

Brunswick County Health Services

Policies and Procedures

Program Name: Board of Health

Effective Date: _____
Revision Date: _____
Approved By: _____
Date Approved: _____

Policy Title: Tobacco-Free Policy for Local Health Department Buildings and Grounds

Policy: The use of tobacco products is prohibited in the buildings and grounds of Brunswick County Health Services.

This policy applies to all persons while in or on the grounds of Brunswick County Health Services, including staff, contractors, vendors, clients, and visitors.

Staff, contractors, vendors, clients, and visitors are prohibited from using tobacco products while at off-site activities (health fairs and community outreach events) conducted by Brunswick County Health Services including during services provided virtually.

Staff members are prohibited from accepting tobacco products as donations for client or staff use.

Staff members are prohibited from purchasing tobacco products for or distributing tobacco products to clients.

Definitions:

For purposes of this policy, “tobacco product” includes any product containing tobacco or nicotine that is intended for human consumption, irrespective of whether the nicotine is tobacco-derived or synthetic, including but not limited to: cigarettes, cigars, pipe tobacco, electronic cigarettes, hookah, smoked or vaped tobacco substitutes, chewing tobacco, snuff, snus, dissolvable tobacco products, and heated tobacco products. Tobacco products do not include nicotine replacement products approved by the FDA for treatment of tobacco use and dependence.

For purposes of this policy, “buildings and grounds” includes all property owned, leased, or controlled by Brunswick County Health Services which includes outlying WIC sites. The “grounds” include property 50 feet from building, as well as the parking lot in front of Building A. (Reference map)

Purpose:

The purpose of this policy is to eliminate the use of tobacco on the premises of the Brunswick County Health Services. Tobacco use is a major cause of preventable disease and death. Brunswick County Health Services is committed to providing a safe, clean, and healthy environment for their staff, contractors, clients, and visitors within the community. Brunswick County Health Services serves as a model for our community in promoting the good health of its staff and influencing public attitudes about tobacco use. Brunswick County Health Services is dedicated to the promotion of tobacco-free living for employees, clients and the community and minimizing exposure to environmental tobacco smoke.

Procedures:

Signs giving notice of the tobacco free policy shall be posted in, on or about all Brunswick County Health Services buildings, grounds and mobile units.

The signs shall state "No Tobacco Use" policy with letters of not less than one (1) inch in height with the applicable universal symbol (e.g., the "No Smoking and Use of Tobacco Products Prohibited" symbol) consisting of a pictorial representation of a burning cigarette, vape, and smokeless tobacco product enclosed in a red circle with a red bar across it. The sign shall be clearly, sufficiently, and conspicuously posted in every public building or other place where tobacco use is prohibited. Any signage in English must also be in other languages if client/populations dictate such.

Outside groups using Brunswick County Health Services property will be informed of the tobacco-free policy.

Staff will be informed of the tobacco-free policy when it is first enacted and through new employee orientation materials.

Signs on giving notice of the policy on the interior of the building will inform staff and clients of the availability of quitting support services provided by the North Carolina Tobacco Use Quitline at 1-800-QUIT-NOW (1-800-784-8669).

A staff member who encounters other staff members, clients, contractors, vendors, or visitors not adhering to the tobacco-free policy should politely explain the policy. If the person does not comply, a supervisor should be notified.

Staff members who do not adhere to this policy are subject to disciplinary action as determined by his/her supervisor.

Non-adherent contractors, vendors, visitors, and other individuals may be excluded from the property.

Approved and adopted by the Brunswick County Commissioners on _____.

