



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Tobacco Free College	
Page 1 of 5	Implementing Procedure For Policy: 3.28
Date Approved: 12/4/2013 Date Revised: none	Division: Administration and Finance

Tobacco-use is prohibited on all College of Central Florida properties, including owned, leased, and controlled buildings, student housing, on-campus streets, bridges, walkways, outdoor areas, parking lots and garages, driveways, courtyards, entrance and exit ways, college vehicles, and private vehicles while on CF properties. This policy includes all types of tobacco and tobacco-like products, including smoked and smoke-less tobacco, other smokeable products, inhalers, vaporizers, and electronic smoking-simulating cigarettes. As voluntary members of the college community, we ask that all members adhere to all college policies.

I. Introduction

College of Central Florida (CF) is dedicated to providing a healthy and productive environment for its faculty, staff, students, visitors, and contractors. Research findings show that use of tobacco products constitutes a significant health hazard; tobacco smoke is a proven health and safety hazard both to smokers and to non-smokers who are involuntarily exposed to the second hand smoke. By endorsing this tobacco-free policy, CF joins more than 700 colleges and universities around the country to demonstrate its commitment to eliminating environmental tobacco smoke (ETS) exposure, promoting healthy practices and choices for individuals, and establishing a collegiate culture of wellness.

II. Definitions

- A. "Smoking" means inhaling, exhaling, burning, or carrying any heated cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes inhaling or carrying any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.
- B. "Tobacco Products" means all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes, hookahs, and smokeless tobacco products. Smokeless tobacco includes, but is not limited to, the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose leaf tobacco. Electronic cigarettes, vaporizers, and inhalers are also prohibited.
- C. "Members of the College community" includes its faculty, staff, students, volunteers, patients, customers, contractors, and visitors.
- D. "Facility/Grounds" includes any building or structure, athletic field, parking lot, or any other outdoor property owned, leased, or contracted by CF, as well as any vehicle owned, leased, or contracted by CF, or any private vehicle on CF property.

III. Policy

- A. This tobacco-free policy applies to all members of the College community, to include faculty, staff, students, volunteers, customers, contractors, patients, and visitors.
- B. The use of all tobacco products is prohibited within the boundaries from public sidewalks on the edge of each of the College's campuses, properties, and leased spaces.
- C. The prohibited areas within each of the campus boundaries include all buildings, student housing, facilities, indoor and outdoor spaces and grounds owned, rented, and licensed by the College including the Enterprise Center and the Appleton Museum of Art.
- D. This policy also applies to parking lots, walkways, sidewalks, sports venues, college vehicles, and private vehicles on CF property.
- E. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and athletic events using CF facilities are required to abide by this policy. It is the responsibility of the organizers of events to communicate the policy prior to and enforce it during the event.

IV. Compliance & Enforcement

The Tobacco-Free CF policy will be prominently posted by way of signage at numerous locations throughout each college site/facility. The policy will also be communicated on the CF website, in various student materials, and documents/communications from College departments such as Human Resources, Purchasing, etc.

No one department is solely responsible for gaining compliance. All members of the College of Central Florida community are asked to respectfully remind faculty, staff, students, visitors, contractors, and guests who are smoking or using tobacco products on College property about the Tobacco-Free Policy. Information cards will be available for distribution to tobacco users and to any member of the CF community. There will be guidance for distribution and resource materials available on the Tobacco-Free CF website.

The Department of Public Safety (DPS) staff will assist in reminding any faculty, staff, student, visitor, contractor or guest who is using tobacco on College property about the Tobacco-Free policy and providing them with a copy of the information card. DPS may ask to see identification for faculty, staff, students, visitors, contractors and guests and issue a citation or incident report for habitual offenders and anyone who is found in violation of the College's policy.

Violations of the tobacco-free policy will be addressed through existing procedures already in place for students and employees. Student violators will be referred to the appropriate student conduct administrator, for possible disciplinary action per the Student Code of Conduct. Employee violators will be referred to the appropriate supervisor; repeated violations shall be reported to Human Resources and managed through the normal disciplinary process. For visitors who violate the tobacco-free policy, Department of Public Safety (DPS) staff will give them a copy of the Tobacco-Free CF information card and ask them to extinguish any lighted materials or dispose of other tobacco products. If a visitor refuses to comply with the request, DPS staff may ask the individual to leave College property and/or involve local law enforcement.

