



# Missouri Tobacco-Free Workplace Toolkit



MISSOURI DEPARTMENT OF  
**HEALTH &  
SENIOR SERVICES**

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Hearing- and speech-impaired citizens can dial 711.

Parts of this toolkit were adapted for Missouri from the American Lung Association in Minnesota's [Making Your Worksite Smokefree and Commercial Tobacco-Free](#) toolkit.<sup>1</sup>

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## Getting Started

**Congratulations on taking the first step to make your workplace tobacco-free and for providing a safe and healthy workplace for your employees and customers.**

This toolkit is a general guide on how to start the implementation of a comprehensive tobacco-free policy at your workplace. The goal is to protect the health of your employees, customers and visitors from secondhand smoke and to keep your workplace free of thirdhand smoke. While this toolkit contains some useful sample language, please note that it is general guidance, not legal advice. For legal advice, please contact a business law attorney in your area.

## Benefits of Tobacco-Free Workplaces

Tobacco-free workplaces benefit businesses, employees and customers. They increase productivity and attract customers and employees. Eight out of ten Missourians do not smoke, and surveys show that most customers prefer smoke-free environments.

### Reduce Employer Costs and Legal Liability

In Missouri, nearly \$3.5 billion per year is spent on health care costs for tobacco-related illnesses, and another \$7.1 billion in lost productivity due to smoking.<sup>2</sup>

- **Increased Absenteeism.** People who smoke are estimated to miss approximately 2.6 more days of work each year than their peers who do not smoke.<sup>3,4</sup>
- **Reduced productivity because of nicotine addiction.** Withdrawal symptoms can start within 30 minutes after a person who smokes finishes their last cigarette, which can impact productivity.<sup>5</sup>
- **Missed work time due to smoke breaks.** People who smoke or use tobacco products take two 15-minute smoke breaks per day in more regularly scheduled breaks. This equates to 55 days per year of paid time not working.<sup>6</sup>
- **Increased health care expenses.** Health care expenses for a person who uses tobacco are estimated to be 8% higher than expenses for those who do not use tobacco and have a larger number of claims than non-smoking peers.<sup>7</sup>
- **Reduced fire risk.** Cigarettes are a leading cause of fires and deaths caused by fires.<sup>8</sup>
- **Reduce maintenance and cleaning costs.** Thirdhand smoke is residue from cigarette smoke. It contains 250 chemicals and sticks to dust, carpets, upholstery, walls, and hair. The toxic chemicals left behind can re-emit and release gas into the air.<sup>9</sup>

# Worksheet to Estimate the Cost of Tobacco Use at Your Workplace <sup>10</sup>

STEP	TAKE THE	AND	BY THE	THIS = THE
1	# of employees <input type="text"/>	X	Smoking rate in Missouri <b>.168</b>	Estimated # of people who smoke at your worksite <input type="text"/>
2	# of employees who smoke <input type="text"/>	X	estimated productivity cost per worker who smokes <b>\$4,056</b>	employer's economic loss in productivity* for all the workers who smoke <input type="text"/>
3	# of employees who smoke <input type="text"/>	X	estimated excessive healthcare costs per worker who smokes <b>\$2,056</b>	employer's total excessive health care costs for all workers who smoke <input type="text"/>
4	total productivity loss <input type="text"/>	+	total excessive health care costs <input type="text"/>	total cost of tobacco use at your worksite <input type="text"/>

\*Productivity losses include costs associated with increased absenteeism, reduced productivity as a result of nicotine addiction, and missed work time due to smoking breaks.

## Improve the Health of All Employees and Visitors

A tobacco-free policy at your workplace will protect your employees from secondhand smoke and will help people who use tobacco quit.<sup>13</sup> Most people who smoke want to quit, and half of Missourians who smoke try to quit each year. Smoking is the number one cause of preventable death in Missouri, far exceeding other causes. Smoking causes more deaths each year than the following causes combined:

HIV, illegal drug use, alcohol use, motor vehicle injuries and firearm-related incidents. Tobacco use and exposure to secondhand smoke cause several types of cancers, strokes, respiratory and cardiovascular diseases and other negative health effects.<sup>14</sup>

Missourians who die each year due to smoking.<sup>11</sup>

**11k**

Number of cancer deaths caused by smoking in Missouri.<sup>12</sup>

**1/3**

# Steps to Implementing a Comprehensive Tobacco-Free Policy

Now that you have decided to implement a comprehensive tobacco-free policy, it is time to start the process of implementing a policy that is right for your company and employees. In the following pages, the toolkit will provide a step-by-step guide for adopting a tobacco-free policy.

