providencehealthplan.com)

Strategies to encourage employees to quit smoking and vaping

**Program Timeline**

**6-12 Months Before Kickoff**

- Organize your tobacco-free workplace committee.
- Get commitment from leadership.
- Set realistic goals.
- Develop your plan that outlines what, when, and how success will be measured.

**3-6 Months Before Kickoff**

- Create your tobacco-free workplace policy.
- Assess your policy. Send communications from executive leaders to management and announce your kickoff date to employees.
- Modify your environment to support your new policy. Identify health signage needs and determine how existing areas will be repositioned.
- Set a kickoff date to implement your policy.
- Gather data on and from your employees.
- Consult with your HR team and legal counsel, as necessary.
- Develop a comprehensive communication plan.
- Create employee communications. Use multiple channels to promote tobacco cessation benefits and share details about your tobacco-free workplace policy.

Tobacco-free workplace timeline

**Tobacco-free Workplace Policy**

**Statement**

(Organization) is dedicated to providing to employees and visitors with a safe and healthy environment (Organization) as a tobacco smoke and tobacco-free workplace, effective (Date).

**POLICY INTENT**

(Organization) recognizes that smoking and the use of tobacco products on our grounds is detrimental to the health and safety of visitors. The nicotine exposure to environmental stress employees and visitors are not exposed to the harmful effects of secondhand smoke and are supported in efforts to be tobacco-free. Therefore, (Organization) has adopted a strict tobacco-free workplace policy:

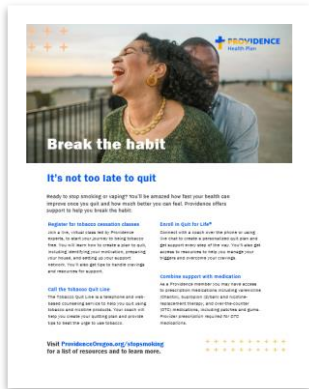
The policy prohibits all smoking and the use of all tobacco:

- in all (Organization) owned, leased and affiliated buildings.
- in all (Organization) owned or leased grounds.
- in all (Organization) approved events- both indoor and outdoor.
- in all (Organization) owned, leased or affiliated vehicles.
- in all personal vehicles parked on (Organization) owned, leased and affiliated property.
- in all areas owned or operated by (Organization).

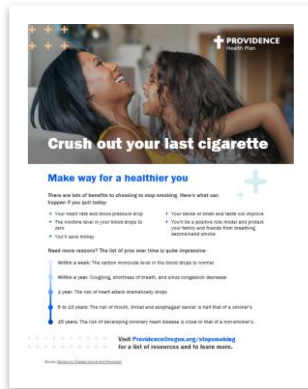
The smoke and tobacco-free workplace policy applies to all employees and others working independent of and structure at public events, including but not limited to, conferences, meetings, seminars, social events, etc. to cultural events using (Organization) owned, leased and affiliated property are required to abide by (Organization)'s smoke and tobacco-free policy.

Tobacco-free workplace policy

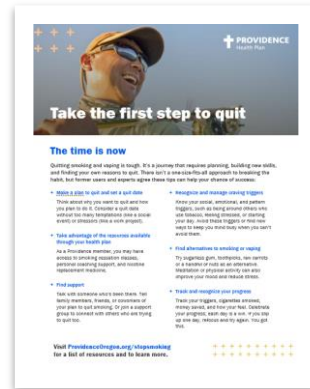
# Tobacco cessation resources for employees



Providence Resources flyer

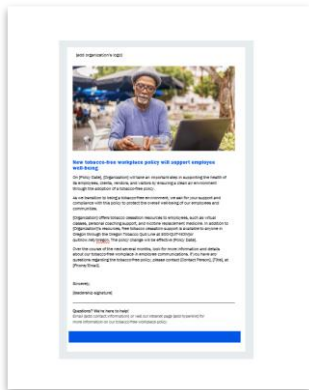


Benefits of quitting tobacco flyer

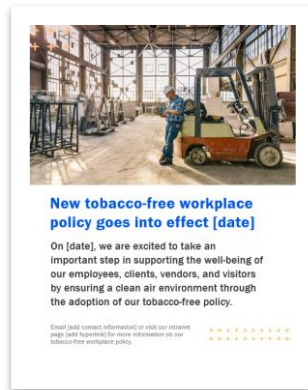


Tips for quitting tobacco flyer

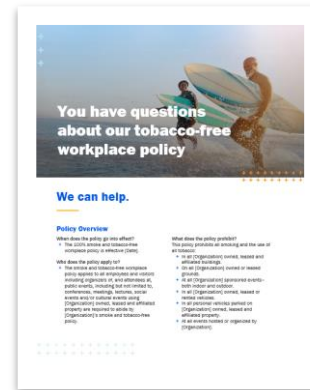
# Tobacco-free workplace resources for employees



Tobacco-free workplace announcement email



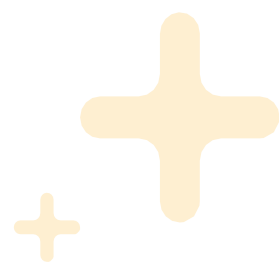
Tobacco-free workplace announcement flyer



Tobacco-free workplace FAQs

Want to learn more about how you can support workplace well-being? Our team will be glad to help!

