

**COUNTY BOARD OF HEALTH
POLICY # HR-03010
TOBACCO USE POLICY**

Approval:	 District Health Director	7/24/2020 Date
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Public Health
Prevent. Promote. Protect.

1.0 PURPOSE

To prohibit tobacco use in CBOH owned or controlled facilities and vehicles at all times.

2.0 AUTHORITY

The County Board of Health (CBOH) Tobacco Policy is published under the authority of CBOH and in compliance with the following:

- 2.1 O.C.G.A. § 16-12-2 - Smoking in Public Places
- 2.2 O.C.G.A. § 31-12A-1 et seq. - Smoke Free Air Act of 2005
- 2.3 Georgia Building Authority - Building Policies

3.0 SCOPE

This policy applies to employees, clients, patients, customers, vendors, contractors, and visitors to CBOH facilities and vehicles.

4.0 POLICY

It is policy of the CBOH to provide a tobacco-free environment for its employees, clients, patients, and visitors. CBOH recognizes the serious health dangers of both the direct use of tobacco products and the risk of indirect exposure to tobacco products. In order to create an atmosphere that is consistent with the mission of Public Health, CBOH prohibits the use of tobacco products by all employees, clients, patients, customers, vendors, contractors, and visitors at all times in and on all CBOH owned or controlled facilities and vehicles.

5.0 DEFINITIONS AND ACRONYMS

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- 5.1 **CBOH** – County Board of Health
- 5.2 **DHD** – District Health Director
- 5.3 **HR** – Human Resources
- 5.4 **Tobacco** – All smoking and smokeless tobacco, including but not limited to: cigarettes, e-cigarettes, vapes, nicotine delivery devices not approved by the FDA for cessation, candy and flavored cigarettes, chewing tobacco, snuff, snus, blunts, blunt wraps, pre-wrapped blunt cones and tubes, cigars, cigarillos, bidis, pipes, dissolvable and/or other tobacco products.
- 5.5 **CBOH owned or controlled facilities** – All indoor and outdoor spaces over which CBOH maintains control either through direct ownership or a lease or other agreement. This includes all indoor building areas controlled by CBOH as well as all outdoor areas controlled by CBOH, including owned and leased parking facilities, walkways, and open outdoor areas.
- 5.6 **CBOH vehicles** – Any vehicle owned or leased by CBOH.

6.0 RESPONSIBILITIES

CBOH leadership, management, and supervisors are responsible for ensuring that no person smokes or uses tobacco products in prohibited areas, and that employees do not use work time for tobacco use purposes.

7.0 PROCEDURES

- 7.1 All CBOH-controlled spaces and vehicles shall be tobacco-free.
- 7.2 Employees may only use tobacco products in designated locations, if applicable, during their regularly scheduled meal and break periods. Additional time to use tobacco is not allowed. Employees are strongly encouraged not to use tobacco outdoors within sight of CBOH facilities, including in their personal vehicles.
- 7.3 Signage
 - 7.3.1 Signage indicating CBOH is tobacco-free is to be posted in conspicuous places near outdoor and building entrances of spaces controlled by CBOH to indicate the area is tobacco-free.
 - 7.3.2 Where CBOH controls the indoor area only of a building,

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consistent with state law, signage shall indicate smoking is prohibited within 25 feet of any building entrance doors.

- 7.4** Leases and contracts shall reflect that CBOH maintains a tobacco-free environment.

8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	June 4, 2014	Initial Issue
	September 24, 2015	Annual Review
1	November 11, 2015	Changed 6.0 to reflect Procedures
2	June 5, 2018	Annual Review – Revision 4.4, 6.2, 6.4
3	June 11, 2020	Annual Review – Revision 2.0, 5.2, 5.3

9.0 RELATED FORMS

None