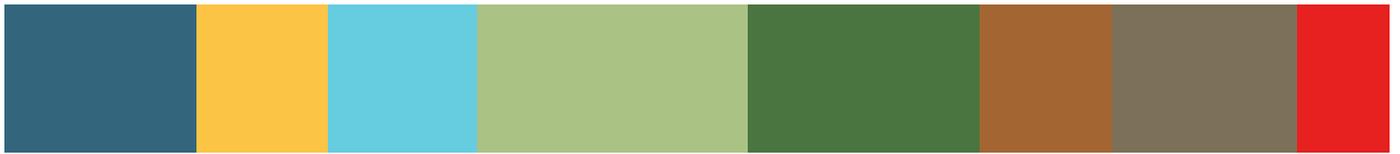




# Tobacco Free Grounds Tool Kit



Johnson County Mental Health Center and the Johnson County Department of Health and Environment in cooperation with The Tobacco Impact Project Team, is pleased to present you with this tobacco-free grounds support tool kit. The purpose of this tool kit is to provide you and your providers and staff with resources and materials that will make it as simple as possible to move towards and/or implement a 100% tobacco-free grounds procedure. Currently the smoking rate in Johnson County is approximately 12.6% (Open Data Network, 2015) and our residents and staff continuously request tobacco free surroundings. We believe the implementation of tobacco free grounds aligns with our county values of providing a healthy environment for residents and employees. We hope that this tool kit provides useful information as your organization transitions to a healthier environment for your employees, clients, vendors and visitors.

Enclosed resources include:

- Why
- Steps Toward Implementation
- Recommended Timeline
- Procedure Template
- Communication and Education Plan
- Supporting and Enforcing the Procedure
- Announcement Templates
- Frequently Asked Questions
- Cessation Resources for Staff
- Cessation Resources for Clients/Community Members
- Promotional Materials and Signage Templates

All of the above are available electronically via Sharepoint on INSIDEJOCO. All templates and resources provide in this tool kit can be customized to meet the needs of your department. The Tobacco Impact Project team lead by Jamie Katz ([Jamie.Katz@jocogov.org](mailto:Jamie.Katz@jocogov.org)) is also available to provide you with technical assistance regarding procedure implementation. All of our services are free of charge—please contact us to learn more or for assistance.

Sincerely,

Tim DeWeese, Director Johnson County Mental Health Center  
Lougene Marsh, Director Johnson County Department of Health and Environment

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# Why

## Tobacco-Free Rationale

Thousands of businesses, schools, hospitals, municipalities, and counties around the United States have chosen to address the negative impact of tobacco use, displaying to employees, clients, residents, visitors and the community their strong commitment to health. It's your turn to join them.

This toolkit is designed to help your department develop tobacco-free policies and procedures. Tobacco-free environments help create a healthier workforce. A tobacco-free campus can protect employees, clients, and visitors from secondhand smoke, especially those with chronic disease such as asthma or emphysema.

## Benefits of Tobacco-Free Grounds

Going tobacco free. It's good for your bottom line!

A Tobacco Free procedure can:

- Reduce health care costs—The CDC puts a \$3,383 price tag on each employee who smokes: \$1,760 in lost productivity and \$1,623 in excess medical expenditures.
- Lower your risk for fires and injuries—Cleaning and maintenance costs are reduced when smoke, matches, and cigarette butts are eliminated in and around your facilities.
- Increase productivity and morale—Absenteeism is lower due to the reduction of smoking-related illnesses.



The cost of tobacco use—especially smoking—to businesses and industry is enormous. Large employer health claims and life insurance costs attributable to smoking are in the millions of dollars, with self-insured companies hit the hardest. Lost earnings due to absenteeism and decreased productivity also add up to millions. Combine this with other losses traceable to tobacco use—such as workers' compensation claims, accidents and fires, smoke pollution, illness due to secondhand smoke and disability claims—and the cost for this addiction becomes readily apparent.

# Steps to Success

**Step 1:**  
Convene a tobacco-free committee

**Step 2:**  
Create a timeline/action plan

**Step 3:**  
Craft the message

**Step 4:**  
Draft the policy

**Step 5:**  
Clearly communicate your intentions

**Step 6:**  
Educate staff and clients

**Step 7:**  
Provide tobacco cessation services

**Step 8:**  
Build community support

**Step 9:**  
Launch the policy

**Step 10:**  
Monitor the policy & respond to challenges

# Steps Toward Implementation

## Step 1: Convene a Tobacco-Free Committee

The committee will be made up of administrators and other staff who will be responsible for creating and implementing the tobacco-free procedure. Key members of the committee could include: all levels of employees (non-supervisory and supervisory), employees from various divisions within your department, and a representative from facilities.

## Step 2: Create a Timeline

To adequately prepare your organization for becoming tobacco-free, a 6-month or longer planning and implementation timeline is recommended.

## Step 3: Craft the Message

Explain why you want to address tobacco-use in your facility, and what you want to accomplish (NASMHPD, 2007). This message will be unique to each department.

Key messages may include:

- We are developing this procedure for the health and wellness of our guests and employees.
- We are not saying you must quit smoking. But we are saying you cannot use tobacco while on department grounds/property.
- Why you have decided to go tobacco-free.
- How a tobacco-free procedure aligns with your organization's vision, mission, and strategic goals (tobacco-free grounds align with Johnson County Pillars of Performance).
- How a tobacco-free procedure can improve the health of employees and visitors.
- The anticipated procedure implementation date (if known).
- The organization's plan for proceeding (using committees and subcommittees).
- Ways for employees to provide comments and concerns.
- Ways for employees to get involved in the procedure implementation process.
- Where employees can find additional information and look for updates.

## Step 4: Draft the Procedure

An effective tobacco-free procedure will provide a clear rationale that cites the documented health risks that tobacco use poses to clients and staff. The tobacco-free procedure is best created in consultation with members of staff and clients. It will acknowledge the right of employees to work in a tobacco-free environment.

## Step 5: Clearly Communicate your Intentions

Inform employees and clients of the tobacco-free procedure timeline as early as possible. Tobacco users will need time to get used to the idea of a tobacco-free campus. Tobacco users who want to quit will also be more successful if they have time to adjust and potentially begin to prepare for this significant life change.

Communication and support will assist in alleviating anxieties. It is vital to reinforce the reason for introducing the procedure.

Things to consider when communicating the message:

- Be transparent and consistent in your messaging.
- Staff may raise concerns regarding how agency clients will react, but in practice staff members often have as much or more difficulty adjusting to tobacco-free policies. The initiative's leaders must be prepared to speak to the most common concerns.
- Elicit, listen to, and respond to employee concerns.
- Allow employees and managers time to express concerns and prepare for changes.
- Hold discussions with individuals, groups, departments and the public, to allow individuals to express themselves and provide an opportunity for leadership to more fully describe the rationale for a tobacco-free initiative.
- Consider many different means for getting the message out, such as website, sharepoint, internet, signage, etc.
- Do not tell people they have to quit smoking; only that they cannot smoke while on department property or on company time.
- Focus on tobacco, not the user of tobacco.

## Step 6: Educate Staff and Clients

Offer educational events for staff and clients. Staff should be encouraged to learn more about tobacco cessation through continuing education and supervision.

## Step 7: Provide Tobacco Cessation Services

Agencies that are going tobacco-free should provide tobacco cessation medication and counseling opportunities to both employees and clients. Johnson County Government offers tobacco services through the wellness programming as well as through the employee assistance program.

## Step 8: Build Community Support

Garner support from other departments that have already implemented tobacco free grounds policies. They are able to provide resources, including signage, technical assistance, and educational materials that can be used when engaging the community.

