Tobacco-Free State Properties

An Implementation Guide
For State Agencies
In Oklahoma

Introduction

In order to protect the health of all state employees and visitors to state-owned properties, to drive down a significant determinant of health care costs, and to increase productivity, Gov. Fallin issued an Executive Order on February 6th, 2012 which will prohibit the use of tobacco products "on any and all properties owned, leased, or contracted for use by the State of Oklahoma, including but not limited to all buildings, land, and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma." As stipulated in this Executive Order, implementation must be achieved by August 6, 2012.

This guide has been developed to assist agencies transition to a tobacco-free environment and includes several resources that will assist in planning, policy development, staff and visitor education, and tobacco cessation.

In addition to resources found in this guide, electronic versions of the tools within and additional information are available via the OSDH website. The Webpage can be accessed at http://www.ok.gov/health/Organization/Tobacco_Free_State_Properties.html. As we progress through this planning period leading to implementation, this webpage will be updated with new material and answers to frequently asked questions. To submit questions regarding the executive order, or for clarification regarding any items within this guide, please contact OSDH at 1-866-ONLY-AIR (1-866-665-9247), or email ONLYAIR@health.ok.gov.

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Mary Fallin
Governor

FILED
FEB 06 2012
OKLAHOMA SECRETARY
OF STATE

EXECUTIVE DEPARTMENT

EXECUTIVE ORDER 2012-01

I, Mary Fallin, Governor of the State of Oklahoma, by the authority vested in me pursuant to Sections 1 and 2 of Article VI of the Oklahoma Constitution, hereby direct and order as follows:

Title 63 of the Oklahoma Statutes, Section 1-1523 prohibits smoking in all public places, in any indoor workplace, and all vehicles owned by the State of Oklahoma and all of its agencies and instrumentalities.

The Oklahoma Legislature, at 63 O.S. § 1-1515 (B), has found that breathing secondhand smoke causes disease, including lung cancer in healthy non-smokers; breathing secondhand smoke causes respiratory infection, decreased respiratory function, bronchoconstriction and bronchospasm. The population at most risk are the elderly, children, people with cardiovascular disease, and people with impaired respirator function, asthmatics, and those with obstructive airway disease.

The U.S. Surgeon General has issued a report stating that there is no risk-free level of exposure to secondhand smoke, which has immediate adverse effects on the cardiovascular system and causes coronary heart disease and lung cancer.

The United State Department of Health and Human Services, Centers for Disease Control and Prevention has found that the use of smokeless tobacco is known to be a cause of cancer and increases the risk of developing cancer of the oral cavity; the use of smokeless tobacco is associated with leukoplakia, gum disease and tooth decay; and the use of smokeless tobacco during pregnancy increases the risk of preeclampsia, premature birth and low birth weight.

The use of any tobacco product shall be prohibited on any and all properties owned, leased or contracted for use by the State of Oklahoma, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma.

045314

STATE CAPITOL BUILDING • 2300 N. LINCOLN BOULEVARD, SUITE 212 • OKLAHOMA CITY, OKLAHOMA 73105 • (405) 521-2342 • FAX: (405) 521-3353

The Executive Order shall be distributed to all members of the Governor's Executive Cabinet and the chief executives of all state agencies, who shall cause the provisions of this order to be implemented by all appropriate officials and agencies of state government. Implementation shall be achieved no later than six (6) months from the date of this order. The Oklahoma State Department of Health ("OSDH") and Tobacco Settlement Endowment Trust ("TSET") will provide assistance to state agencies for implementing this order.

IN WITNESS WHEREOF, I have set my hand and caused the Great Seal of the State of Oklahoma to be affixed at Oklahoma City, Oklahoma, this 6th day of February, 2012.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA

Mary Fallin

MARY FALLIN

ATTEST:

Michelle R. Day

SECRETARY OF STATE
Assistant

breatheeasy

no tobacco use

ON THIS PROPERTY

Implementation Checklist

___ Assemble a policy implementation committee and assign tasks and areas of responsibility. The committee may include representatives such as Administration, Policy/Legal, Communications, Human Resources, Security, and Building/Grounds Maintenance.

