

LincolnHealth

Miles and St. Andrews Campuses/Cove's Edge/Lincoln Medical Partners

SUBJECT: Tobacco-Free Campus

NUMBER: AD.09.7080.02

RESPONSIBILITY: Leadership Team

EFFECTIVE DATE: 08/1981

AUTHORIZATION: President/CEO _____

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I PURPOSE:

Tobacco use, smoking, e-cigarettes and Environmental Tobacco Smoke (ETS) pose serious health/safety risks and undermine medical treatment. It is the single greatest cause of disability and premature death in the US. In Maine it accounts for one out of every seven deaths a year.

LincolnHealth (LH) and its subsidiaries are committed to promoting health and prevention of disease, specifically related to the use of tobacco. It is LH's policy to provide a tobacco-free environment in accordance with Maine State law.

II POLICY:

The use of any type of tobacco products (defined as: cigarettes, chewing tobacco, pipes, cigars, e-cigarettes etc.) is not permitted on or within any of the LincolnHealth and subsidiary owned, leased or operated properties, grounds and parking lots, including in personal vehicles. The scope of this policy also includes vehicles owned or leased by LH. As Schooner Cove Cooperative and St. Andrews Village Association (retirement facilities) are resident-owned facilities, the residents may smoke in their apartment or cottage but not in any public areas of the buildings or grounds. This policy extends to all LH sponsored off-site meetings and conferences.

This policy applies to all patients, residents, visitors, employees, physicians, allied health professionals, students, volunteers, vendors, tenants and contracted employees.

III PROCEDURE:

- A. Providers will educate their patients about the tobacco-free policy before they are admitted to the hospital. Patients will also be notified of the policy through appropriate printed material, signage and verbal notice. Patients will be offered cessation education and alternative measures/support by their Providers or designated staff.
- B. Patients admitted to other LH facilities, i.e. long-term care, will be notified of the policy by staff during the admission process. Patients will be offered cessation education and alternative measures/support by their Providers or designated staff.
- C. Employees, volunteers and members of the medical staff will be informed of the policy through written material and signage and at staff meetings. All new employees will be informed by Human Resources and/or their prospective manager during the interview process and at New Employee Orientation.
- D. Staff members failing to cooperate with this policy are subject to coaching and discipline per the "Coaching & Discipline" Policy (05.7220.09).
- E. All visitors to the LH campuses will be notified by signage posted at entrance to facilities, in parking areas and/or throughout buildings.
- F. Policy compliance is the responsibility of all LH staff. Anyone using tobacco products on the LCH campuses will be reminded of and asked to adhere to the policy by any staff member observing the non-compliant behavior. This is to be done in a respectful, customer service friendly manner. Report to the supervisor any staff person who is non-compliant.

G. **Cessation support** will be available to all members of our staff as listed below.

H. **Cessation Resources:**

1. To During their stay, all inpatients that use tobacco will be offered a complimentary tobacco cessation self-help kit including information on the Maine Tobacco Helpline. Inpatients may be offered nicotine replacement therapy while they are hospitalized as determined appropriate by their physician. Inpatients may also receive bedside intervention as appropriate. Designated staff will be trained in how to offer brief tobacco cessation interventions for patients.
2. All employees who use tobacco have the opportunity to access tobacco cessation counseling and resources, if desired, from one or more of the contacts listed below.
 - a. Maine Tobacco Helpline, 1-800-207-1230
 - b. Employee Health Services, 563-4372
 - c. Education, 563-4833
 - d. The employee's primary care physician
- I. For employees carrying MaineHealth insurance benefits 100% of the cost of tobacco cessation programs and nicotine replacement medications are covered. For additional information regarding benefits, please contact HR Employee Benefits at 563-4789.

IV **DISTRIBUTION:** Medical Staff
Leadership Team
Management Team
Board of Trustees

V **REVISED DATES:** 08/2002; 08/2004; 08/2007; 11/2008; 02/2010; 11/2011; 10/2013;
03/2014; 05/13/2016; 8/7/2017

VI **REVIEWED DATES:** 02/12/2015; 05/19/2017

VII **DEVELOPED BY:** Tobacco-Free Task Group 1999; Revised by LH
Employee Health and Education 2008

VIII **REFERENCE:** Human Resource Policy:
"Corrective Action" (HR.09.7220.046)