There are a variety of national events that that can be used to showcase local initiatives such as:

- The Great American Smokeout the 3rd Thursday of every November
- World No Tobacco Day on May 31st each year

## Step 9: Launch the Procedure

Before the procedure implementation date, ensure that all needed agency and campus signage is posted. Signage should be placed at building entrances and in key locations around the property perimeter, particularly where employees and clients tend to congregate to smoke.

Visitors will need to be informed both directly and indirectly about the new tobacco-free procedure. Employees will appreciate business cards they can give to a client, visitor, or co-worker who is violating the tobacco-free procedure. These include a message about the procedure with information about how to quit, including the quitline phone number.

Subtle messages include removal of smoking shelters and cigarette receptacles.

Kick-off celebration—The day of the procedure implementation, hold a kick-off event to celebrate the tobacco-free procedure and your department's commitment to wellness. Invite community partners and local media to cover the event.

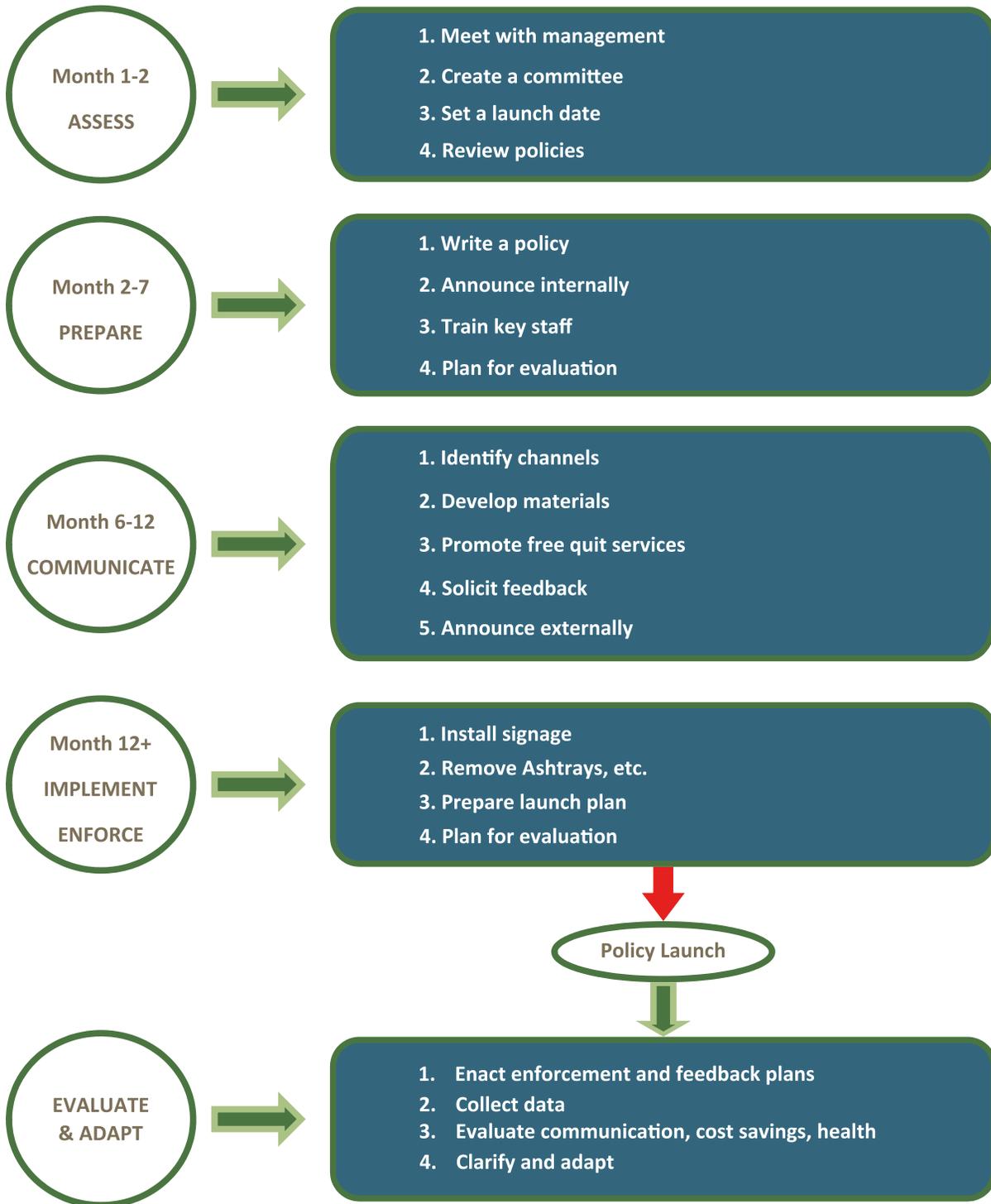
## Step 10: Monitor the Procedure and Respond to Challenges

Anticipate negative reactions by some staff and clients.

- Staff members may express concerns that the procedure will have a negative impact on the department.
- Staff may also report that they do not want to be responsible for policing clients, visitors, and co-workers. Agency leadership must make it clear that it is *everyone's* job to create a healthy work environment which includes respectfully educating others on the procedure. If a violation poses a risk, security or police should be notified.

Leadership and staff should continuously, and in a positive manner support the goals of a tobacco-free grounds procedure—to provide a healthy, safe environment for all employees, clients, visitors and vendors.

# Recommended Timeline



# Procedure Template

## ORGANIZATIONAL STRUCTURE

**Procedure:** Tobacco-Free Environment

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### **Purpose**

It is the procedure of Johnson County Mental Health Center to prohibit smoking or the use or sale of any tobacco products on any property utilized by Johnson County Mental Health Center.

As a health care provider committed to the health and safety of staff, patients, physicians, visitors, and business associates, Johnson County Mental Health Center is implementing a procedure in full support of the county manager's office. To promote Johnson County Mental Health Center's commitment to public health and safety and to reduce the health and safety risks to those served and employed at the workplace, all Johnson County Mental Health Center facilities, properties, county vehicles, and properties are tobacco-free. No smoking of cigarettes, cigars, or pipes or use of chewing tobacco or e-cigarettes in any form or other tobacco products are permitted in facilities or on properties of Johnson County Mental Health Center on or after that date.

### **DEFINITIONS**

**Tobacco or Nicotine Delivery Products** – Cigarettes, pipes, pipe tobacco, tobacco substitutes (e.g., clove cigarettes), chewing tobacco, cigars, e-cigarettes.

**Tobacco Paraphernalia** – combustible material is contraband unless authorized (see Procedure #32.12, Declaration of Contraband).

**Nicotine Replacement Products** – e.g., FDA approved gum, patches, lozenges, inhalers, etc.

**Workplace** – workplace means facilities or properties including but not limited to patient care buildings, clinics, facilities, office buildings, parking lots, Johnson County Government-owned vehicles, or property leased or rented out to other entities. This procedure applies regardless of whether a Johnson County Mental Health Center facility or property is owned and whether or not the other tenants follow similar guidelines. Employees and clients at off-site patient activities shall not use tobacco products. This includes properties and vehicles not expressly owned by Johnson County Mental Health but being used for mental health business.

## PROCEDURES

1. No tobacco products or related paraphernalia such as lighters and matches shall be used, sold or bartered anywhere on any of the Johnson County Mental Health Center property locations and may be possessed only in locked personal vehicles.
2. Signs declaring this property "tobacco free" shall be posted at all Johnson County Mental Health Center property entrances and other conspicuous places.
3. Johnson County Mental Health Center employees and other employees who work on Johnson County Mental Health Center property locations will be advised of the provisions of this procedure during New Employee Orientation.
4. Johnson County Mental Health Center will post this procedure in employee common areas, employee SharePoint site, and in the Johnson County Mental Health Center New Employee Orientation Handbook. Job announcements for all positions on the Johnson County Mental Health Center property will display a notice that Johnson County Mental Health Center has a tobacco-free work environment procedure.