___ Develop a policy that is compliant with executive order 2012-01. (see sample policy on pages 7-9)

___ Announce and begin promoting the tobacco free policy in advance of the policy effective date and continue to send periodic reminders. Communication should include an announcement from agency leadership in person or in writing; other methods of communication may include newsletter, posters, bulletin boards, email, pay check inserts, and any other communication system available.

___ Educate employees on the cessation resources available to state employees and encourage their use. (see pages 15-18 of this Guide) Communicate to staff the rules regarding access to the Oklahoma Tobacco Helpline at work.

___ Create a supportive environment, by clearly posting "no tobacco use" signage. Signage should be visible at all vehicular and pedestrian entrances, areas of the property where people congregate, former designated smoking areas, and other locations as needed; and remove all ashtrays and smoking shelters from the property. (see Decals & Metal Signage on page 11 of this Guide)

___ After agency implementation of the tobacco-free policy, make policy handout information available at visitor entrances; continue to inform new employees, visitors, and meeting organizers and attendees of the tobacco-free policy; and continue to update signage and utilize other forms of communication to ensure compliance with the policy.

___ Remain informed of the latest news on implementation of the Executive Order and updated information and materials available for use.
http://www.ok.gov/health/Organization/Tobacco-Free_State_Properties.html

Sample Agency Policy

Purpose

The purpose of this agency policy is to eliminate all tobacco use whether located indoors or outdoors on property owned, leased or contracted for use by _____ [Agency]_____, in state vehicles used for _____[Agency]_____ business, and __[other, as needed; see endnote #1 for example]____.

Tobacco-Free Environment

1. The use of tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, and other tobacco products) is prohibited throughout all indoor and outdoor areas of property owned or under the control of the _____[Agency]_____, including parking lots owned or under the control of said agency, and in vehicles used by said agency or its employees whenever conducting business anywhere.

2. This administrative procedure applies to all employees, students, clients, visitors and others on business at all _____[Agency]_____ property.

3. The _____[Agency; this should be stated so as to cover each separate location of the agency]_____ will identify the boundaries of its property, post this information for public reference, and provide notice of this policy with appropriate signage, including signs at the entrances to the properties and/or other locations as needed. The agency will also utilize printed materials and other communications as needed to educate employees and all other persons using or visiting the property regarding this policy.

4. _____[Agency locations] _____ that share a building or property with other offices will eliminate tobacco use in their offices and from all the indoor and outdoor locations under their control.

5. Tobacco product receptacles will be removed from the property, including any ash cans near entryways.

6. _____[Agency]_____ employees will not use tobacco products while providing services to clients regardless of location.

7. _____[Agency]_____ is committed to providing support to all _____[Agency]_____ employees and other _____[Agency]_____ personnel who wish to stop using tobacco products. _____[Agency]_____ is committed to ensuring that _____[Agency]_____ employees and, to the extent possible, other personnel have access to several types of assistance, including cessation medications and telephone counseling through the Oklahoma Tobacco Helpline (Helpline). Supervisors are encouraged to refer employees and other _____[Agency]_____ personnel to the Helpline as appropriate.

8. Noncompliance by an employee will be cause for management/supervisor intervention and may result in corrective or disciplinary action in accordance with _____[reference to agency policy for employee discipline]_____ and state personnel rules.

9. Noncompliance by visitors and others will be handled as stated in this policy as follows: _____[see example in *endnote 2*]_____.

Action

The ___[agency official designated]_____ is responsible for ensuring the annual review of this administrative procedure.

This procedure is effective _____[date, no later than Aug. 6, 2012; see endnote 3]_____.

Endnote 1: This space would be for other necessary restrictions, as appropriate for the agency. For example, the State Department of Health policy reads at this point "and by OSDH personnel providing services in clients' homes."

Endnote 2: An example excerpted in part from an existing tobacco-free policy of a university in Oklahoma is as follows:

Students—Students shall be directed to and handled by the Office of Student Rights and Responsibilities. Violations occurring within University Housing shall be directed to and handled by the Housing Office. University Housing may refer complaints to the Office of Student Rights and Responsibilities.

