

Tobacco-free

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Tobacco-Free at Work Policy

Manager's Toolkit



JOHNS HOPKINS
MEDICINE



What we're doing, why we're doing it and how to communicate it

What is the new Tobacco-Free at Work Policy?

The Johns Hopkins Hospital (JHH) is implementing a new [Tobacco-Free at Work Policy \(HR800\)](#). JHH employees and other team members will no longer be able to use any tobacco or vape products during their work shifts — including while at lunch or on breaks, and whether they are on or off campus.

To whom does this apply?

This policy applies to anyone who works at The Johns Hopkins Hospital, including employees, faculty members, students, volunteers, contractors, agency personnel and vendors.

In addition, use of tobacco products by patients and visitors will not be allowed in the hospital or on the JHH campus.

When is the policy effective?

The [Tobacco-Free at Work Policy \(HR800\)](#) goes into effect September 1, 2020.

What's included in this toolkit?

- High-Level Overview and Talking Points
- Frequently Asked Questions (FAQs)
- Resources for You and Your Team



Tobacco-Free at Work Policy Overview

Please use these talking points to help your staff members understand the [Tobacco-Free at Work Policy](#).

- **Starting September 1, 2020, The Johns Hopkins Hospital (JHH) will become tobacco-free at work.**
- **JHH employees and other team members working at the hospital will no longer be able to use any tobacco or vape products during their work shifts** — including during meals or on breaks, and whether they are on or off campus.
- **In addition, there are no designated smoking areas around the hospital. Patients and visitors will not be able to use tobacco products in the hospital or on the JHH campus.**
- **We're doing this because The Johns Hopkins Hospital is committed to providing the healthiest and safest experience for our patients, visitors and staff members.**
- **This policy applies to all tobacco and vapor products**, including cigarettes, cigars, pipes, snuff, and herbal smoking products, chewing tobacco, e-cigarettes and vape pens.
- **The Tobacco-Free at Work Policy (HR800) prohibits the use of tobacco/vapor products during an employee's working hours.** The policy does not require employees to quit smoking or to stop using tobacco/vapor products altogether. For employees who do want to quit, we offer a variety of free tobacco-cessation programs.
- **Managers are expected to enforce this policy with their teams**, provide supportive coaching and information about the tobacco-cessation programs and resources, and work with human resources to address any noncompliance issues. Please refer to the Johns Hopkins Health System (JHHS) [Corrective Action Policy \(HR927\)](#) for guidance.
- While we encourage all staff members to promote a tobacco- and smoke-free environment, **employees are not expected to confront people who are violating this policy if they are concerned in any way for their own safety or the safety of others.**



Frequently Asked Questions

1. **What is the new [Tobacco-Free at Work Policy \(HR800\)](#)?**

Beginning September 1, 2020, JHH employees and other team members working in the hospital will not be able to use tobacco or vape products at *any time* during their work hours — on or off campus. Work hours are defined as a scheduled shift or the period when an employee is expected to be in an operational capacity and physically working at JHH. This includes breaks.

In addition, employees and their clothing cannot smell of tobacco products, because it puts others at risk of exposure to second- and third-hand smoke. Please refer to the [Appearance Standard Policy \(HR612\)](#).

2. **Why is JHH going tobacco-free at work?**

We're doing this because we are committed to providing the healthiest and safest experience for our patients, visitors and staff members.

Studies show there is no risk-free exposure to smoke. Secondhand smoke — smoke that is exhaled and then inhaled by others — can lead to health complications for our

patients and colleagues. Even the lingering smell of smoke on clothing and other surfaces — known as thirdhand smoke — can worsen the side effects that occur with some of the treatments our patients receive.

3. **To whom does the policy apply?**

The Tobacco-Free at Work Policy applies to anyone working at The Johns Hopkins Hospital, including employees, faculty members, students, volunteers, contractors, agency personnel and vendors.

4. **What tobacco/vapor products does the policy include?**

This policy applies to all tobacco products, including cigarettes, cigars, pipes, snuff, herbal smoking products, chewing tobacco, e-cigarettes and vape pens.

5. **Why are vapor products included in this policy?**

Nicotine is the primary agent in both regular cigarettes and e-cigarettes.

6. **Can employees use tobacco or vapor products during the workday if they are not on the JHH campus?**

No. Employees may not smoke or use tobacco/vape products at any

time or at any place during their working hours — even when they are not on the JHH campus. This includes in their own vehicles during working hours.

7. **Does the new policy apply only to those working in the hospital?**

No. Patients and visitors will not be able to use tobacco/vape products in the hospital or on the JHH campus (HSE002 No Tobacco Policy).

8. **Are there any exceptions to this policy?**

No — there are no exceptions to this policy.

9. **Has JHH removed designated smoking areas?**

Yes. As part of this policy, we are removing any previously designated smoking areas around the hospital.

10. **How will JHH enforce this policy with employees?**

Everyone working at the hospital is expected to follow the tobacco-free at work policy. Managers are expected to enforce this policy with their teams, provide supportive coaching and information about our free tobacco cessation resources, and work with human resources to

Frequently Asked Questions (continued)

address any employee noncompliance issues. Please refer to the Johns Hopkins Health System [Corrective Action Policy \(HR927\)](#) for guidance.

Staff members with noticeable tobacco or vapor product odor on their clothing may be asked to change into alternate clothing or may be sent home to change — on their own time.

11. What should I do if I see a colleague smoking or using tobacco/vaping products on the JHH campus?

All staff members are encouraged to promote a tobacco- and smoke-free environment for patients, visitors and other staff members.

Employees are not expected to confront or intervene if they are concerned in any way for their own safety or the safety of others. If a JHH team member is seen using tobacco products during his or her work shift, staff members can courteously communicate the tobacco-free at work policy — if they feel comfortable doing so.

Concerns about tobacco use and smoking on Johns Hopkins Hospital grounds may also be directed to employees' immediate supervisor or to a member of the security team.

12. Are employees required to stop smoking or using vape products entirely?

No. This policy prohibits the use of tobacco/vapor products *during an employee's working hours*. The policy does not require employees to quit smoking or to stop using tobacco/vapor products altogether.

13. What assistance is available to help staff members who use tobacco or vape products?

We recognize that this change may take some getting used to. We are committed to making the transition as smooth as possible and to helping our staff members prepare to be tobacco-free during the work day. The [Tobacco-Free at Work Guide](#) lists resources for smoking cessation programs and nicotine replacement products such as gum and patches — at no cost.

Tobacco-Free at Work Resources

- [Tobacco-Free at Work Policy \(HR800\)](#)
- [Appearance Standard Policy \(HR612\)](#)
- [JHHS Corrective Action Policy \(HR927\)](#)
- [Tobacco-Free at Work Guide](#)
- [Tobacco-Free at Work website](#)