## ACCOUNTABILITY

It is the responsibility of all staff members to support the organization's tobacco-free environment procedure by encouraging their colleagues, clients, visitors and others to comply with the procedure. Supervisors are responsible for implementing and enforcing Johnson County Mental Health Center's Tobacco-Free Environment procedure.

### *Employees, Volunteers, Physicians, Lessees, Students and Contract Workers*

1. Employees are prohibited from smoking or using other tobacco products during any and all parts of their paid work shift excluding breaks. Employees may not smoke or use other tobacco products in their private vehicles while the vehicle is on Johnson County Mental Health Center grounds. In addition, tobacco use is prohibited in private vehicles that are used for Johnson County Mental Health Center business during the work shift (including break times).
2. Employees who encounter staff or visitors who are violating the tobacco procedure are encouraged to politely explain the procedure and report the violation to the person's supervisor, if known.
3. Staff who fail to adhere to this procedure or supervisors who fail to hold their employees accountable may be subject to progressive discipline culminating in corrective or disciplinary action as defined in Johnson County Government Human Resources and Staff policies.
4. All clients admitted to Johnson County Mental Health Center will be assessed for history of tobacco use and the need for interventions related to tobacco addiction including nicotine replacement and cessation education.

*Clients/Consumers*

1. All clients receiving services are expected to comply with workplace procedure.
2. Clients are asked to not bring tobacco-related items on the property except in the individual's locked personal vehicle.
3. Employees who encounter clients who are violating the tobacco procedure are encouraged to politely explain the procedure, and report the violation to the client's treatment team, if known.
4. Persistent violation of this procedure will result in a referral to the treatment team to be addressed.

*Visitors and Community Partners*

1. Visitors are prohibited from smoking or using tobacco on property.
2. Signs will be posted in selected locations inside and outside of the buildings.
3. Employees who encounter a visitor who is violating the tobacco procedure are asked to politely explain the procedure to the visitor.
4. Visitors who become agitated or unruly or repeatedly refuse to comply when informed of the tobacco-free property procedure may be reported to an office supervisor.
5. Outside groups who use Johnson County Mental Health Center facilities for meetings will be advised of this procedure. Violation of the procedure may result in the rescinding of approval for the group to meet on this property.

Staff who witness infractions of any kind are asked to remind the person of the Tobacco Free property procedure using the scripted phrase on the reminder card. If the offender is a client, please report the offense to the client's treatment team if known. If the offender is staff, please report the offense to the supervisor if known.



Approved by Director

09/01/2017  
Date

# Communication and Education Plan

Implementing a tobacco-free workplace procedure on Johnson County government grounds achieves the goal of providing a safe and healthful environment for all residents, clients and staff. Transparent, cohesive communication from the onset is important to alleviate any misconceptions. Thoughtful planning and a strategic sequential introduction of a new procedure can help ensure its success.

Johnson County Government departments are encouraged to make use of available communication materials and signage, to communicate the tobacco-free campus initiative and new procedure. Smooth implementation will result if a clear communication plan and timeline are utilized. All promotional materials and communications need to adhere to Johnson County Government guidelines. It is sometimes helpful if a separate communication plan is used for the procedure initiation and eventual cessation services and resources offered.

All communications and publicity should include the rationale and details of the procedure. Be clear that you are implementing a comprehensive procedure that includes all of the facility grounds. Emphasize your department's commitment to assisting all tobacco users who want to quit and provide additional sources of information on cessation services/resources.

Communication strategies will be impacted and should be personalized based on the size of the department, the number of campuses, and the amount of education and support that is needed. Engage both internal and external audiences. Use as many informational channels as possible to communicate your messages with promotional materials throughout the timeline. Make your strategies specific and appropriate for each aspect of the initiative, but continuously look for opportunities to promote tobacco free grounds as a whole and its overall healthy message.

Start promoting the new procedure between 6 months and one year before it takes effect.

- A prominent countdown including brochures and posters to kick off day along with a series of countdown events.
- Send out timely reminders in a variety of ways-email, newsletters, staff meetings
- Begin and continue to offer cessation resources for tobacco using residents, clients and staff who want to quit.
- Send out final announcement from management immediately before the procedure takes effect
- Create a media strategy that includes news releases, a news conference and human interest stories to announce the procedure to the public.
- Highlight the positive by emphasizing the procedure's benefits to residents, clients and staff health.
- Publicize the current and additional offerings of cessation services/resources that are being made available.
- Design permanent signs and window clings for grounds and entrances and assure all signage is in place by the start date.

*A new tobacco-free campus procedure should be announced at least six months to one year in advance of the actual implementation date.*

## Keys To A Successful Transition

Higher level leadership commitment is essential in addition to support at all levels. It has been suggested that a “supportive environment” is one factor that generates the greatest success with the implementation of a tobacco-free campus procedure. Examples of this might be Wellness activities surrounding cessation services, perhaps providing smoker “Care Kits”, reassuring all tobacco users that this change is not about if clients or staff have to quit smoking or using other tobacco products; it is about WHERE they smoke. They simply may not use these products on this specific Johnson County property.

Educate managers and supervisors around the initiative so that they are able to effectively communicate a consistent message and be responsive to all who have questions or concerns. During this transition time, it is helpful to designate a dedicated staff person(s) to this initiative to facilitate the communication flow. Provide both internal and external communicators with talking points that provide the consistent message specific to their audience.

Develop a list of talking points that can be incorporated into communication pieces. Talking points are intended to provide a context for discussion with residents and stakeholders to provide a consistent message. These are typically for internal use. Some examples: Our mission calls us to improve the health of the individuals and communities we serve and the employees who serve them. Because of our mission, we believe that we have a responsibility to take a leadership role on this major health issue and promote a healthier environment by becoming tobacco-free. As a county, we are committed to the health and safety of our residents, employees, clients, volunteers, vendors and visitors. The issue is not about whether an employee or visitor chooses to smoke; it is about WHERE the employee or visitor smokes. This procedure does not mandate individuals quit smoking or using tobacco products; such use just needs to be off-property. We are not taking away your choice to use tobacco products. We are asking you not to use them on the work site. This is a health issue, not a personal rights issue. Johnson County will treat on site staff tobacco use as any other employee work place infraction. Tobacco-free initiatives have the potential to improve the health of thousands, reduce health care costs, and generally contribute to community health improvement. In addition to improved health for everyone, other advantages of a tobacco-free environment include a cleaner workplace, decreased fire risk, decreased maintenance costs, lower medical costs and improved productivity.

It is advisable to compile an information sheet of frequently asked questions to assist in providing consistent communication to all employees. Management Responsibilities should include:

- Understand and follow the procedure yourself.
- Discuss the procedure with your employees and encourage their questions.
- Enforce the procedure with all employees, as well as clients, visitors and vendors.
- Support your employees’ efforts to inform clients, visitors and other employees about the procedure, resources and options.
- Review suggested scenarios with employees.
- Be respectful of the employees who use tobacco, letting them know about the resources that are available.

It is important that the smoking procedure is explained to job applicants Recruiters will inform job applicants and new hires of the work site tobacco-free campus procedure. The procedure will also be reviewed at New Employee Orientation.