1. Form a tobacco-free committee or workgroup
2. Review current tobacco use at your workplace
3. Draft a comprehensive tobacco-free policy
4. Create a timeline for implementing the policy
5. Implement and enforce the new tobacco-free policy
6. Evaluate the new policy

This is not a “one size fits all” process. There may be pieces that do not apply to your company. Focus on the steps that work for your company. If you need assistance or resources, contact the Missouri Tobacco Prevention and Control Program at [MO\\_TobaccoProgram@health.mo.gov](mailto:MO_TobaccoProgram@health.mo.gov).

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## STEP 1

# Form a Tobacco-Free Committee or Workgroup

Gathering a group of champions for the new policy can help with your tobacco-free efforts. The committee can help with activities and provide ongoing support after implementing the policy. Some workplaces may determine that this is not practical. If you are not able to put together a committee, you could ask your human resources or workplace wellness staff to lead this effort.

For smaller workplaces, the committee or workgroup may consist of two or three people. For larger workplaces, the committee or workgroup may need to be divided into subcommittees based on the skills of the people involved and the needs of the workplace. Depending on the complexity of the potential subcommittees, a steering or advisory committee may be necessary. It is recommended that people who currently or formerly used tobacco be included in the committee.

- Human resources
- Facilities and operations staff
- Current and former tobacco users
- Union representatives
- Communications or public relations staff
- Employee benefits specialist
- Occupational health and safety staff
- Managers and supervisors
- Employee wellness staff
- Employee assistance plan (EAP) representative
- Opinion leaders within your workplace
- Security staff
- Policy and/or legal representative



## STEP 2

# Review Current Tobacco Use at Your Workplace

Understanding current tobacco use and resources for quitting at the workplace can help you plan for the policy change. This will prepare you for implementing a successful policy that will benefit everyone. It's not required to do each of the activities below, but doing so could strengthen your policy.

**Health Insurance.** Review your current health insurance benefits for coverage of tobacco dependence treatment, counseling or cessation medications.

**Union Representative.** If you have a union, meet with a union representative to discuss contract issues that could impact the policy.

**Tobacco-related Complaints.** Ask human resources for the number of tobacco-related complaints they have received in recent years.

**Walk Around.** Walk around your workplace at different times of the day to understand the number of people using tobacco products and where people typically smoke or use tobacco products. Take note of cigarette butts or other tobacco-related waste seen around the workplace.

**Survey Employees.** Survey employees anonymously to assess the number of employees who use tobacco products, the types of products used, their interest in quitting, and their feelings regarding a tobacco-free workplace.

## Tobacco-Free Policy Survey for Employees

Our company is considering a comprehensive tobacco-free and smoke-free worksite policy that acknowledges the needs of both people who do and don't use tobacco. Please take a few minutes to complete this survey.

**Your response is completely confidential. Please do not give your name on this form.**

Do you currently use tobacco or tobacco products? \*If no, please skip to question 8.

	Yes	No
If yes, what type? (select all that apply)	<b>Cigarettes</b>	<b>Little cigars or cigarillos</b>
	<b>E-cigarettes or vapes</b>	<b>Hookahs</b>
	<b>Chewing tobacco, snuff, dip, or snus</b>	<b>Heated cigarettes</b>
		<b>Other</b>

If you smoke cigarettes, approximately how many cigarettes do you smoke per day? (circle one)	<b>Less than 5</b>	<b>21 to 40</b>
	<b>5 to 20</b>	<b>More than 40</b>

If you use smokeless tobacco, how many cans/tins/pouches/etc. do you use per week?	<b>Less than 1</b>	<b>3 to 4</b>
	<b>1 to 2</b>	<b>More than 4</b>

If you use an electronic delivery device (e.g., Juul, e-cigarette, vape pen, e-hookah, etc.) do you also use another form of tobacco?	<b>Yes</b>	<b>No</b>
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If you use commercial tobacco, are you interested in quitting?	<b>Maybe</b>	<b>Yes</b>	<b>No</b>
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If you are interested in quitting, which of these options would you consider to help you quit? (circle all that apply)