WorkplaceWellness@providence.org | ProvidenceHealthPlan.com



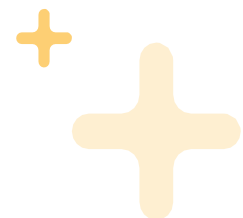
## Strategies to encourage employees to quit smoking and vaping

It's important to implement a combination of programs, policies, environmental changes, and benefits to support your organization's well-being initiatives. Consider incorporating the following best practices into your strategy:

- ✔ Talk about the benefits of being tobacco-free. Use a variety of print and digital communication tools to reach your employees.
- ✔ Offer comprehensive tobacco-cessation benefits. Encourage utilization of health plan benefits, such as Quit for Life, Nicotine Replacement Therapy, deterrent prescription medicines, counseling, health coaching, and tobacco cessation classes. Consider offering an incentive for being tobacco-free.
- ✔ Launch a wellness assessment campaign to get an idea of tobacco utilization in your population.
- ✔ Promote preventive care. Offer onsite flu vaccine clinics, as tobacco users are at higher risk for respiratory infections. Remind employees to visit their primary care provider for their annual well-care visit.
- ✔ Encourage healthy habits and self-care, like eating a balanced diet, being physically active, getting adequate sleep and managing stress.
- ✔ Create a healthy workplace environment by implementing a tobacco-free workplace policy or providing one designated smoking area away from business entrances.

**Want to learn more about how you can support workplace well-being?  
Our team will be glad to help!**

[WorkplaceWellness@providence.org](mailto:WorkplaceWellness@providence.org) | [ProvidenceHealthPlan.com](https://ProvidenceHealthPlan.com)



# Program Timeline



## 6-12 Months Before Kickoff

- + Organize your tobacco-free workplace committee.
- + Get commitment from leadership.
- + Set a kickoff date to implement your policy.
- + Gather data on and from your employees.

## 3-6 Months Before Kickoff

- + Set realistic goals.
- + Develop your plan that outlines what, when, and how success will be measured.
- + Create your tobacco-free workplace policy.
- + Consult with your HR team and legal counsel, as necessary.
- + Develop a comprehensive communications plan.

## 1-3 Months Before Kickoff

- + Announce your policy. Send communications from executive leaders to management and announce your kickoff date to employees.
- + Create employee communications. Use multiple channels to promote tobacco cessation benefits and share details about your tobacco-free workplace policy.
- + Modify your environment to support your new policy. Identify facility signage needs and determine how smoking areas will be repurposed.



# Program Timeline



## At Kickoff

- + Hold your kickoff event.
- + Post signage and make environmental changes to facilitate your tobacco-free workplace.
- + Enforce your policy.
- + Send communications about your policy and promote tobacco cessation resources.

## Ongoing After Kickoff

- + Gather data. Measure your progress against your baseline data and goals. Share your accomplishments with employees.
- + Request feedback from employees.
- + Send communication to employees recognizing the success of your policy and promote tobacco cessations resources.
- + Educate new employees on your tobacco-free policy.



# Tobacco-free Workplace Policy



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## SUMMARY

[Organization] is dedicated to providing its employees and visitors with a safe and healthy environment. [Organization] is a 100% smoke and tobacco-free workplace, effective [Date].

## POLICY STATEMENT

[Organization] recognizes that smoking and the use of tobacco products on our grounds is detrimental to the health and safety of everyone. This institution supports an environment where employees and visitors are not exposed to the harmful effects of secondhand smoke and are supported in efforts to live tobacco-free. Therefore, [Organization] has adopted a 100% smoke and tobacco-free workplace policy.

This policy prohibits all smoking and the use of all tobacco:

- + In all [Organization] owned, leased and affiliated buildings.
- + On all [Organization] owned or leased grounds.
- + At all [Organization] sponsored events– both indoor and outdoor.
- + In all [Organization] owned, leased or rented vehicles.
- + In all personal vehicles parked on [Organization] owned, leased and affiliated property.
- + At all events hosted or organized by [Organization].