## Johnson County Tobacco-free Grounds Procedure Talking Points

- Tobacco use and secondhand smoke exposure are among the country's most preventable causes of disease and death. There is no safe level of exposure to secondhand smoke. Johnson County Mental Health Center and Johnson County Department of Health and Environment are committed to protecting the health of its employees, clients, visitors and vendors by providing a safe and clean air environment. Creating a tobacco-free environment and providing support for tobacco-free lifestyles through our tobacco treatment programs and activities shows our commitment to the health and well-being of our staff, clients, visitors, and vendors.
- Johnson County Mental Health Center and Johnson County Department of Health and Environment are implementing a procedure in which the following properties will be tobacco free:
  - Johnson County Mental Health Center—Olathe office, Shawnee office and The Recovery Place
  - Johnson County Department of Health and Environment—Olathe (Evergreen).
- The procedure prohibits the use of all tobacco products, including but not limited to cigarettes, cigars, e-cigarettes, vape, pipes, all forms of smokeless tobacco (chew, snuff) and all other smoking material.
- The procedure will go into effect September 1, 2017.
- The procedure applies to the inside and outside of Johnson County Mental Health Center and Johnson County Department of Health and Environment identified properties, including parking lots, as well as private vehicles on these properties and Johnson County Mental Health Center and Johnson County Department of Health and Environment-owned vehicles.
- All persons—staff, clients, visitors, and vendors—are prohibited from using tobacco or tobacco products anywhere on Johnson County Mental Health Center and Johnson County Department of Health and Environment identified properties. Staff are not required to quit tobacco use.

### **Tobacco-free grounds policies are important for the health of Johnson County residents**

- Tobacco is a highly addictive drug. This includes smokeless tobacco, and carries serious health risks.
  - In Johnson County, majority of residents are tobacco-free. According to the Community Health Assessment and Community profile (2016) 87.4% of Johnson County adults are reported non-smokers.
- Tobacco-free grounds policies offer more comprehensive protection for people and property.
  - They reduce maintenance needs and costs. Less money is spent to clean up cigarette butts and smokeless tobacco spit on sidewalks and other surfaces.
- Tobacco-free grounds policies encourage smokers and smokeless tobacco users to quit.
  - In Kansas, majority of smokers want to quit<sup>1</sup> but struggle to do so. A tobacco-free environment helps remove the temptation and supports people trying to quit
  - Fifty-nine percent of smokers in Johnson County have attempted to quit for at least one day (statewide average is 55.1 percent).<sup>1</sup>
- Tobacco-free grounds policies increase productivity, as employees take less sick time and smoking breaks.
- Tobacco-free grounds policies ensure equal access to all. Secondhand smoke is an access barrier for people with asthma and other chronic conditions.
- Tobacco-free grounds policies help show youth that tobacco is not part of a healthy life.
  - The Centers for Disease Control recommends tobacco-free policies as a comprehensive youth tobacco prevention tool.<sup>2</sup>

<sup>1</sup> Local BRFSS 2015. <http://www.kdheks.gov/brfss/BRFSS2015/index.html>

<sup>2</sup> [http://www.cdc.gov/tobacco/data\\_statistics/fact\\_sheets/secondhand\\_smoke/protection/reduce\\_smoking/index.htm](http://www.cdc.gov/tobacco/data_statistics/fact_sheets/secondhand_smoke/protection/reduce_smoking/index.htm)

### **Tobacco-free grounds policies benefit administrators/executive leadership**

- Is consistent with the Mission of Johnson County Mental Health Center—Tobacco free policies protect the health of those in our community, while promoting a culture of healthier living.
- A tobacco-free environment helps to create a safe, healthy workplace.
- Direct maintenance costs are reduced when smoke, matches, and cigarette butts are eliminated from facilities.
- It may be possible to negotiate lower health, life and disability insurance coverage for staff as staff tobacco use is reduced.
- The risk of fires across the campus is reduced.
- The process for handling tobacco use on campus is now clearly defined.

### **Tobacco-free policies benefit staff**

- A tobacco-free campus aids in the creation of a safe and healthy environment.
- Staff who are bothered by smoke will not be exposed to it anywhere on the campus.
- Staff who use tobacco appreciate a clear company procedure about tobacco use at work.

### **Enforcement**

- Tobacco free grounds policies are easier to enforce than those with designated smoking areas, demanding less staff time for enforcement.
- 100 percent tobacco-free policies are easier to enforce because there are no gray areas, and such policies reduce costs associated with cigarette litter and tobacco damage to facilities.
- Tobacco-free policies work best when compliance is viewed as the shared responsibility and the right of all in the community—smokers and nonsmokers alike. *Concerns can be mitigated by emphasizing the goal of ensuring a safe and accessible space for all, and by encouraging open discussion and airing of any questions.*

## Supporting and Enforcing the Procedure

A successful tobacco-free procedure will require the cooperation of tobacco users and non-tobacco users, visitors, and staff. In order to enforce a procedure all residents, clients and staff need to be made aware of it and the reason it is being implemented. People will less likely violate a tobacco free grounds procedure if they thoroughly understand the content and the reason the procedure is being implemented. This preparation is time well spent.

There will also be better compliance and less violations of the procedure if support and enforcement involves everyone. Make plans for what that will look like. Prepare management and staff for enforcing the procedure through training and education.

Staff will need to know how to approach violators. While research suggests that non-tobacco users are willing to help enforce tobacco free grounds policies, they do need training to feel comfortable doing so. Training your staff on how to politely and effectively approach violators will be especially important for larger businesses and college campuses.

How will infractions from employees be prevented and/or dealt with? Like other workplace rules, violations of the tobacco-free procedure should not be tolerated. Ignoring violations will send the wrong message to your employees. Whatever your plan for disciplinary action, make sure this is clearly expressed in your procedure.

The first step in enforcing a tobacco-free worksite procedure is to ensure that all staff and visitors are aware of the procedure and the reason for its implementation. Taking the time to thoroughly educate employees, vendors, clients, neighbors, and the community of the new procedure's content and the reason for the change will make it less likely that individuals will violate the procedure. This education should be provided on a continual basis, with reminders being part of ongoing communications at your organization. Installing tobacco-free signage throughout the worksite will also provide notification of the procedure to all who enter. In many cases, simply ensuring that everyone is aware of this procedure will be sufficient to achieve compliance. While it is hopeful that all will respect the tobacco-free procedure of your worksite, it may be difficult to achieve 100% compliance of any procedure. A tobacco-free worksite procedure can be enforced in the same manner as other company policies. For worksites that have established progressive discipline policies for worksite procedure violations, this same process can be used to enforce a tobacco-free worksite procedure. Having employees sign a document that states that they have read and understand the new procedure and what disciplinary actions will take place if they are in violation can be useful in maintaining compliance.

Worksites may also find it helpful to provide information to employees on how to handle situations in which they encounter other employees or visitors violating this procedure. For example, staff may be asked to politely inform violators that this worksite is tobacco-free while at the same time handing them a small business card giving them details of the procedure. Potential scenario videos depicting appropriate interactions can be made available to employees. This Tobacco Free Grounds Tool Kit provides actual templates of intervention language that can be shared with employees, under the Support and Enforcement Scenarios. Employees should be instructed on who to notify if individuals refuse to comply. This could be a security officer for visitors, a direct manager or a human resources representative. Each worksite must decide what enforcement strategies will work best for them and their employees.

## Communicating the Procedure to Others

The Tobacco-Free Campus procedure is part of our ongoing effort to ensure a healthy, productive, respectful environment in which to work, learn, and live.

The success of this procedure relies on the thoughtfulness, consideration, and cooperation of each individual. In an effort to achieve maximum compliance with the new procedure, all staff, clients, visitors, and guests are expected to comply. It is the intent of this procedure that enforcement will be achieved primarily through education, awareness, and a spirit of cooperation.

As we acclimate to the new procedure, it is important to remain courteous and respectful when reminding an employee, client, visitor, or guest of the Johnson County Mental Health Center (or any other Johnson County Government facility that has adopted a tobacco-free grounds procedure) of this procedure. We expect all Johnson County Government staff to treat each other with dignity and respect, support each other, and embrace a spirit of a healthy living, learning, and working environment.

Business procedure cards are available from Prevention Services and Community Relations. These cards may be given to anyone seen using tobacco products on the property as a reminder of the procedure. Be proud to be a tobacco-free campus!

We have included some scenarios that may assist you when you encounter tobacco users on site and how to share information with them about the procedure. They include non-confrontational dialogue you may consider using when approaching someone to inform them of our new procedure and encourage compliance.