- I am not interested**
- Individual counseling at work**
- Nicotine replacement therapy medications**
- Telephone counseling**
- Online counseling**
- Time off to attend group counseling away from work**
- Group counseling at work**
- Cash incentive or fee reimbursement for attending counseling**
- Other services to help you quit (please list) \_\_\_\_\_**

Are you ever bothered by tobacco, secondhand smoke, secondhand vape aerosol or the smell of smoke on hair or clothes while at work? (check one)	<b>Yes</b>	<b>No</b>
	If yes, please comment: _____	

Would you be in support of a comprehensive tobacco-free worksite policy? (check one)	<b>Yes</b>	<b>No</b>
	If yes, please comment: _____	

Please provide any additional comments or concerns about this company implementing a commercial tobacco-free workplace policy: \_\_\_\_\_

\_\_\_\_\_



### STEP 3

## Draft a Comprehensive Tobacco-Free Policy

Consider the following and adapt the provided model tobacco-free workplace policy to fit your workplace needs.

### Define tobacco products, smoking and other important terms.

Defining smoking, tobacco products, and other important terms will ensure that people and your property are protected from all types of smoke and vape aerosol. A comprehensive definition would define smoking as vaping, smoking, inhaling, exhaling, burning, or carrying any lighted, heated, or activated cigar, cigarette, pipe, electronic smoking device, or any other lighted or heated tobacco, nicotine, or plant product, natural or synthetic, intended for inhalation. Comprehensive policies include all products, including but not limited to cigarettes and little cigars, electronic cigarettes or vape devices, snus, pipes, and chewing tobacco.

### A note about FDA-approved nicotine replacement therapy:

A comprehensive tobacco-free policy should make exceptions for the use of FDA-approved nicotine replacement therapies for tobacco dependence treatment. The seven FDA-approved medications are patch, gum, nasal spray, inhaler, lozenge and prescription medications (Bupropion and Varenicline). Electronic cigarettes are not an FDA-approved method of quitting tobacco.

### Property, staff and visitors considerations

Comprehensive policies include all people, all places, at all times. This includes the entire property inside and out, and in company vehicles. The policy should apply to all staff, customers, visitors, and volunteers. Employees' use of tobacco products when they are on paid time, whether on or off the company property, and the sale or distribution of any tobacco products on the property should also be prohibited.

### **A note about designated smoking areas:**

If you decide to allow smoking in an outdoor designated area, it should be at least 25 feet from the building and away from entrances, windows, patios, balconies and ventilation intakes to prevent smoke from drifting into the building and to reduce fire risk. The designated smoking area should also be at least 25 feet away from places where children gather and play, such as playgrounds and pools.

### **Enforcement and cessation resources**

An effective tobacco-free policy will protect employees and visitors from secondhand smoke while supporting employees and customers who are addicted to nicotine. Contact your current insurance provider to see what tobacco dependence treatment benefits are provided through the existing premiums. Refer employees and customers to [Missouri Tobacco Quit Services](#)<sup>15</sup> for free coaching and nicotine replacement therapy. Order free signage and educational materials through the [Missouri Tobacco Prevention and Control Program](#).<sup>16</sup>

### **A note about the Affordable Care Act:**

The Affordable Care Act mandates that most insurance plans must cover preventive services recommended by the United States Preventive Services Task Force. Tobacco dependence treatment interventions are included in the list of preventive services. To meet this, health insurance plans must cover 100 percent of the costs for:

- Tobacco use screening.
- At least two quit attempts per year for tobacco users. Each quit attempt includes:
  - Four tobacco dependence treatment counseling sessions that are at least 10 minutes each.
  - 90-day treatment regimen of all FDA-approved tobacco dependence treatment medications when prescribed by a health care provider.

### **Submit your draft policy to Missouri's Tobacco Prevention and Control Program for review**

Missouri's Tobacco Prevention and Control Program can review your drafted policy and provide feedback. Send your policy to [MOtobaccoProgram@health.mo.gov](mailto:MOtobaccoProgram@health.mo.gov).

## Ready to Quit?



**Missouri Tobacco Quit Services offers free, confidential tools to help you quit nicotine** (cigarettes, vapes or chew).



**Tools are proven to help people quit and are available all the time.**



**Online, by phone, or by text, however you reach out to us, we're here to help you quit.**

***"I love this program. I use all your products, website, texts, coaching calls and patches. The coaches are helpful and effective."***

Get your customized quit plan and the support you need to succeed.

