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Owner: *Jack Davis: Vice President
Human Resources*
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References:
Applicability: *MVHS*

SMOKING AND TOBACCO-FREE POLICY - MVHS, MV-03-063

PURPOSE

This policy communicates Mohawk Valley Health System’s position on smoking and the use of tobacco or tobacco-like products, including electronic cigarettes and similar devices, and it’s expectations for all employees. It is the policy of Mohawk Valley Health System to maintain a 100% tobacco-free environment to not only reinforce the health system’s commitment to provide a healthy environment for our patients, visitors, employees, Medical staff, volunteers, students and faculty, but also to foster a healthy workforce. The use of tobacco or tobacco-like products by our employees compromises the image of Mohawk Valley Health System as a health care institution.

SCOPE

Organization-wide.

REFERENCES

- MV-03-063 Appendix A St. Luke's Map
- MV-03-063 Appendix B Faxton Map
- MV-03-063 Appendix C St. Elizabeth Map

US Dept of Health and Human Services (2017). About Tobacco. Retrieved 12/27/17 from the HHS website at <https://betobaccofree.hhs.gov/about-tobacco/index.html>

DEFINITIONS / ABBREVIATIONS

Tobacco and Tobacco-like Products- Includes all forms of smoked tobacco (i.e cigarettes, cigars, pipes), smokeless tobacco products (i.e. chewing tobacco, snuff, dip) and tobacco-like products (i.e. electronic cigarettes and other products designed to turn nicotine and other chemicals into a vapor).

MVHS- Mohawk Valley Health System

PROCEDURE / DIRECTIVE

1. Signs are prominently displayed at all public entrances to all MVHS and affiliate facilities, and notifications will be posted on Mohawk Valley Health System web-site that tobacco use is prohibited in all areas owned,

leased and operated by Mohawk Valley Health System, including but not limited to:

- ? buildings
- ? offices
- ? grounds
- ? parking lots
- ? garages
- ? ramps
- ? sidewalks
- ? vehicles owned or leased by MVHS
- ? vehicles privately owned but present on property owned, leased or operated by MVHS

Note: If you are unsure whether an area is owned, leased or operated by MVHS, and therefore covered by this policy, please refer to the attached maps (refer to Appendix A - C).

2. This policy applies to all patients, visitors, employees, Medical Staff, students, faculty, volunteers, contractors, sub-contractors, vendors, and non-MVHS employees assigned to either temporary or permanent positions on property owned, leased or operated by MVHS. Rules specific to each classification of individuals are as follows:

Inpatients/Outpatients:

A) Inpatients and outpatients are prohibited from using tobacco or tobacco-like products while on property owned, leased or operated by MVHS.

B) All patients will be informed of this policy at the time of registration, admission or direct transfer as necessary.

C) All patients admitted to Faxton St. Luke's Healthcare or St. Elizabeth Medical Center will be assessed for history of tobacco use.

D) Those patients indicating a history of current tobacco use will be provided with smoking cessation education.

Visitors:

A) All visitors are prohibited from using tobacco or tobacco-like products while on property owned, leased or operated by MVHS.

B) Signs to notify visitors of this policy will be prominently displayed at all public entrances to all MVHS and affiliate facilities.

C) Notification of this policy will also be posted on all MVHS web-sites.

D) Visitors in violation of the Tobacco-Free Policy shall be informed of the policy and requested to comply. Any confrontational, non-compliant visitor shall be escorted off the MVHS owned and/or leased property by security personnel (when available). Habitual, non-compliant visitors shall be banned from MVHS owned and/or leased property.

Employees and Medical Staff:

A) Employees and Medical Staff may not use tobacco or tobacco-like products while on property owned, leased or operated by MVHS

B) To facilitate a tobacco free environment, MVHS will offer an employee cessation program to these individuals, including:

- individual counseling
- low cost nicotine replacement therapy
- group cessation classes as dictated by need

C) Every effort will be made to assist employees and Medical Staff to comply with this policy. However, in the event a violation is observed, staff should advise the individual of the policy and request compliance. If the violation continues, the matter should be referred to the manager/supervisor of the employee or or appropriate party for Medical Staff. Employees or Medical Staff who violate this policy will be subject to MVHS normal disciplinary policies and procedures, and may be subject to disciplinary action, up to and including termination.

Instructors, Students or Volunteers:

A) Instructors, students, or volunteers may not use tobacco or tobacco-like products while on property owned, leased or operated by MVHS.

B) Instructors, students or volunteers who are assigned to positions or present on property owned, leased or operated by Mohawk Valley health System who fail to comply with this policy will be referred to an appropriate responsible party. Habitual, non-compliant instructors, students or volunteers shall be banned from MVHS owned and/or leased property.

Contractors, Sub-Contractors, Vendors and non-MVHS employees assigned to permanent or temporary positions:

A) Contractors, sub-contractors and non-MVHS employees assigned to permanent or temporary positions may not use tobacco or tobacco-like products while on property owned, leased or operated by MVHS.

B) All contractors, subcontractors and non-MVHS employees who are assigned to permanent or temporary positions on property owned, leased operated by MVHS who fail to comply with this policy will be referred to an appropriate responsible party.

C) Persistent violations of this policy may ultimately result in the loss of privileges to transact business at MVHS.

CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):

This Document Replaces: SPP065, EC-3

Attachments:

[MV-03-063 Appendix A St Luke's Map](#)

[MV-03-063 Appendix B Faxton Map](#)

[MV-03-063 Appendix C St Elizabeth Map](#)

Approval Signatures

Step Description	Approver	Date
President / Chief Executive Officer	Scott Perra: President/CEO	3/1/2018
Chief Operating Officer	Robert Scholefield: Chief Operating Officer	3/1/2018
Chief Medical Officer	Michael Trevisani: Chief Medical Officer	2/28/2018
Chief Nursing Officer	Linda McCormack-Miller: Chief Nursing Officer	2/28/2018
Approver	Jack Davis: Vice President Human Resources	2/28/2018
Owner	Regina Lagattuta: Assistant Vice President Human Resources	2/9/2018

Applicability

MVHS

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