### Business Procedure Card

<p>Breathe easy, <b>Breathe longer</b></p> <p>For the health and wellness of our guests and employees, this is a <b>Tobacco Free Campus</b> effective Sept. 1, 2017.</p> <p>Thank you for your cooperation. </p> 	<p>If you are interested in quitting, please contact KanQuit or visit <b>KSquit.org</b>.</p> <p> 1-800-QUIT-NOW (784-8669) <b>KSquit.org</b></p> <p>Free support 7 days a week/24 hours a day</p>
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# Scenario Templates

## EXAMPLE SCENARIO #1

**Situation:** *You see a person using tobacco products on JCMHC property.*

Conversation starter: "Hello, my name is \_\_\_\_\_, and I am an (employee) here at *Johnson County Mental Health Center*. I want to make you aware that we are now a tobacco-free campus, meaning that tobacco products, including smokeless tobacco and e-cigarettes, are prohibited on our grounds. We would appreciate if you would not use tobacco products while on campus. Thank you for your cooperation."

## EXAMPLE SCENARIO #2

**Situation:** *You see a person using tobacco products on JCMHC property.*

"I would like to let you know that the *Johnson County Mental Health Center* campus is a tobacco-free environment as of July 1, 2017. Use of tobacco and tobacco-related products is not permitted on any property, grounds, or parking areas. Thank you for respecting our procedure."

## EXAMPLE SCENARIO #3

**Situation:** *"Where am I allowed to smoke?"*

Response: "Smoking as well as other tobacco related products are not allowed anywhere on the *Johnson County Mental Health Center* campus. This is a new procedure meant to promote respect for all members of the campus community as well as a safe and healthful work environment. If you choose to smoke or use tobacco products, please step off the campus property to do so."

## EXAMPLE SCENARIO #4

**Situation:** *"Why should I comply? I don't agree with the procedure."*

Response: "Respect for others and a culture of health and wellness are what guide us in establishing and maintaining a tobacco-free campus. While this procedure may be challenging for tobacco users at first, we hope that all members of the *Johnson County Mental Health Center* community will respect each other and the environment."

## EXAMPLE SCENARIO #5

**For vendors and visitors:** "I would like to let you know that the *Johnson County Mental Health Center* campus is a tobacco-free environment as of July 1, 2017. Use of tobacco and tobacco-related products is not permitted on any property, grounds, or parking areas. Thank you for respecting our procedure."

## EXAMPLE SCENARIO #6

**For office staff who are speaking to clients prior to a *Johnson County Mental Health Center***

**visit:** "I would like to let you know that the *Johnson County Mental Health Center* campus is a tobacco-free campus as of July 1, 2017. Use of tobacco or tobacco-related products is not permitted on any property, grounds, or parking areas. Thank you for your understanding."

## EXAMPLE SCENARIO #7

**Situation:** *You are informing someone of the procedure, and the individual becomes upset or aggressive.*

Response: Do not continue to speak to anyone who becomes angry or confrontational. Simply walk away.

# Announcement Templates

## Client, Residents, Visitors and Staff



1125 W. Spruce St.  
Olathe, KS 66061  
(913) 826-4200  
Fax: (913) 782-1186

### **Tobacco Free Campus Open Letter to Clients, Residents, Visitors and Staff**

To Our Clients, Residents, Visitors and Staff,

Beginning on Sept. 1, 2017 Johnson County Mental Health Center will adopt a campus-wide, tobacco free procedure. This procedure means that clients, residents, visitors and staff are prohibited from using tobacco products anywhere inside or outside Johnson County Mental Health Center.

Johnson County Mental Health Center has joined other behavioral health sites and businesses across the nation that have become tobacco-free. This procedure has been endorsed by numerous health advocacy groups and is intended to help Johnson County Mental Health to maintain the healthiest possible environment for clients, residents, visitors and staff.

Thank you for your cooperation with this Johnson County Mental Health Center Procedure and your support in maintaining a healthier environment for everyone.

If you choose to quit or cut back on tobacco use, there are resources available to you. The Kansas Tobacco Quit Line provides free cessation support with trained coaches to help you through the quitting process.

Please call 1-800-QUIT-NOW

Sincerely,

Johnson County Mental Health Center

**JOHNSON COUNTY**  
KANSAS  
**Mental Health**

1125 W. Spruce St.  
Olathe, KS 66061  
(913) 826-4200  
Fax: (913) 782-1186

To Our Clients,

On Sept. 1, 2017 Johnson County Mental Health Center adopted a campus-wide, tobacco free procedure. This procedure means that clients, residents, visitors and staff are prohibited from using tobacco products anywhere inside or outside Johnson County Mental Health.

Johnson County Mental Health Center has joined other behavioral health sites and businesses across the nation that have become tobacco-free. This procedure has been endorsed by numerous health advocacy groups and is intended to help Johnson County Mental Health Center to maintain the healthiest possible environment for clients, residents, visitors and staff.

If you are client who smokes and are interested in quitting smoking, please notify your service provider. Your service provider will assist you in quitting by providing information and resources regarding tobacco cessation, nicotine replacement therapy or discuss other alternative resources with you.

Thank you for your cooperation with this Johnson County Mental Health Center procedure and for helping maintain a healthier environment for everyone.

If you choose to quit or cut back on tobacco use, there are resources available to you. The Kansas tobacco Quit Line provides free cessation support with trained coaches to help you through the quitting process. Please call 1-800-QUIT-NOW.

Sincerely,

Johnson County Mental Health Center



## Mental Health

1125 W. Spruce St.  
Olathe, KS 66061  
(913) 826-4200  
Fax: (913) 782-1186

DATE  
NAME  
TITLE  
ADDRESS  
CITY, STATE ZIP CODE

Dear NAME:

As a neighbor of Johnson County Mental Health Center, we are writing to let you know about a change at our facilities. On September 1, 2017, Johnson County Mental Health Center will take a proactive step to implement a tobacco-free procedure at our Olathe and Shawnee campuses. Tobacco-free campuses will apply to all staff, clients, visitors and vendors. This means as of Sept. 1, 2017, no tobacco use of any kind will be permitted on Johnson County Mental Health Center property, including inside buildings, outside in parking lots, cars or on the grounds.

As a result of this change, it is a possibility that clients and/or staff may leave our grounds to use tobacco products. It is our expectation that both clients and staff will be respectful of neighboring properties, but in the event of concerns due to this change, please contact us.

As an organization that is concerned about the health and safety of our community, we are taking action to help people take control of their health by promoting positive health behaviors. Tobacco-free policies reduce consumption of continuing smokers, increase smoking cessation attempts and the number of smokers who successfully quit, reduce the prevalence of tobacco use among workers, and reduce non-smokers' exposure to secondhand smoke. We are not asking individuals to stop using tobacco; however, we are requiring that they refrain from using tobacco on our property.

We appreciate your help and support as we head toward September 1, 2017. Please don't hesitate to contact us if you have any questions. Thank you!

Sincerely,

Tim DeWeese , LMSW  
Director  
Johnson County Mental Health Center  
6000 Lamar, Suite 130, Mission, KS 66202  
Office (913) 826-1503 | Direct (913) 826-4022 |Fax (913) 826-1594

### Frequently Asked Questions

On September 1, 2017, Johnson County Mental Health Center is implementing a comprehensive tobacco-free campus procedure for staff, clients, and visitors. Tobacco use will be prohibited for staff, clients, visitors, and vendors both indoors and outdoors on all properties owned and cared for by Johnson County Mental Health Center. In preparation for this transition, staff have asked questions about what a tobacco-free environment means to them.