Visitors—Visitors shall be directed to and handled by the University Police department.

Endnote 3: The Executive Order specifies by six months from February 6, 2012. Some state agencies may plan the transition to correspond with the state fiscal year starting July 1, 2012, or earlier.

Sample of a Letter to Employees Announcing the Policy

Date

Dear fellow ___[State Agency]___ Employee:

To provide a safer work environment for its employees, students, clients and visitors, and to set a model for healthy practices for all workplaces across our state, the State of Oklahoma is transitioning to a tobacco-free policy for all state properties, as announced in the attached Executive Order 2012-01 signed by Governor Mary Fallin.

Consistent with this Executive Order, to help combat this state's leading cause of preventable death and disease, and to help set a positive example for all Oklahoma, the _____[Agency's] _____new policy will end tobacco use on all _____[Agency]_____ premises at all times and in the delivery of our services regardless of location, effective ____[Date]_____. The full text of this new policy _____[Number/Title]_____is attached.

I would also like to take this opportunity to encourage tobacco users to take advantage of the cessation resources available to state employees and all Oklahomans. Additional resources, including counseling services, are available through Oklahoma Tobacco Helpline at 1-800-QUIT -NOW (1-800-784-8669), okhelpline.com, or visit the Web site at: http://www.ok.gov/health/Organization/Tobacco-Free_State_Properties.html.

For those who do not use tobacco, it is important to be supportive of those who attempt to quit their tobacco/nicotine addictions, avoiding negativity toward individuals for their tobacco use. The _____[Agency]_____will be supportive of tobacco users who want to quit and will assist in connecting employees with the available resources.

Working together, we will improve our health and also set the best example we can for our youth and all others to improve the overall health of Oklahoma residents.

Sincerely,

Decals & Metal Signage

Posting "no tobacco use" decals and signage is important because it reduces the burden of enforcement on your staff. Strategically post decals and signage at all entrances in use by the public or employees.

For the initial implementation of this new statewide policy, the Oklahoma State Department of Health and the Tobacco Settlement Endowment Trust will provide basic starter signage and decals for all state agencies covered by Executive Order 2012-01 upon request.

Basic starter signage

- (1) metal 15X15 sign for each entrance to a parking lot or to a campus.**
- Signage at important pedestrian walkways and other key locations

Decals

- Adhesive back decal (5X5") can be applied to a variety of smooth surfaces indoors & outdoors
- Adhesive front decal (5X5") can be applied to an interior glass door, facing out

Ordering Information

Please refer to the signage request form on page 14 to order the number of decals and metal signs needed for all locations of your agency statewide.

***Large orders may be limited due to available resources.*

Other Materials

- The Health Department will continue to develop educational materials to assist you in successfully implementing this tobacco free property policy.
- Coming soon to the website:
    - Enforcement aids
    - Frequently asked questions
    - Lessons learned
- Your questions and suggestions may help identify useful items and lead to new materials helpful to many state agencies.

Check the Website
and contacts listed on the back cover of this Guide
for information
on additional materials as they are developed.

http://www.ok.gov/health/Organization/Tobacco-Free_State_Properties.html

Please return the
Signs Request Form (Page 14)
by March 16, 2012
to advise us
on your signage needs.

Thank You.

Please submit the Signage Request Form (on reverse side of this page)

- ***By email to onlyair@health.ok.gov***
- ***By fax to 1-405-271-9053***
- ***By mail to Oklahoma State Department of Health***
  Attn: Center for the Advancement of Wellness, Room 403
  1000 NE Tenth Street, Oklahoma City, 73117
- ***Via the Web: access the form at the Website***
  http://www.ok.gov/health/Organization/Tobacco-Free_State_Properties.html
- ***To discuss by phone, call 1-866-ONLY-AIR*** *(1-866-665-9247)*
  or ***405-271-3619.***

breatheeasy
no tobacco use
ON THIS PROPERTY

Decals & Metal Signs – Request Form

Date: _____

Agency: _____

Contact Person: _____

Mailing Address: _____

City: _____ State : _____ Zip Code: _____

Phone: _____ Email: _____

Number of Properties: _____

Item	Quantity
15x15" metal signs	
5x5" decals (*adhesive on front, for inside of a glass door, facing out)*	
5x5" decals (*adhesive on back, for smooth outdoor surfaces primarily; this size does not show up well from very far away)*	