**Call 1-800-QUIT-NOW (784-8669) or visit [YouCanQuit.org](https://www.youcanquit.org) to enroll in services.**

***"Twice I had given up on quitting. Thanks to the coach, I didn't quit the program."***

- + Missouri Tobacco Quit Services coaches have more than 200 hours of training.
- + They have experience in counseling and in helping people live tobacco-free.
- + Many are former smokers, so they understand.

- + Some people may be eligible for enhanced support, including free nicotine replacement therapies such as the patch, gum or lozenges. Ask your quit coach for details.
- + Services are available in over 200 languages.

***"The quit coach talked me through my withdrawals and my guilt about my relapse."***

MISSOURI TOBACCO  
**QUIT SERVICES**  
YOU CAN QUIT.ORG

# Tobacco-Free Policy Checklist for Worksites

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A comprehensive policy should include the following:

- Defines prohibited nicotine and tobacco products.
- Prohibits electronic nicotine delivery systems (ENDs).
- Allows FDA-approved nicotine replacement therapy.
- Rationale (reason for tobacco-free policy).
- Applies to all people including employees, volunteers and visitors.
- Applies at all times.
- Cessation resources.
- An enforcement plan.
- A communication plan.
- Effective date.
- Applies to all places in control of the business or organization.

*Note: This may look different depending on the setting. For example, a business within a shopping center may only have control of the indoor environment.*

The policy applies:

- Campus-wide (the entire property inside and out).
- Campus-wide except for a designated smoking area 25 feet from the building.
- Campus-wide except for a designated smoking area within 25 feet of the building.
- Indoors only.



# Model Tobacco-Free and Smoke-Free Workplace Policy <sup>17</sup>

[ Name of Company or organization ] is dedicated to providing a healthy, comfortable, and productive work environment for our employees.

## Section 1. Purpose

Commercial tobacco use is the leading cause of preventable death and disease in Missouri. An estimated 11,000 people who live in Missouri die from smoking annually.<sup>18</sup> Research indicates that over 34% of all cancer deaths in Missouri are attributable to commercial tobacco use.<sup>19</sup> In addition to the health burden, smoking costs Missouri loses \$7.1 billion in productivity losses each year due to tobacco use.<sup>20</sup> It's estimated that each Missouri household pays \$1,158 in state and federal tax burden from smoking-caused government expenditures each year.<sup>21</sup>

In light of these findings, [ Name of Company or organization ] shall be entirely tobacco-free and smokefree effective \_\_\_\_\_ [date].

## Section 2. Definitions

(A) "All times" means twenty-four (24) hours per day, seven (7) days per week.

(B) "Commercial tobacco product" means any product containing, made, or derived from tobacco or nicotine, whether natural or synthetic, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including, but not limited to, cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; nicotine pouches; and other kinds and forms of tobacco. Tobacco product does not include any nicotine treatment product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as "drugs," "devices," or "combination products," as defined in the Federal Food, Drug, and Cosmetic Act.

(C) "Commercial Tobacco Product Use" means the act of smoking commercial tobacco or the use of any commercial tobacco product.

(D) "Electronic delivery device" means any product that contains or delivers nicotine, lobelia, cannabis, or any other substance intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic delivery device includes, but is not limited to, devices manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, heated cigarettes, mods, tank systems, vape pens, or under any other product name or descriptor.

(E) "Employee" means any person employed directly, full-time or part-time, by [ Name of company or organization ], [ any member of the Board of Directors ] any independent contractor, consultant, intern, or volunteer, or any other person holding themselves out as a representative or staff of [ Name of company or organization ].

(F) "Property" means all facilities, grounds, vehicles, and other property owned, leased, rented, contracted, used, maintained, or otherwise controlled by [ Name of company or organization ]. Property does not include any property-adjacent sidewalks, streets, or byways on which [ Name of company or organization ] does not have the authority to regulate activity.

(G) "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, cannabis, or other substance, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an

activated electronic delivery device. Smoking does not include the use of traditional, or sacred, tobacco used by many American Indian, Alaska Native, and Indigenous communities for spiritual and medicinal purposes.

(H) “Visitor” means any person on the property of [ Name of company or organization ] who is not receiving services or who is not an employee during such time as the person is on the property.

(I) “Working hours” means hours of paid work time, including paid work time on-site and off-site at conferences, meetings, and events where an employee is traveling on behalf of, or acting as a representative of [ Name of company or organization ].