#### **Why did Johnson County Mental Health Center implement a tobacco-free procedure?**

Tobacco use and secondhand smoke exposure are among the country's most preventable causes of disease and death. There is no safe level of exposure to secondhand smoke. As a quality behavioral health provider, Johnson County Mental Health Center is committed to protecting the health of its employees, clients, visitors and vendors by providing a safe and clean air environment. Creating a tobacco-free environment and providing support for tobacco-free lifestyles through our tobacco treatment programs and activities shows our commitment to the health and well-being of our staff, clients, visitors, and vendors.

#### **What does the tobacco-free procedure entail?**

The tobacco-free procedure prohibits the smoking of, or use of, any tobacco products including but not limited to, cigarettes, cigars, snuff, chewing tobacco, snus and non-FDA approved nicotine delivery devices, such as e-cigarettes anywhere on Johnson County Mental Health Center's campus. This includes all organization-affiliated buildings, on all facility grounds, in all organization-owned or -leased vehicles, personal vehicles used in the course of work and at all, Johnson County Mental Health Center sponsored events.

#### **How will the procedure be enforced?**

Our hope is that we can work together to enforce this procedure through friendly interactions. All staff who are seen using tobacco on the premises after September 1, 2017 will be asked to stop, reminded of the new procedure and informed of tools that can ease symptoms while they are at work.

#### **I'm a tobacco user. How can I get help?**

We know that quitting is a process that doesn't happen the same way for everyone. Research shows that you will be most successful with a combination of support, coaching and medications.

- 1) Employees can talk with an administrator within their organization about available treatment options.
- 2) Talk with your medical provider.
- 3) Call the Kansas Tobacco QuitLine at 1-800-784-8669 for more information and free coaching.

Frequently Asked Questions—continued

**Can I use e-cigarettes?**

As of the date of this FAQ, electronic cigarettes, or e-cigarettes, are considered by the Kansas State Attorney General to be tobacco products and as such are prohibited as part of our organizational 100% tobacco-free procedure.

**How does this procedure differ from our existing smoking policies?**

Our existing procedure prohibits smoking inside any facility but allows employees and visitors to smoke in designated outdoor areas. Effective (date), employees will not be allowed to smoke or use any tobacco product anywhere on \_\_\_\_\_ property inside or outside, which include personal vehicles and vehicles leased or owned by \_\_\_\_\_.

**Why can't we have designated smoking areas?**

A: Eliminating tobacco use on our campus supports those who are trying to quit, and helps to eliminate employees', residents', and visitors' exposures to 2nd hand smoke. Strong tobacco odors have been known to trigger allergy or asthma reactions with fellow workers, residents, and visitors. Tobacco odors on others can serve as a trigger for the desire to smoke in persons attempting to quit. In compliance with the promotion of a healthy environment, we need to effectively eliminate the secondhand smoke that may trigger adverse health effects for employees, residents, and visitors who are attempting to make positive life changes. Eliminating tobacco use completely is the most effective and considerate way for us to provide the best possible environment.

**Will I have to quit by (date)?**

Becoming a tobacco-free workplace and campus does not mean you have to quit. What it means is that you will not be able to smoke or use tobacco products on the grounds of \_\_\_\_\_ or while on work time. However, we will encourage everyone to quit because of the great health benefits associated with being tobacco free.

**Can I smoke in my car at work?**

The procedure states that no tobacco use by employees is allowed while on \_\_\_\_\_ property, including parking areas. You will not be able to smoke in your car if it is parked on the property grounds or on work time. You will also not be able to smoke in your car if it is parked at \_\_\_\_\_ or any of the neighboring areas included in the procedure.

# Cessation Benefits and Resources

## Employee Cessation Benefits 2018

Johnson County benefits eligible employees receive benefits related to tobacco dependence. The link below describes the STOP cessation program. Please contact Cameron Ahrens, (Cameron.Ahrens@jocogov.org) Health Care and Wellness Manager, with any additional questions.

<http://insidejoco/Benefits%20and%20Wellness/Tria%20Health%20S.T.O.P.%20Program.pdf>

The STOP cessation program is part of the County's Wellness Strategy and runs from January 1 to June 1 of each year.

Below is the current list of covered Nicotine Replacement Therapy (NRT) medications covered under Johnson County's drug plan administered by MedTrakRx.

### Smoking Cessation Over the Counter and Prescription Meds covered at \$0\*

- Over the Counter Nicotine Patches, Lozenges & Gum
- Oral Inhalers and Nasal Sprays (Nicotrol)
- Chantix (Varenicline) & Wellbutrin (Bupropion)

*\*Limit of two treatment cycles per calendar year, then you pay regular drug copay unless you are enrolled in a Blue KC cessation program.*

Community resources for all employees benefit or non-benefit eligible are described in *Cessation Resources for All* document.

### KanQuit

Sponsored by the Kansas Department of Health and Environment, and provided by the American Cancer Society, this quit line offers screening, counseling, support materials and referrals for tobacco cessation assistance (based on an individual's readiness to quit). Services are offered in both English and Spanish. Open 24 hours a day, seven days a week. Client will receive call back from coach within 72 hours. Call 1-866-KAN-STOP.

### 1-800-QUIT-NOW/1-800-784-8669

[Becomeanex.org](http://Becomeanex.org)—evidence based program developed in design with Mayo Clinic and consistent with the Public Health Service Practice guidelines for treating Tobacco Dependence. It provides practical counseling and problem solving skills to help smokers learn about their habit and overcome their nicotine addiction. It features detailed information and support around medication use. And it includes a large, robust support community of thousands of current and former smokers, available night and day to educate and encourage each other.

### Local Community Cessation Resources and Classes

Local area resources are offered throughout the community. Below are some that are currently offered. Class location dates and times may change, so please call to verify.

#### St. Luke's "Kick the Habit for Life"

For Information call 816-751-8327, [cardiowellnesscenter.org](http://cardiowellnesscenter.org), Cost is \$75 for 4 sessions

Summer 2018 7/31, 8/7, 8/9, 8/14

Fall 2018 11/5, 12, 14, 19

Winter 2019 1/7, 14, 16, 21

Classes are 6:00 pm-7 pm

4321 Washington Street, Suite 2400, KCMO 64111

For more information call 816-751-8327, [cardiowellnesscenter.org](http://cardiowellnesscenter.org), Cost is \$75 for 4 sessions

#### Olathe Medical Center

8 Week course beginning Sept. 26, 2018 from 12:00-1:00 pm

Please Contact Jeni Wakefield 913-791-3500, Ext. 4096 for more information and to register

#### Riverview Health Services for Wyandotte County Residents

If you are ready to quit, Riverview is here to help

If you can't afford medications to help you quit smoking, Riverview's experts will help you access programs so you can get prescribed medications. Need to talk to someone about quitting? Need help making a plan to quit? Not sure what resources are available?

Riverview's Tobacco Cessation Specialist can help. Call our offices for an appointment: 913-371-7070.

## Smoking Cessation Text Lines

[SmokeFreeTXT](https://smokefree.gov)—<https://smokefree.gov>—for adults who are ready to quit. Also a version for Spanish speaking clients. The text program will start up to two weeks before their quit date and last for six weeks following their quit date. They will also follow up one, three, and six months after the programs end to see how you're doing. The Practice Quit and Daily Challenges programs last between one and seven days, depending on what you choose.

[SmokeFreeTeen](https://smokefree.gov)—<https://smokefree.gov>—for young adults 13-19 years old who want to be quit

[SmokeFreeMOM](https://smokefree.gov)—<https://smokefree.gov>—for pregnant mothers who want to quit

[SmokeFreeVet](https://smokefree.gov)—<https://smokefree.gov>—for those veterans with VA benefits who want to quit. This also has a Spanish version.

[Text2Quit \(\\$29.99 for 4 months\)](#)—includes texts, emails, access to web portal. Messages are sent according to clients quit date. For the 4 weeks before and 4 weeks after your quit date, clients can expect to receive about 2-5 messages per day. For the remainder of the program, clients can expect about 1-5 messages per week.

