

CORPORATE POLICY

SUBJECT: Tobacco-Free

CATEGORY: Human Resources

ORIGINAL DATE: May 1, 1996

REVIEWED DATE: February 11, 2020

REVISION DATE: February 26, 2020

I. **POLICY:**

The Lake County Health Department and Community Health Center (LCHD/CHC) prohibits the use of tobacco and electronic smoking devices on all of its owned and rented properties, except as noted in section II. Scope, to provide and maintain a safe and healthy work environment for all employees and visitors. This prohibition includes the act of lighting, smoking, or carrying a lighted or smoldering cigarette, cigar or pipe of any kind, and the use of smokeless or chewing tobacco. Electronic smoking devices include, but are not limited to, e-cigarettes, vape pens, and electronic tank systems. Directors and supervisors will be responsible for ongoing compliance with this policy within their work areas and resolve issues of non-conformance (example: topic discussed at staff meetings, supervisory meetings, annual trainings).

II. **SCOPE:**

A. This policy applies to:

1. All LCHD/CHC employees, student interns, volunteers, visitors, customers and vendors.
2. All LCHD/CHC contractors and consultants and their employees.
3. All internal and external areas of the following LCHD/CHC facilities: 3002, 3004, 3008 and 3010 Grand Avenue, Animal Care and Control, Avon Township Center, Belvidere Health Center, Central Permit Facility, Group Home, The Annex, Libertyville Outpatient and Health Center, Midlakes Health Center, North Chicago Health Center, North Shore Health Center, Scattered and Clustered Apartments, School-Based Health Center, Tuberculosis Clinic, Women's Residential Services, Zion Apartments, Zion Drop-In Center, and Zion Health Center.
 - a. External areas refers to entrances, exits, parking lots, sidewalks and lawns.
4. All LCHD/CHC owned or leased vehicles.
5. All personal vehicles anywhere on LCHD/CHC property.

B. Exceptions:

1. Clients receiving treatment in the residential programs and drop-in centers (Women's Residential Services, Addictions Treatment Program, Crisis Care Program, Group Home and Williams Consent Decree) are exempt. Smoking areas within these programs shall be clearly designated to be consistent with minimizing exposure to second-hand smoke for employees, clients and visitors.
2. External areas of the Central Permit Facility in regard to visitors, customers, vendors, contractors, consultants, and their personal vehicles.

III. **PROCEDURE:**

- A. The Smoke-Free Illinois Act prohibits smoking at all businesses and organizations in the State of Illinois within 15 feet of all doors, windows that open, and vents.
- B. Employees will be informed of tobacco-free policy through posted signage, the policy site, electronic communications, orientation and training.

CORPORATE POLICY

- C. Visitors and vendors will be informed of this policy through signage and explanation by their LCHD/CHC host, if needed. Mention of LCHD/CHC's Tobacco-Free policy should be included in contracts and external meeting and event invites, etc.
- D. LCHD/CHC will assist employees wishing to quit their use of tobacco products by facilitating access to tobacco cessation programs and materials.
- E. Employees and visitors are not permitted to use tobacco products or electronic smoking devices in the designated smoking areas of the residential and drop-in programs.
- F. Employees are not permitted to leave the facilities to use tobacco products or electronic smoking devices during working hours, only during meal breaks. Employees who smoke are not entitled to longer meal breaks than non-smoking employees.
- G. Any employee who violates this policy will be subject to disciplinary action in accordance with the LCHD/CHC Standards of Conduct Personnel Policies.
- H. No employee shall suffer any form of retaliation for raising a complaint against an individual or supervisor who violates the policy.
- I. Any employee who witnesses anyone using tobacco products or electronic smoking devices on the premises, should politely inform them that this is a tobacco-free campus and to please refrain from use.
- J. Employees who witness other employees violating this policy can either report the incident to their supervisor or submit an anonymous email through the LCHD/CHC intranet site.
- K. Visitors or customers who refuse to comply with signs and repeated requests to stop using tobacco products will be asked to leave the property.

IV. REFERENCES:

None

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee,

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____