Chair, Board of County Commissioners

Health Services Director

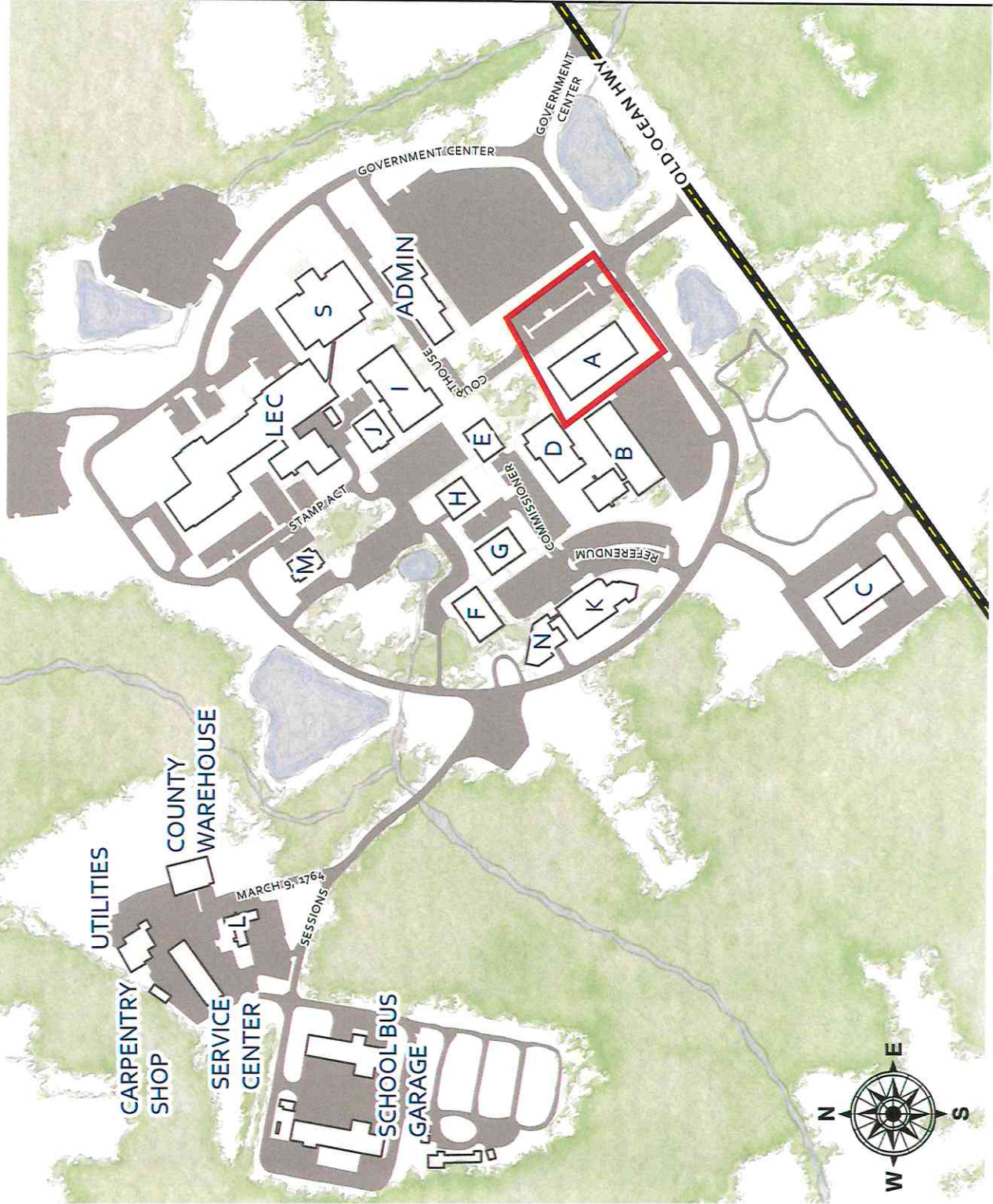
Reference:

BCHS No Tobacco Use Map
BOH Minutes November 13, 2007 and March 10, 2008
Brunswick County Ordinance Article V

BRUNSWICK COUNTY HEALTH SERVICES Board of Health Policy

No tobacco use within 50 feet from the building, as well as the parking lot in front of Building A

BRUNSWICK COUNTY GOVERNMENTAL CENTER



A	ADMIN	Health / Environmental Health	1
ADMIN	Clerk to the Board		1
ADMIN	Commissioners' Chambers		1
ADMIN	Tax Admin / Revenue / G.I.S.		1
ADMIN	Mailroom		1
ADMIN	Finance		2
ADMIN	County Manager / Deputy County Manager		3
ADMIN	Communications		3
ADMIN	Human Resources		3
ADMIN	Risk Manager		3
ADMIN	County Attorney / Asst. County Attorney		3
B	Social Services		
B	Public Housing		
C	Emergency Management		
C	Emergency Medical Service		
D	Housekeeping		
D	Center Cafe		
E	I.T. (Computer Services)		
F	Veteran Services		
F	Farm Service Agency		
F	Soil & Water Conservation		
F	USDA Rural Development		
F	Coastal Southeastern United Care Clinic		
G	Parks & Recreation		
G	Brunswick Arts Council		
G	Computers for Kids		
H	Board of Elections		
I	Planning		
I	Central Permitting		
I	Code Admin (Building Inspections)		
I	Zoning & Community Enforcement		
I	Engineering		
I	Utilities Billing & Customer Service		
I	Register of Deeds / Passports		
J	911 Communications Center		
K	Board of Education		
L	Operation Services		
L	Recycling / Solid Waste		
L	Vector Control		
LEC	Sheriff's Office		
LEC	Detention Center		
M	Sheriff's Office Annex		
N	Cooperative Extension		
S	Clerk of Court		
S	Criminal Division (Incl. traffic tickets)		1
S	Community Service Work Program		1
S	Guardian Ad Item Program		1
S	Juvenile Services		1
S	Magistrate's Office		1
S	Probation & Parole		1
S	NC Highway Patrol		1
S	Civil Division / Child Support / Juvenile		2
S	Estates / Spec. Proceedings / Bookkeeping		3
S	District Attorney		3