**Mobile Apps** (any app used should be evidenced based)

[QuitGuide](#)—by the CDC

[Quit START](#)—for teens wanting to quit smoking

[Livestrong MyQuit Coach](#)

[Quit It Lite](#)—tracks the amount of monetary savings from each cigarette the client does not smoke.

# Tobacco and You

Tobacco use can lead to tobacco/nicotine dependence and serious health problems. Quitting smoking greatly reduces the risk of developing smoking-related diseases.

Tobacco/nicotine dependence is a condition that often requires repeated treatments, but there are helpful treatments and resources for quitting.

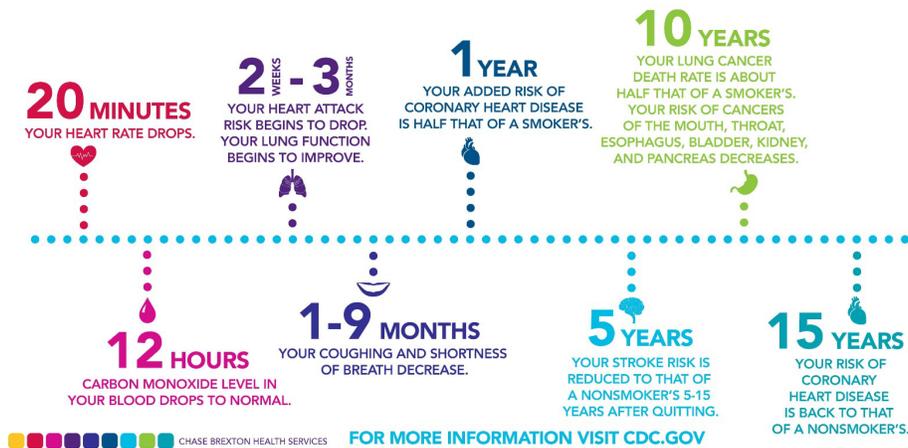
Smokers can and do quit smoking. In fact, today there are more former smokers than current smokers. Quitting smoking means more time, energy and money to do the things you love the most.



## Benefits of Quitting

### WITHIN 20 MINUTES OF QUITTING SMOKING...

YOUR BODY BEGINS A SERIES OF CHANGES THAT CONTINUE FOR YEARS.



### Stopping smoking is associated with the following health benefits:

- Lowered risk for lung cancer and many other types of cancer.
- Reduced risk for heart disease, stroke, and peripheral vascular disease (narrowing of the blood vessels outside your heart).
- Reduced heart disease risk within 1 to 2 years of quitting.
- Reduced respiratory symptoms, such as coughing, wheezing, and shortness of breath. While these symptoms may not disappear, they do not continue to progress at the same rate among people who quit compared with those who continue to smoke.
- Reduced risk of developing some lung diseases (such as chronic obstructive pulmonary disease, also known as COPD, one of the leading causes of death in the United States).
- Reduced risk for infertility in women of childbearing age. Women who stop smoking during pregnancy also reduce their risk of having a low birth weight baby.

Among all current U.S. adult cigarette smokers, nearly 7 out of every 10 (68.0%) reported in 2015 that they wanted to quit completely. Since 2002, the number of former smokers has been greater than the number of current smokers.

## Kansas Quitline

When you join KDHE's FREE program they'll help you create an easy-to-follow Quitting Plan that will show you how to get ready, take action and then live the rest of your life tobacco-free.

[www.KSquit.org](http://www.KSquit.org) or 1-800-QUIT-NOW (784-8669)



**Quit Guide — Quit Guide** — We'll send you an easy-to-use workbook that you can reference in any situation to help you stick with your Quitting Plan.



**Web Coach®** — You will have online access to highly trained Coaches by live chat and e-mail. You'll also gain membership to a private, online community where you can complete activities, watch videos, and join in discussions with others in the program. Interactive trackers measure the money you'll save and progress you'll make. You can use Web Coach alone or in addition to the phone support of Coaches.



**Quit Coach®** — You'll have support and assistance whenever you need it, over the phone, from expert Quit Coaches who specialize in helping people quit tobacco.



**Quitting Aids** — We'll help you decide what type, dose and duration of nicotine substitute or other medication is right for you and teach you how to use it so it really works.



**Text2Quit<sup>SM</sup>** — This text message feature allows you to connect with your Quit Coach®, interact with Web Coach®, use medications correctly, manage urges, and avoid relapse — all from your supported mobile phone.

## TIPS for Quitting

Though quitting smoking is hard, it is possible. Nearly 25% of people who try to quit smoking with the help of medicine can stay smoke free for over 6



months. When paired with counseling and other types of emotional support the rates are even higher. The quit rate for people with mental illness is the same for the general population, so everyone has a chance at quitting.

Quitting may take you several tries. Creating new habits isn't easy, but with time and practice, people do it. To improve your chances of success, work with your health care provider to develop a strategy for how you'll quit.

Some tips for successful quitting:

- **Set a date.** Know exactly when you'll begin your journey toward quitting.
- **Get medicine.** Over-the-counter medications like a nicotine patch, gum or lozenges or prescriptions like a nicotine inhaler or nasal spray can help you start to quit. Some medications have serious side effects so talk to your health care provider about options.
- **Find support.** Tell your friends and family about your plan to quit so they can hold you to your word and help you when you're struggling.

## Readiness to Quit Quiz

1. Do you intend to quit smoking in the near future or are you trying to quit now?
2. Have you tried to quit smoking in the past?
3. Do you think smoking is harming your health?
4. Do you have family or friends who will support you in your effort to quit?
5. Do you feel you are motivated to quit smoking?

Recommended resources include:

- Free telephone-based state tobacco quitlines: **1-800-QUIT-NOW**
- The National Cancer Institute's website: **[www.Smokefree.gov](http://www.Smokefree.gov)**
- The National Cancer Institute's text-messaging quit smoking program: SmokefreeTXT; **Text QUIT to 47848**
- The Department of Health and Human Services website: **[BeTobaccoFree.gov](http://BeTobaccoFree.gov)**

For information about tobacco cessation, contact **Michelene Krueger**

913-477-8384

[Michelene.Krueger@jocogov.org](mailto:Michelene.Krueger@jocogov.org)

Tobacco use is the leading cause of preventable death and disease in Kansas. More than 16 million Americans are living with a disease caused by smoking. The Surgeon General estimates that providers using a Brief Tobacco Intervention would reduce tobacco use by 20%. This intervention takes less than 3 minutes to deliver.

## THE BRIEF TOBACCO INTERVENTION

### The 2 A's and an R

#### **Ask** about tobacco use:

"Do you or anyone in your household currently smoke or use other forms of tobacco?"

#### **In a Non-Judgmental Manner**

#### **Advise** the patient to quit:

"Of course, quitting tobacco would be a great thing for your health, and I want that for you. Do you think you are interested in quitting?"

#### **Refer** the patient to resources:

**IF READY TO QUIT:** Provide direct referrals to resources that will assist the patient in quitting. Prescribe medications if appropriate.

"This is a resource I recommend. It will provide you with support, help you to create a plan to quit and talk to you about how to help with urges you may have to smoke after you quit."

**IF NOT READY TO QUIT:** Ask them "Would you be willing to accept some educational material I have available?" Let them know you are there to help them when they are ready.

**1-800-QUIT-NOW (784-8669)**  
**KSquit.org**

## Helpful Clinical Referral Information:

### Ways to refer:

**Fax Referral** to [KS.quit.org](http://KS.quit.org)- Client will receive a call back within 48 hours.

**Verbal Referral** to 1-800-QuitNOW (784-8669)-Client will set appointment during call.

**What should a client expect?** First call is typically 5 minutes in duration. Three calls are scheduled, but client may call in an unlimited amount of times for support.

**Support includes-** one on one counseling, tailored plans to quit, support and advise on cessation medications, tools for overcoming urges, Web Coach and Text2Quit.