### Section 3. Prohibitions

(A) Smoking and other commercial tobacco use prohibited. Smoking and other commercial tobacco use by employees and [ clients, patients, patrons, and/or visitors ] is prohibited at all times in or on all [ Name of company or organization ] property, including all vehicles owned, leased, or rented by

[ Name of company or organization ], regardless of location. No designated smoking-permitted or other commercial tobacco use-permitted areas are allowed anywhere on the property. This policy applies to all private vehicles parked on [ Name of company or organization ] property, regardless of the owner of the vehicle.

(B) Use during working hours prohibited. Employees are prohibited from smoking and other commercial tobacco product use during working hours.

(C) Industry sponsorship prohibited. Employees are prohibited from accepting donations, gifts, money, materials, curricula, research funds, or other contributions from the commercial tobacco industry (including manufacturers, distributors, wholesalers, and retailers of tobacco products) or industry subsidiaries, affiliates, or parent companies. To further ensure that its business practices reflect its commitment, [ Name of company or organization ] will not accept donations, gifts, money, materials, curricula, research funds, or other contributions from the commercial tobacco industry (including manufacturers, distributors, wholesalers, and retailers of tobacco products) or industry subsidiaries, affiliates, or parent companies. [ Name of company or organization ] will not participate in any functions funded in whole or in part by the tobacco industry, and will remain free of any

commercial tobacco product advertisements, including advertisements in [ Name of company or organization ] publications or materials purchased for use in waiting rooms or any other public areas.

(D) Distribution or sale prohibited. The distribution or sale of any commercial tobacco product by any employee, visitor, or any other person on the property, is prohibited at all times.

### Section 4. Scope

(A) This policy applies to all [ Name of company or organization ] property as of [effective date], and to all employees and [ customers, clients, patients, patrons, persons receiving services, visitors, and all other persons ] on [ Name of company or organization ] property, and to all employees during

working hours, on or off-site. Organizers and attendees of public or private events sponsored by or on property of [ Name of company or organization ] are required to abide by this policy, and event organizers are responsible for communicating and enforcing this policy.

(B) While [ Name of company or organization ] acknowledges that it may not have jurisdiction over adjoining streets, sidewalks, byways, parking lots, or other common areas, all persons associated with [ Name of company or organization ] are strongly encouraged to comply with the spirit of the policy in those settings. It is the expectation of [ Name of company or organization ] that employees and [ customers, patrons, clients, patients, persons receiving services, visitors, and all other persons ] will avoid smoking or commercial tobacco product use while on neighboring properties and will avoid discarding commercial tobacco product litter on neighboring properties in a way that reflects negatively on [Name of company or organization ].

This policy is being announced three months in advance to give people who use tobacco time to adapt to its restrictions and to facilitate a smooth transition to a tobacco-free environment. Those employees who would like

to take this opportunity to quit are invited to participate in the cessation programs being offered by the company.

### Section 5. Exceptions:

- (A) This policy does not prohibit the use of traditional, or sacred, tobacco used by many American Indian, Alaska Native, and Indigenous communities for spiritual and medicinal purposes.
- (B) This policy does not prohibit the traditional practice of smudging.
- (C) It is also not a violation of this policy to use a product that is authorized by the United States Food and Drug Administration for sale as a drug, device, or combination product, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, for use as a nicotine treatment product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. This exception includes products like nicotine patches and gum. This exception does not include the use of electronic delivery devices, nicotine pouches, or synthetic nicotine products, which are not approved nicotine dependence treatment methods and the use of which are prohibited at all times under this policy.

### Section 6. Support

[ Name of company or organization] supports and encourages tobacco cessation (quitting) efforts by our employees and customers. Employees interested in reducing or quitting smoking or other forms of tobacco use may contact the [ Name of company or internal department] for assistance. In the supplying resources to quit [Name of Company or organization] should rely on evidence-based cessation programs, such as Missouri Tobacco Quit Services from the Missouri Department of Health and Senior Services. Missouri Tobacco Quit Services is free to all Missouri residents over the age of 13. Visit YouCanQuit.org or call 1-800-Quit-Now for more information.

