



# Tobacco Free Workplace

RESOURCES FOR INSURED AND NON-INSURED EMPLOYEES

## Tobacco Free Policy (Section AA)

1. Smoking and the use of all tobacco products are prohibited by law inside all School Board facilities and in all “common areas” as defined in the Florida Clean Indoor Air Act to be “any hallway, corridor, lobby, aisle, water fountain area, restroom, stairwell, entryway, or conference room...”
2. The current practice whereby the worksite administrator designates employee outdoor smoking area(s) that are shielded from student view and are located away from regularly used student activity areas on existing School Board grounds shall continue, except under the following conditions, until July 1, 2016:
  - a. Effective July 1, 1996, all future newly acquired worksites, including all School Board real and personal property located on these sites, shall be designated as smoke and tobacco free. No employee at these sites shall use any tobacco product in the building(s) or on any outside grounds. This includes the use of such tobacco products in motor vehicles with the exception of those vehicles entering or exiting the worksite(s).
  - b. Any school or worksite that is rebuilt or remodeled shall be designated as smoke and tobacco free regardless of when the property was acquired.
  - c. All employees assigned to any School Board facility which is not smoke and tobacco free shall be surveyed once each year – if requested by any employee at the facility. Such request shall be made in writing by September 30 to the Director of Employee Relations, with a copy provided to the President of the Union. The intent of the survey is that, as all employees at any such facility declare that they are nontobacco users or are willing to refrain from the use of tobacco products at the facility, the facility shall be declared tobacco free.
3. Effective July 1, 2016, all school grounds, campuses, property, and all Board vehicles, including golf cars and school buses, whether owned or leased by the Board, shall be tobacco free and free of the use of tobacco at all times. This includes the use of tobacco in motor vehicles with the exception of those moving vehicles entering or exiting the work site(s).
4. Until tobacco use is prohibited as described above effective July 1, 2016, the district shall not involuntarily transfer any teacher who is a tobacco user to a position at a smoke and tobacco free site without his/her consent.
5. For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco and the possession of papers used to roll cigarettes. The “use of tobacco” shall also include the use of electronic, vapor, look alike, clove, or any other substitute forms of cigarettes or any smoking devices.
6. The district shall continue to promote smoking cessation through its Health and Wellness Centers and/or other local health agencies that may offer similar programs.

## Frequently Asked Questions

### WHAT DOES TOBACCO FREE MEAN?

Effective July 1, 2016, the district became 100% tobacco free. This means the use of any tobacco or tobacco-like substances and devices is prohibited on or in school property. Examples of tobacco and tobacco-like substances and devices include:

1. Cigars
2. Cigarettes
3. Pipe tobacco
4. Chewing tobacco
5. Snuff
6. Any other matter or substances that contain tobacco
7. The possession of papers used to roll cigarettes
8. Any other substitute forms of cigarettes
  - a. Electronic
  - b. Vapor
  - c. Look alike
  - d. Clove
9. Any smoking devices

### CAN I GO OUTSIDE TO MY CAR AND SMOKE?

No, the policy prohibits the use of tobacco in motor vehicles on school grounds with the exception of moving vehicles entering or exiting the worksite(s).

### CAN I SMOKE IF I AM AWAY FROM THE BUILDING AND OUT OF SITE OF STUDENTS?

All school grounds, property, vehicles (Buses, Golf Carts, etc.) and campuses are included in the Tobacco Free Policy regardless of if they are within view of students.

### WHAT RESOURCES ARE AVAILABLE TO HELP ME QUIT?

Please view the following page for information on available resources to help you quit.

## Resources Available to Help You Quit

### FOR ALL EMPLOYEES

1. The onsite Health and Wellness Centers (HWC) provide an onsite 8 week Tobacco Cessation classes conducted by a Tobacco Cessation Health Coach. These classes consist of one hour meetings once a week, which are designed to support participants into becoming tobacco free.
  - a. Employees covered under the District's group medical plan, who have been approved by our HWC providers for medication, will have access to Chantix for \$0 copay while working through the program.
  - b. Employees who are not covered may work with their primary care physician (PCP) to receive Chantix. The cost of Chantix may vary depending on the individual's outside coverage.
2. Tobacco Free Florida offers resources for all school district employees. In addition to online and toll-free counseling, Tobacco Free Florida offers free face-to-face classes through the Florida Area Health Education Centers (AHEC). AHEC hosts 2 onsite classes; one 2-hour session or a six week group session. AHEC also provides participants with one month free Nicotine Replacement Therapy (gum, lozenges, and patches) for those who enroll in one of the two programs.

Visit [www.PascoGoHealthy.net](http://www.PascoGoHealthy.net) and on "Tobacco Cessation" for more information and a list of onsite tobacco cessation classes from AHEC. Class times and locations are also available on the Wellness Calendar under the "More" tab.