Smoking materials must be extinguished prior to entering upon any CF property without exception. All tobacco products in use must be disposed of appropriately prior to entering upon any CF property which includes enclosed vehicles. Improper disposal includes:

- a. Spitting smokeless tobacco product;
- b. Littering (i.e. discarding cigarette butts, throwing or disposing of cigarette butts out of windows, leaving spit container);
- c. Anything that creates a fire hazard.

V. Education & Assistance

Educational and cessation assistance resources and programs will be offered to students, faculty and staff to help them quit using tobacco products. The Employee Assistance Program and Student Assistance Program will serve as primary referral services. The Tobacco-Free CF website will provide a comprehensive listing of cessation resources and workshops (see listing attached).

VI. Timeline

Because of the challenges when changing human behaviors and organizational culture, the following timeline is recommended.

Fall 2013 = Education and Support, focusing on multi-dimensional communication of the new policy and cessation resources available. Communication strategy will include press releases, social media, CF web announcements, email messages to students, staff and faculty, notifications through various printed materials (i.e., student publications), Human Resources job postings, hiring materials, etc., signage/posters, notifications to vendors/contractors, invitations to bid, rental agreements, classroom announcements. Begin installation of signage.

Spring 2014 = Implementation, continuing extensive communications along with initial enforcement of the new procedures that relies on the “warning” strategy for this first semester. Removal of existing “no smoking” signage, ashcans, etc.

Summer 2014 = Enforcement, with emphasis on working toward full compliance.

VII. Signage

A critical component of the communication strategy will be the use of signage throughout all CF facilities. Signs will be included in every classroom, lab, congregation area, both inside and outside.

Tobacco Cessation Resources for employees and students

1. Florida Blue's Smoking Cessation Resources (eligible covered employees, spouses, and dependents only). Log in to [MyBlueService](http://www.bcbsfl.com) (www.bcbsfl.com) as a member and select from a list of options under Health and Wellness:
 - i. [MyBlueService](#) - Web based quit program through Care Programs and WebMD
 - ii. BlueRewards – earn points for taking steps to quit and redeem points to earn brand name merchandise
 - iii. [Florida Blue's Health Shop](#) – stop smoking aids for online purchase
 - iv. [Florida Blue's Smoking Cessation Guide](#) – expert advice, articles, community support, coaching, special offers
2. Get Help Online
 - a. www.smokefree.gov
 - i. Tobacco Control Research Branch of the National Cancer Institute with important contributions from other national agencies such as the Centers for Disease Control and the American Cancer Society
 - ii. Offers an online guide to quitting smoking, including online messaging and telephone support from the National Cancer Institute
 - b. www.Surgeongeneral.gov/tobacco/default.htm
 - i. U.S. Tobacco Cessation Guidelines and materials to help quit smoking
 - c. www.cdc.gov/tobacco
 - i. The Tobacco Information and Prevention Source Web site
 - ii. Provides access to many government resources for quitting smoking.
 - iii. Provided by the National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP)
 - d. <http://tobaccofreeflorida.com/>
 - i. Tobacco-Free Florida
 - e. [MyBlueService](#) (Florida Blue's online resources; eligible covered employees, spouses, and dependents only; see above)
3. Get Help by Phone
 - a. 1-800-784-8669 or 1-800-QUIT-NOW
 - i. National Network of Tobacco Cessation Quitlines.
 - b. 1-877-U-CAN-Now or 1-877-822-6669
 - i. Tobacco-Free Florida
 - c. 1-877-44U-QUIT or 1-877-448-7848
 - i. National Cancer Institute
4. Get Help in Person
 - a. <http://tobaccofreeflorida.com/Contents-262/In-person/>
 - i. [Florida Area Health Education Centers \(AHEC\) Network](#).
 - ii. Meetings begin regularly and last around six to eight weeks, with one meeting per week.
 - iii. Local option at CF
5. Get Support from coworkers and friends. [Florida Blue's](#) page has many helpful suggestions for helping someone quit.
6. CF Employee Assistance Program -- <https://www.horizoncarelink.com/login.aspx>

Vice President of Administration and Finance

Date

Approved by President

Date