### Section 7. Compliance and Enforcement

The success of this policy depends on the consideration and cooperation of persons who engage in smoking or commercial tobacco use and those who do not. Enforcement is a shared responsibility of all employees. Any individual acting in violation of this policy will be reminded of the policy, offered cessation resources, and asked to comply. As with other established employee policies, an employee found to have violated this policy may be subject to progressive disciplinary action. [ Name of company or organization ] shall prioritize and incorporate nicotine dependence treatment support and assistance into all responses to policy violations by employees. A visitor who violates this policy will be informed or reminded of the policy and may be asked to leave the property if the visitor fails to comply. All employees are authorized and encouraged to communicate this policy to other persons, always doing so with courtesy and diplomacy.

Any questions regarding this policy should be addressed to [ Name/title of appropriate contact for company].

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**Signature**

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**Date**

This toolkit's model tobacco-free and smoke-free workplace policy was adapted from the Public Health Law Center's Commercial Tobacco-Free and Smoke-free Worksite Policy<sup>22</sup> and the American Nonsmokers' Rights Foundation Model Policy for a Smokefree Workplace.<sup>23</sup>

## Communicate Your Plan

Communicating with staff and customers about the upcoming policy change is important. Tobacco-free workplaces have many benefits. Use the resources below to educate your residents and staff about these.

- Post notices of the upcoming change for staff and customers to see.
- Hold a staff meeting to talk about the changes and answer questions.
- Reassure customers and staff that people who smoke are still welcome to work and visit the workplace; they just cannot expose other people to secondhand smoke and vape aerosol.
- Focus on the smoke rather than the people who smoke.
- Share the timeline for implementation.
- Provide Missouri Tobacco Quit Services information to people interested in quitting. Most people who smoke want to quit, and smoke-free environments help them take that step.
- Advertise as a smoke-free business on your website.
- Reach out to neighbors and neighboring businesses to announce the policy change.
- Communicate with employees that they should avoid going to neighboring businesses or nearby properties to use tobacco products.



## Tobacco-Free Workplaces Save Lives and Money

### Tobacco-free workplace policies <sup>1, 2, 3, 4, 5, 6</sup>

Attract customers.



Save money—each employee who smokes costs the employer an additional \$5,816 per year (average).



Increase productivity



Reduce absenteeism.



Protect worker health.



Prevent youth from starting to use tobacco products.



Support employees who want to quit.



### In Missouri <sup>7, 8, 9</sup>

Half of Missourians who smoke try to quit each year.

Smoking causes more than \$3 billion in productivity losses each year.



11,000 people die each year from smoking in.



1,120 die each year from secondhand smoke exposure.



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## Benefits of Going Tobacco-Free

### Tobacco-free workplaces: <sup>1, 2, 3</sup>



Protect people from secondhand smoke and vape aerosol.



Help people quit.



Prevent youth from starting by changing community social norms around tobacco use.



Protect people from thirdhand smoke, the toxic residue left from tobacco smoke.



**Tobacco use and exposure is the leading cause of preventable death, disease and disability in our state.** <sup>4,5</sup>



- + **11,000** die **each year from smoking**
- + **1,120** die **each year from secondhand smoke exposure**
- + 100% smoke-free workplace policies are the only effective way to eliminate secondhand smoke exposure in the workplace.
- + Secondhand smoke can cause cancer, lung disease, stroke, heart disease and oral health issues.
- + Secondhand smoke has 7,000 chemicals and 70 of these chemicals cause cancer.

**There is no risk-free level of exposure to secondhand smoke and vape aerosols.**<sup>6</sup>

**Half of Missourians who smoke try to quit each year.  
Tobacco-free workplaces make it easier to quit.**

### Benefits of Quitting Tobacco for Those Who Want to Quit <sup>7,8</sup>

- + **20 minutes** after quitting, heart rate and blood pressure drops.
- + **A few days** after quitting, carbon monoxide level in blood drops to normal.
- + **2 weeks to 3 months** after quitting, circulation improves and lung function increases.
- + **1 year to 2 years** after quitting, risk of heart attack drops dramatically.
- + **5 to 10 years** after quitting, risk of cancers of the mouth, throat and voice box is cut in half and risk of stroke decreases.
- + **10 years** after quitting, risk of lung cancer is about half that of a person who is still smoking and has been smoking for 10 to 15 years. Risk of cancer of the bladder, esophagus and kidney decreases.
- + **15 years** after quitting, risk of coronary heart disease is close to that of a non-smoker.