Please reply by Friday, March 16, 2012

See back of this form (page 13) for reply address information

Cessation Resources

Providing support to employees, partners and visitors

Supporting Your Employees

Why Support for Cessation is Important

Most Oklahomans who smoke or use other tobacco products say they want to quit, and on average about half make a serious quit attempt each year. Transitioning to a tobacco-free policy can be a strong motivator for these tobacco users to quit. Those who succeed in breaking this addiction will also realize important health benefits.

Another reason for state agencies (and other employers) to support cessation among employees – especially during these transitions – is for employee support of the new policies. It is reasonable to view the employer and the policy more favorably if the employer is investing in support for cessation efforts for those seeking to quit tobacco use. Cessation support not only boosts the health of the workforce, thus saving money, but this investment can also pay dividends in employee acceptance of and support for the new policy.

We know that successful quitting can often take numerous tries. Encouraging the use of resources such as the Oklahoma Tobacco Helpline, while reducing treatment barriers (such as the cost of tobacco cessation) encourages tobacco users to seek help, prevent relapse and successfully quit.

Tobacco cessation benefits that have been found to be the most effective utilize the following:

- Counseling and medications, together or separately
- Coaching services, including the Oklahoma Tobacco Helpline
- FDA approved medications, including bupropion, Varenicline and both prescription and over-the-counter nicotine replacement medication

Fortunately, there are more cessation resources available today in Oklahoma than ever before, and the insurance plans of state employees have improved their coverage for these services in recent years. The following information is available for you to distribute to employee and others.

Getting Started- Helpful Terms to Know

NRT – Nicotine Replacement Therapy

- Nicotine Gum
- Patches
- Lozenges

OTH – Oklahoma Tobacco Helpline

OTC – Over the Counter (medications)

Cessation Resources

Providing support to employees, partners and visitors

Oklahoma Tobacco Helpline
Free help 1 800 QUIT NOW
784-8669 OKhelpline.com

The Oklahoma Tobacco Helpline

What is the Oklahoma Tobacco Helpline?

- The Helpline is a **free and effective service** that provides a series of one-on-one cessation counseling sessions over the telephone, information and tips about stopping tobacco use, referrals to community resources, if needed, and nicotine replacement "starter kits" for some. Counselors are trained, Master's level counselors. The Helpline has been proven to work for people all over the country.

How does telephone counseling work?

- A Helpline Quit Coach™ works with callers to determine their readiness to quit, discusses their options for using nicotine replacement products or other cessation aids, assists callers in developing a quit plan that is right for them, and schedules up to four follow-up sessions to coach callers through their quitting process and encourages them along the way.

Free Nicotine Replacement Products Provided as "Starter Kits"

- All tobacco users who are ready to stop using tobacco and register for helpline services are eligible to receive at least a two-week "starter kit" of nicotine replacement patches, gum or lozenges, unless not indicated due to health concerns. The helpline sends a starter kit to the tobacco user's home.
- Patches, gum or lozenges are free and there's no catch. No one will call the tobacco user to sell them something and there are no hidden charges!

Who is eligible to receive Helpline services?

- Anyone living in Oklahoma ages 13 and older may call the Helpline and receive free services. Helpline specialists will assist tobacco users, providers and concerned family members and friends.

What are the Oklahoma Tobacco Helpline hours?

- The Helpline is available 24 hours a day, 7 days a week.

TWO new websites are now available!

www.quitnow.net/Oklahoma

- Register for helpline services online

www.okhelpline.com

- Access resources to help you quit.

Improved Service to the Deaf and Hard of Hearing

- 1-877-777-6534 TTY
- 1-866-748-2436 Deaf Videophone
- Ask for direct VP number

Remember...

- It often takes multiple attempts to succeed – it takes practice to learn obstacles and successes.
- Tobacco users didn't "fail" with their last quit attempt... They now know what doesn't work for them.