### FOR COVERED EMPLOYEES

1. The onsite Health and Wellness Centers (HWC) provide an onsite 8 week Tobacco Cessation classes conducted by a Tobacco Cessation Health Coach. These classes consist of one hour meetings once a week, which are designed to support participants into becoming tobacco free.
  - a. Employees covered under the District's group medical plan, who have been approved by our HWC providers for medication, will have access to Chantix for \$0 copay while working through the program.
2. The HWCs provide the same 8 week Tobacco Cessation classes online for those who cannot commit to once-a-week meetings. Covered participants in both the online and onsite classes are monitored closely by our HWC Providers. Chantix medication is also available, for \$0 copay, to participants who are working through the online HWC Tobacco Cessation program and who have been approved by our providers for medication.

Visit [www.PascoGoHealthy.net](http://www.PascoGoHealthy.net) and click on "Tobacco Cessation" for more information on the onsite and online tobacco cessation classes from CareHere. Information on the CareHere classes is also available at the Health and Wellness Centers.

## Online Resource Links

District Wellness Page:

<http://connectplus.pasco.k12.fl.us/do/gohealthy/index.php/tobacco-cessation/>

Smoke Free

<http://smokefree.gov/>

Tobacco Free Florida

<http://www.tobaccofreeflorida.com/how-to-quit/3-ways-quit/in-person/>

Gulfcoast North AHEC

<http://www.gnahec.org/>

## Appendix A



**Be a Quitter is a program to support participant's efforts to quit using tobacco products.**

Below is an outline of the Be a Quitter program options. With each of these options participants will be offered the opportunity to make an appointment with their CareHere provider to discuss tobacco treatment medication options that support tobacco cessation success.

### **Option ①**

#### **Live Group Workshops**

This series of 8 onsite classes will support and guide participants through the change process of quitting tobacco.

- Groups meet for 8 consecutive weeks for approximately one hour per week and have an added benefit of providing direct interaction with the program facilitator and support from group members.
- Group workshops are scheduled by client request. Patients can check with their health coach about the availability of a group.

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### **Option ②**

#### **Self-Paced Program- CareHere Connect 2.0 online and email\*\***

This program option begins with the tobacco cessation plan in CareHere Connect 2.0. The steps in this plan help prepare a patient for a successful quit process and requires a telephonic visit with a health coach. The program continues via email templates structured to mirror the components of the Live Group Workshops and additional coach contacts are encouraged.

Participants will work through 7 of the program's 8 workshops, (excludes the first workshop as that information will be covered in CareHere Connect 2.0 and initial telephonic consult with a health coach). Participant responds to coach via email after each workshop per emailed instructions.

- Participants will receive materials to complete weekly assignments.
- Coach will conduct one required telephonic consult with two additional consults recommended based on patient expressed need.
  - Initial consult to discuss program process, medication options, quit plan, incentive requirements and details, if applicable.
  - Follow-up consult when patient receives step 5 (quit day workshop)
  - Closing consult to assess quit status, celebrate success, discuss relapse prevention, provider follow-up visits or need for relapse intervention. *Additional consults can be scheduled at patient request.*

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### **Option ③**

#### **Self-Paced Program- One-on-One Telephonic Coaching**

Tobacco Cessation one-on-one coaching is an option for participants who can neither attend a group workshop nor have the computer skills or access to complete the tobacco cessation program electronically.

Participants will receive the same information as in Options 1 and 2 but this is done through telephonic support with a Health Coach. Materials will be sent to participants containing helpful information and weekly homework assignments to support the tobacco cessation process.

## Appendix B



# QUIT YOUR WAY

Quitting tobacco isn't easy. Finding help should be.  
Tobacco Free Florida offers free tools and services to help you get started.



## GROUP QUIT

Is the in-person option of Tobacco Free Florida  
Quit Your Way services.

*Programs cover all forms of tobacco.*

**GROUP QUIT** offers two programs:

### OPTION 1

A 2-hour session where participants learn how to develop a successful quit plan.

### OPTION 2

Support groups meet once a week for 6 weeks and cover a variety of topics including coping with withdrawal symptoms, managing addiction and preventing relapse.

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### NICOTINE REPLACEMENT\*

FREE nicotine patches, lozenges and gum to help tobacco users cope with nicotine withdrawal symptoms.

*\*While supplies last and if medically appropriate.*

### GROUP COUNSELING

Is an effective and critical component of any quit attempt, and can double the success rate of quitting tobacco.

toll free 877-848-6696 or locally at 813-929-1000  
[tobaccofreeflorida.com/quityourway](http://tobaccofreeflorida.com/quityourway)