

Clay County Tobacco-free Policy

Purpose

Clay County is committed to creating an environment where employees, clients, guests, volunteers and partners have the opportunity to make their health and well-being a priority in their professional and personal life.

The health hazards of tobacco use are well known. Tobacco is a major cause of preventable disease and death. Tobacco-free workplaces help support employees who want to quit using tobacco or have already quit, and promote a healthy work environment for all employees. A tobacco-free policy demonstrates the commitment to eliminate the health hazards of second hand smoke and the need for treating nicotine addiction.

Policy

Tobacco use, which includes but is not limited to cigarettes, cigars, chewing tobacco, snuff, pipes, e-cigarettes and all other forms of smoked or smokeless tobacco products, is prohibited:

- Inside all county owned, leased and rented buildings;
- Outside on all county owned, leased and rented grounds, including but not limited to parking lots and sidewalks; this would not prohibit a person from smoking in their private vehicle;
- In county owned, leased or rented vehicles or equipment; and

The littering of tobacco-related products on the grounds or parking lots of Clay County or neighboring properties is also prohibited.

Clay County is responsible for providing its employees a safe and healthy environment and does not allow the use of tobacco during "home" visits while employees are present. If the client/family is unable to refrain from tobacco or nicotine use during a visit, services might not be provided.

Clay County will not solicit or accept any contributions or gifts of money, curricula, materials or equipment from companies that directly manufacture and are identified with tobacco products, devices or electronic cigarettes. Clay County will not promote or allow promotion of tobacco products or electronic cigarettes on Clay County property or at Clay County sponsored events.

Employees are responsible for knowing and understanding the tobacco-free work site policy and should contact their supervisor or manager should they have questions.

Scope

This policy applies to all employees who work for Clay County. In addition, the policy applies to contractors, vendors, clients, guests, volunteers and partners on county owned, leased or rented property.

Guidelines

1. Candidates that apply for employment or to volunteer with Clay County will be notified of this policy during the pre-employment process of our tobacco-free policy.
2. Signs will be posted at all county property entrances, in break rooms and other appropriate areas to remind employees, contractors, clients, guests, volunteers and partners of this policy.
3. Employees, clients, guests, volunteers and partners should not loiter near neighboring properties or discard litter in a way that negatively reflects on Clay County.
4. Clay County funds may not be used to purchase tobacco products.

5. Employees must abide by the venue's rules regarding tobacco usage during any Clay County sponsored event or gathering, while representing Clay County at any function, or while participating in any county paid conferences.
6. Employees will notify clients/families that tobacco and nicotine use is not allowed while services are being offered in the home of the client/family when employees are present.
7. Tobacco products must be kept out of plain view when on Clay County property, during "site" visits, at Clay County sponsored events, or when representing Clay County at any function or event.
8. Employees, clients, guests, volunteers and partners are not allowed to buy tobacco products for clients or transport clients to buy tobacco products.
9. All employees are expected to help enforce the policy by reporting violations to management.

Exception

It is not a violation of this policy to use a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product or for other medical purposes and is being marketed and sold solely for such an approved purpose.

Tobacco Cessation Resources

Clay County is committed to supporting employees, clients and volunteers interested in becoming tobacco free.

- For employees: Blue Cross Blue Shield of Minnesota members have a no-cost tobacco cessation quit line available. It is called Stop Smoking Support. To register, simply call 1-888-BLUE (2583) or 1-877-777-5634 (TTY) anytime between 7 a.m. and 2 a.m., Central Time, seven days a week. Spanish speaking members can press 2 to speak to a Spanish-speaking registration specialist. Interpreters are available in other languages, too.
- Employees, clients and volunteers who do not have health insurance may contact QUITPLAN of Minnesota at 1-800-QUITNOW (1-800-784-8669).

Policy Enforcement

Supervisors and managers will have formal enforcement responsibility. They are responsible for investigating all allegations of violations of this policy.

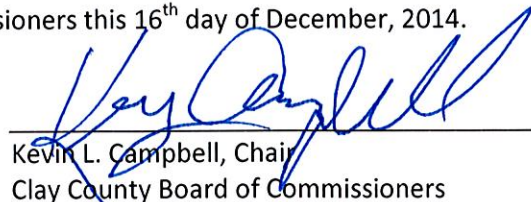
As part of this policy, signs will be posted at vehicle entrances to the property informing visitors of our tobacco-free buildings and grounds. Clients, guests, volunteers, contractors, vendors will thus be informed and encouraged to support our policy. Individuals who use tobacco products in buildings will be politely reminded of the tobacco-free policy.

*** Electronic delivery devices, more commonly referred to as electronic cigarettes or e-cigarettes, closely resemble and purposefully mimic the act of smoking. They produce a vapor of undetermined and potentially harmful substances and typically contain nicotine derived from tobacco, which is a highly addictive substance. Their use in locations where smoking is prohibited creates concern and confusion and makes policy enforcement more difficult.***

Effective Date

April 1, 2015.

Approved by the Clay County Board of Commissioners this 16th day of December, 2014.



Kevin L. Campbell, Chair
Clay County Board of Commissioners