**JOHNSON COUNTY**  
Health &  
Environment



## THINGS TO DO TO REDUCE STRESS WHEN QUITTING SMOKING

- ◆ Distract yourself with things you love to do.
- ◆ Get up and get moving.
- ◆ Take a walk.
- ◆ Do a puzzle.
- ◆ Eat a healthy snack.
- ◆ Read a good book.
- ◆ Squeeze a ball.
- ◆ Call a friend.
- ◆ Play a game on your phone.
- ◆ Work on a hobby.
- ◆ Watch funny videos.
- ◆ Play with your child or pet.
- ◆ Take a cat nap.
- ◆ Check some errands off your to-do list.
- ◆ Take a relaxing shower or soothing bath.
- ◆ Do a therapeutic home or apartment cleaning.
- ◆ Don't be too hard on yourself. This is a difficult process.
- ◆ Practice relaxation. Listen to calming music.
- ◆ Write down what you are feeling stressed about.
- ◆ Seek outside support-utilize free quit smoking resources such as web sites, apps, etc.
- ◆ Think of your future you smoke free.
- ◆ Be patient with yourself.

# Evaluations

## Client Evaluation



### Tobacco Free Grounds Evaluation

**Please circle one answer:**

1. I believe tobacco free grounds has been beneficial.  
Strongly Agree    Agree    Disagree    Strongly Disagree
  
2. Since tobacco free grounds implementation, I have had increased conversations with my service provider about tobacco cessation and/or nicotine replacement therapy. Effective September 1<sup>st</sup>, 2017.  
Strongly Agree    Agree    Disagree    Strongly Disagree
  
3. Since tobacco free grounds implementation, my tobacco use has....
  - a. I am not a tobacco user
  - b. Decreased
  - c. Stopped. I have quit using tobacco
  - d. Not decreased

**Please fill in the blank:**

4. What is a positive effect you have noticed since tobacco free grounds implementation?
  
5. Additional thoughts, comments and suggestions:

Thank you for your feedback. Please return this survey to the front desk suggestion box.



### Tobacco Free Grounds Staff Evaluation

**Please circle one answer:**

1. I believe tobacco free grounds has been beneficial.  
Strongly Agree    Agree    Disagree    Strongly Disagree
  
2. Clients have been mostly positive about tobacco free grounds.  
Strongly Agree    Agree    Disagree    Strongly Disagree
  
3. I would like to see tobacco free grounds expanded to other county buildings.  
Strongly Agree    Agree    Disagree    Strongly Disagree
  
4. Since tobacco free grounds implementation, I have had increased conversations with my clients about tobacco cessation and/or nicotine replacement therapy, effective September 1<sup>st</sup>, 2017.  
Strongly Agree    Agree    Disagree    Strongly Disagree
  
5. Since tobacco free grounds implementation, my tobacco use has....
  - a. I am not a tobacco user
  - b. Decreased
  - c. Stopped. I have quit using tobacco
  - d. Not decreased

**Please fill in the blank:**

6. What is a positive effect you have noticed since tobacco free grounds implementation?
  
7. Additional thoughts, comments and suggestions:

Please complete and return to direct supervisor. Thank you.

# Promotional Materials and Signage



Breathe easy,  
**Breathe longer**

---

Welcome to our  
**TOBACCO  
FREE  
CAMPUS**

Effective Sept. 1, 2017

For the health and wellness of our guests and employees, tobacco use is not permitted on this campus including all buildings, parking lots and grounds.



**JOHNSON  
COUNTY**  
KANSAS

## Retractable Floor Banner Stand

33" wide x 84" tall

Available from the Print Shop of Johnson County for \$116.77 each. Two or more will receive a discounted unit price. Contact the Print Shop at 715-1385.

# Promotional Materials and Signage—continued



## Business Cards

3.5" wide x 2" tall

Available from the Print Shop of Johnson County for \$31.00 (250 cards). Orders of more than 250 will receive a discounted unit price. Contact the Print Shop at 715-1385.

*Front and back shown.*



## Window Cling

5" wide x 7" tall

Available from the Print Shop of Johnson County for \$3.13 each. Orders of more than two will receive a discounted unit price. Contact the Print Shop at 715-1385.

*Face or back stick available.*



## Promotional Materials and Signage—continued

### Outdoor Metal Sign

12" wide x 18" tall

Available from the Print Shop of Johnson County for \$36.68 each. Orders of more than two will receive a discounted unit price. Contact the Print Shop at 715-1385.

Breathe easy,  
**Breathe longer**



Welcome to our  
**TOBACCO  
FREE  
CAMPUS**

Effective Sept. 1, 2017

For the health and wellness of our guests  
and employees, tobacco use is not  
permitted on this campus including all  
buildings, parking lots and grounds.



# Citations

## Tobacco Free Grounds Citations

Our thanks to the following publications for use of their toolkit resources cited here.

### **Lawrence Douglas County, Kansas**

<http://ldhealth.org/DocumentCenter/View/601/Worksite-Tobacco-Procedure-Toolkit>

### **Moving Toward a Tobacco Free Future**

#### **The Tobacco Free Hospital Campus**

#### **A Resource Guide for Nebraska Hospitals and Health Systems**

[http://dhhs.ne.gov/publichealth/Documents/TFN\\_HospitalGuide.pdf](http://dhhs.ne.gov/publichealth/Documents/TFN_HospitalGuide.pdf)

### **Tobacco-Free Toolkit for Community Health Facilities**

#### **National Edition**

[https://smokingcessationleadership.ucsf.edu/sites/smokingcessationleadership.ucsf.edu/files/Downloads/Toolkits/tf\\_procedure\\_toolkit.pdf](https://smokingcessationleadership.ucsf.edu/sites/smokingcessationleadership.ucsf.edu/files/Downloads/Toolkits/tf_procedure_toolkit.pdf)

### **Kansas Department of Health and Environment**

<http://www.kdheks.gov/>

### **Behavioral Health & Wellness Program University of Colorado Anschutz Medical Campus School of Medicine DIMENSIONS: Tobacco Free Toolkit for Health Care Providers**

<http://www.bhwellness.org/toolkits/Tobacco-Free-Toolkit.pdf>

### **Tobacco Free Grounds Procedure Tool Kit Adapted from CDC and Prevention Minnesota Tobacco-Free Toolkits Michelle Haugen Olmsted County Public Health**

<https://www.co.olmsted.mn.us/OCPHS/programs/community/ship/Documents/Tobacco-Free%20Grounds%20Procedure%20Toolkit.pdf>

### **Making Your Worksite Tobacco Free American Lung Association 3rd edition**

<http://www.lung.org/local-content/minnesota/documents/worksite-wellness-toolkit.pdf>

### **Tobacco Free Grounds Timeline—A Five Step Plan to Creating a Healthy Supportive Work Environment tobaccofreeflorida.com**

[http://osceola.floridahealth.gov/programs-and-services/wellness-programs/tobacco/\\_documents/cessation-toolkit-tobacco-free-grounds.pdf](http://osceola.floridahealth.gov/programs-and-services/wellness-programs/tobacco/_documents/cessation-toolkit-tobacco-free-grounds.pdf)

### **Tobacco-Free Behavioral Health Organization Toolkit The Maine Tobacco-Free Behavioral Health Network (MTFBHN)**

[http://breatheasymaine.org/wp-content/uploads/sites/2/2015/01/BH-Toolkit\\_Website-Version.pdf](http://breatheasymaine.org/wp-content/uploads/sites/2/2015/01/BH-Toolkit_Website-Version.pdf)

### **Smoke Free Tool-Kit Get Started Today—Greater Flint Health Coalition's Health Improvement Steering Committee**

<http://gfhc.org/wp-content/uploads/2015/07/Smoke-Free-Toolkit.pdf>