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## Create a Timeline for Change

Many businesses establish a six-month or one-year timeline for developing and implementing their new comprehensive tobacco-free policy. The timeline could be shorter than six months, depending on your workplace's size and circumstances. See the sixth-month timeline below to get started.

### Days 1-30

- Develop and share your message on why you are implementing the policy.
- Create your tobacco-free committee or workgroup.

### Days 31-60

- Select a timeline and implementation date for your policy.
- Assess tobacco use at your workplace.

### Days 61-90

- Create a comprehensive tobacco-free policy using the model policy in this toolkit.
- Review insurance benefits and options.
- Discuss an enforcement plan that includes the provision of resources for quitting.
- [Order signage.](#)

### Days 91-120

- Finalize your comprehensive tobacco-free policy.

- Assess the resources available to your employees for quitting through insurance and Missouri Tobacco Quit Services.
- Determine compliance and enforcement strategies.
- Notify new and existing staff of the upcoming change.
- Share educational materials.

### Days 121-150

- Continue distribution of educational materials.
- Promote resources for quitting.

### Days 151-180

- Continue to share educational materials and promote the policy.
- Post signage.
- Remove any smoking huts, ashtrays and/or receptacles.
- Celebrate your implementation day.



**STEP 5**

## **Implement and Enforce the New Tobacco-Free Policy**

Before the new policy takes effect, changes should be made to make the transition smoother.

- Remove smoking huts, ashtrays, and cigarette butt receptacles.
- [Order smoke-free signage](#) and post the signage near entrances and in areas where people used to smoke.

The goal is for everyone to follow the comprehensive tobacco-free policy at your workplace, but it may take time to achieve 100 percent compliance. Using a progressive discipline policy similar to other workplace policy violations is an option for enforcing the comprehensive tobacco-free policy. Below are some considerations to make when creating the enforcement plan.

- Set employees up for success and recognize that tobacco use is an addiction.
  - Provide support and cessation resources.
  - Ask employees to sign a document that they have read and understand the new policy.
- Create a system for violations to be addressed or reported.
  - Provide a polite way for employees who feel comfortable to remind people using tobacco products about the tobacco-free policy.

- Develop a process where the employee can make the report anonymously. The process for reporting violations should be clearly communicated and should be consistent for each violation.

### ***Sample Progressive Discipline for Violation of Comprehensive Tobacco-free Workplace Policy***

- a. The first violation shall result in a verbal warning and provision of tobacco cessation resources and materials.
- b. The second violation shall result in a verbal written warning and provision of to tobacco cessation resources and materials.
- c. The third violation shall result in a written warning and provision of smoking cessation resources and materials.
- d. The fourth violation shall result in a 10-day notice to vacate with an option to remedy/cure and provision of smoking cessation resources and materials.
- e. The fifth violation may result in a 10-day notice to vacate without the option to remedy or cure.

**STEP 6**

## Evaluate the Effectiveness of Policy

After your comprehensive tobacco-free policy has been in place, you may want to evaluate how effective this policy has been. This process can range from a formal evaluation to casually checking in with employees and reviewing your work environment for signs of success. Review whether there is less tobacco litter like cigarette butts on campus, if there's reduced absenteeism and increased productivity and whether employees are quitting or reducing their use.

### **Conduct follow-up surveys of employees.**

If you conducted an employee survey before implementing the policy, consider conducting a follow-up survey six months to a year after implementation. This follow-up survey can assess employees' awareness of the policy and the available treatment options for tobacco dependence. Additionally, you could hold meetings with employees to provide them with an opportunity to ask questions and express their concerns.

### **Conduct follow-up assessments of the workplace.**

If you conducted a walking assessment of your workplace before implementing the policy, you can conduct another walking assessment and record the number of people using tobacco products and the reduction of tobacco litter, such as cigarette butts, throughout your workplace.

## Compare health care costs before and after the policy's implementation.

Depending on the health insurance that your workplace has, you might be able to compare the cost savings of your tobacco-free policy. You may need to work with your insurance provider to access this information before and after the policy.

# Conclusion

Thank you for taking the time to make your workplace healthier. The toolkit reviewed considerations for implementing a comprehensive tobacco-free workplace policy and provided resources to assist you throughout the entire process. If you need additional information or resources, please reach out to the Missouri Tobacco Prevention and Control Program at:



[MOtobaccoProgram@health.mo.gov](mailto:MOtobaccoProgram@health.mo.gov)

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