The smoke and tobacco-free workplace policy applies to all employees and visitors including organizers of, and attendees at, public events, including but not limited to, conferences, meetings, lectures, social events and/or cultural events using [Organization] owned, leased and affiliated property are required to abide by [Organization]'s smoke and tobacco-free policy.

## DEFINITIONS

- + “Smoking” means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or joint, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy. Non-smoked marijuana products including, but not limited to, edibles and dabs are also included in this policy.
- + “Tobacco” is defined as all tobacco-derived or containing products, including but not limited to, cigarettes, cigars, little cigars, cigarillos, bidis, kreteks; all smokeless and dissolvable tobacco products, including but not limited to, dip, spit/spit-less, chew, snuff, snus and nasal tobacco; and any product intended to mimic tobacco, containing tobacco flavoring or delivering nicotine, including but not limited to, electronic nicotine delivery systems, e-cigarettes, e-cigars, e-hookahs, vape pen or any other product name or descriptor. This does not include products specifically approved by the US Food and Drug Administration (FDA) for the purpose of cessation or nicotine replacement therapy.

## IMPLEMENTATION AND ENFORCEMENT

This policy will be communicated through tobacco-free signs posted at all property entrances and throughout the facility, through employee education, including being written into training manuals and new employee orientation.

Everyone is required to comply with [Organization] tobacco-free policy. Enforcement of this policy will follow the standard procedures of the facility.

Information regarding tobacco cessation resources, such as the [Oregon Tobacco Quit Line], will be made available for tobacco users who are interested in quitting.



# Break the habit

## It's not too late to quit

Ready to stop smoking or vaping? You'll be amazed how fast your health can improve once you quit and how much better you can feel. Providence offers support to help you break the habit:

### Register for tobacco cessation classes

Join a live, virtual class led by Providence experts, to start your journey to being tobacco free. You will learn how to create a plan to quit, including identifying your motivation, preparing your house, and setting up your support network. You'll also get tips to handle cravings and resources for support.

### Call the Tobacco Quit Line

The Tobacco Quit Line is a telephone and web-based counseling service to help you quit using tobacco and nicotine products. Your coach will help you create your quitting plan and provide tips to beat the urge to use tobacco. Visit [QuitNow.net](http://QuitNow.net) or call [1-800-784-8669](tel:1-800-784-8669).

### Enroll in Quit for Life®

Connect with a coach over the phone or using live chat to create a personalized quit plan and get support every step of the way. You'll also get access to resources to help you manage your triggers and overcome your cravings. Call Quit for Life® at [1-866-784-8454](tel:1-866-784-8454).

### Combine support with medication

As a Providence member you may have access to prescription medications including varenicline (Chantix), bupropion (Zyban) and nicotine-replacement therapy, and over-the-counter (OTC) medications, including patches and gums. *Provider prescription required for OTC medications.*

Visit [ProvidenceOregon.org/stopsmoking](http://ProvidenceOregon.org/stopsmoking) for a list of resources and to learn more.





# Crush out your last cigarette


## Make way for a healthier you



There are lots of benefits to choosing to stop smoking. Here's what can happen if you quit today:

- + Your heart rate and blood pressure drop
- + The nicotine level in your blood drops to zero
- + You'll save money
- + Your sense of smell and taste will improve
- + You'll be a positive role model and protect your family and friends from breathing second-hand smoke

Need more reasons? The list of pros over time is quite impressive:

- 
- Within a week:** The carbon monoxide level in the blood drops to normal
  - Within a year:** Coughing, shortness of breath, and sinus congestion decrease
  - 1 year:** The risk of heart attack dramatically drops
  - 5 to 10 years:** The risk of mouth, throat and esophageal cancer is half that of a smoker's
  - 15 years:** The risk of developing coronary heart disease is close to that of a non-smoker's



Visit [ProvidenceOregon.org/stopsmoking](https://www.providenceoregon.org/stopsmoking) for a list of resources and to learn more.

# Take the first step to quit

## The time is now

Quitting smoking and vaping is tough. It's a journey that requires planning, building new skills, and finding your own reasons to quit. There isn't a one-size-fits-all approach to breaking the habit, but former users and experts agree these tips can help your chance of success:

**+ Make a plan to quit and set a quit date**

Think about why you want to quit and how you plan to do it. Consider a quit date without too many temptations (like a social event) or stressors (like a work project).

**+ Take advantage of the resources available through your health plan**

As a Providence member, you may have access to smoking cessation classes, personal coaching support, and nicotine replacement medicine.

**+ Find support**

Talk with someone who's been there. Tell family members, friends, or coworkers of your plan to quit smoking. Or join a support group to connect with others who are trying to quit too.

**+ Recognize and manage craving triggers**

Know your social, emotional, and pattern triggers, such as being around others who use tobacco, feeling stressed, or starting your day. Avoid these triggers or find new ways to keep you mind busy when you can't avoid them.

**+ Find alternatives to smoking or vaping**

Try sugarless gum, toothpicks, raw carrots or a handful of nuts as an alternative. Meditation or physical activity can also improve your mood and reduce stress.

**+ Track and recognize your progress**

Track your triggers, cigarettes smoked, money saved, and how you feel. Celebrate your progress; each day is a win. If you slip up one day, refocus and try again. You got this.

Visit [ProvidenceOregon.org/stopsmoking](https://ProvidenceOregon.org/stopsmoking) for a list of resources and to learn more.



[add organization's logo]



## **New tobacco-free workplace policy will support employee well-being**

On [Policy Date], [Organization] will take an important step in supporting the health of its employees, clients, vendors, and visitors by ensuring a clean air environment through the adoption of a tobacco-free policy.

As we transition to being a tobacco-free environment, we ask for your support and compliance with this policy to protect the overall well-being of our employees and communities.

[Organization] offers tobacco cessation resources to employees, such as virtual classes, personal coaching support, and nicotine replacement medicine. In addition to [Organization]'s resources, free tobacco cessation support is available to anyone in [Oregon] through the [Oregon Tobacco Quit Line at 800-QUIT-NOW or [quitnow.net/oregon](http://quitnow.net/oregon)]. The policy change will be effective [Policy Date].

Over the course of the next several months, look for more information and details about our tobacco-free workplace in employee communications. If you have any questions regarding the tobacco-free policy, please contact [Contact Person], [Title], at [Phone/Email].

Sincerely,

[leadership signature]

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### **Questions? We're here to help!**

Email [add contact information] or visit our intranet page [add hyperlink] for more information on our tobacco-free workplace policy.





## **New tobacco-free workplace policy goes into effect [date]**

**On [date], we are excited to take an important step in supporting the well-being of our employees, clients, vendors, and visitors by ensuring a clean air environment through the adoption of our tobacco-free policy.**

Email [add contact information] or visit our intranet page [add hyperlink] for more information on our tobacco-free workplace policy.





# You have questions about our tobacco-free workplace policy

## We can help.

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### Policy Overview

#### When does the policy go into effect?

- + The 100% smoke and tobacco-free workplace policy is effective [Date].

#### Who does the policy apply to?

- + The smoke and tobacco-free workplace policy applies to all employees and visitors including organizers of, and attendees at, public events, including but not limited to, conferences, meetings, lectures, social events and/or cultural events using [Organization] owned, leased and affiliated property are required to abide by [Organization]’s smoke and tobacco-free policy.

#### What does the policy prohibit?

This policy prohibits all smoking and the use of all tobacco:

- + In all [Organization] owned, leased and affiliated buildings.
- + On all [Organization] owned or leased grounds.
- + At all [Organization] sponsored events—both indoor and outdoor.
- + In all [Organization] owned, leased or rented vehicles.
- + In all personal vehicles parked on [Organization] owned, leased and affiliated property.
- + At all events hosted or organized by [Organization].





## Policy Enforcement

### How will the policy be enforced? What are the consequences for violating the policy?

- + Everyone is required to comply with [Organization's] tobacco-free policy. The new policy will be enforced with courtesy and respect, with an emphasis on education and support. However, employees who continually violate the policy will be subject to disciplinary action, and visitors who continue to violate the policy may be asked to leave the property. While [security officers] will help enforce the new policy, it's important that all employees help maintain a tobacco-free environment by respectfully educating anyone who is observed smoking on company property.

## Tobacco Cessation Resources

### I'm interested in quitting. What resources are available to me?

- + Information regarding tobacco cessation resources, such as the [Oregon Tobacco Quit Line], are available for tobacco users who are interested in quitting. To learn more about the resources available to you, go to: [\[quitnow.net/oregon\]](http://quitnow.net/oregon).
- + As a Providence member, you may have access to smoking cessation classes, personal coaching support, and nicotine replacement medicine.

## Smoking Areas

### Will there be any designated smoking areas?

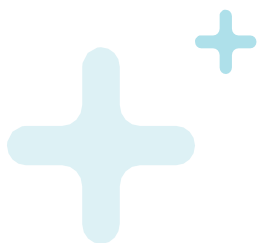
- + No. Providing designated smoking areas does not support our goal of creating a healthier environment for everyone.

### Can I smoke in my car?

- + No. Tobacco use is prohibited on [organization's] property, including parking areas.

### Can I use my breaks to go off-campus to smoke?

- + Be mindful of the time you spend off campus during your breaks. We ask that you be respectful and considerate of our neighbors and do not go into surrounding neighborhoods to smoke.



### Have another question? We're here to help!

Contact [department/name] at [\[email address\]](#).