Cessation Resources
Providing support to employees, partners and visitors

Additional Online Resources
There are excellent additional resources that will help you with a successful quit. These may be found on http://www.ok.gov/health/Organization/Tobacco-Free_State_Properties.html

For more information, or to order free Oklahoma Tobacco Helpline materials for your employees, please contact:

The Center for the Advancement of Wellness
Oklahoma State Department of Health
405 271-3619
cessation@health.ok.gov

For updated information or to ask questions concerning tobacco-use cessation check the website at:
http://www.ok.gov/health/Organization/Tobacco-Free_State_Properties.html

Email
onlyair@health.ok.gov

Technical Assistance Telephone Line
1-866-ONLY-AIR (1-866-665-9247)

Cessation Resources
Providing support to employees, partners and visitors

Comparing Resources

Resource	Accessibility	Things to Consider
Oklahoma Tobacco Helpline – Phone service	• 1-800-QUIT NOW • 1-800-784-8669 • Available 24/7	• Available on your schedule • No cost to participate • No transportation issues • No child care issues • Free NRT is available to most • Need consistent phone access
Oklahoma Tobacco Helpline – Web only	• www.quitnow.net/ Oklahoma • Available 24/7	• Available on your schedule • No cost to participate • No transportation issues • No child care issues • Free NRT is available to most • Need computer access
SmokefreeTXT	• Text the word QUIT to IQUIT (47848) • Available 24/7	• Interactive texting options • Offers support based on mood, cravings and habits. • If you pay for individual texts, this program may not be for you. **Check with your mobile provider.* • No free NRT provided

Insurance Benefits

OSEEGIB-HealthChoice

- Prescription products – Two 90-day courses of prescription tobacco cessation products each plan year covered at 100% with no cost to members:
  - Covered medications:
    - Chantix 0.5mg and 1mg tabs
    - Nicotrol 10mg Cartridge
    - Nicotrol NS 20MG/m Nasal Spray
    - Bupropion HCL SR 150mg tabs
    - Buproban 150mg SA tabs
- Oklahoma Tobacco Helpline Services
  - In partnership with the Oklahoma Tobacco Settlement Endowment Trust (TSET) HealthChoice participants are eligible for quit coaching, and up to 12 weeks of patches or gum, or 8 weeks of lozenges at no cost to members.

HMO Coverage

Community Care OK (CCOK), GlobalHealth, United Healthcare

- Prescription cessation products covered
- Refer to the Oklahoma Tobacco Helpline
- OTC medications not covered (patches, gum, lozenges)

**Please be sure to check with your insurance provider for specific benefit coverage information as some benefits may change.*

Fact Sheet Regarding Tobacco and Tobacco Free Worksites

- Healthcare expenditures for Oklahoma state employees who use tobacco are estimated at an additional $14 million per year. Productivity losses associated with state employee tobacco use are approximately $22 million per year.

- In 2010, 58.4% of Oklahoma smokers tried to quit. Worksites that are 100% tobacco free offer the most support for employees trying to quit.

- The American Productivity Audit, a national survey of over 29,000 workers, found that tobacco use was a leading cause of worker lost production time—greater than alcohol abuse or family emergencies. Quitting smoking, or even just cutting back, improves a worker's productivity.

- The Institute of Medicine reviewed 100% smokefree policies and the associated reduction in heart attacks and concluded that there is a causal relationship between second hand smoke exposure and heart attacks.

- According to the Surgeon General, low level exposure to tobacco smoke, even secondhand smoke, leads to rapid problems with the cardiovascular system that increases the risk of heart attack or stroke.

- There are more than 7,000 chemicals in second hand smoke and at least 69 of them are known to cause cancer. Other approaches to protecting non-smokers, such as air ventilation systems and smoking rooms, do not eliminate exposure to second hand smoke.

- Smokeless tobacco contains at least 28 chemicals that cause cancer. The cancers known to be caused by smokeless tobacco use are oral cancer, esophageal cancer and pancreatic cancer. In 2010 alone, medical facility charges associated with these three cancers were more than **$53 million** in the State of Oklahoma.

- Studies indicate that very few workers say fellow employees violate smoke free policies at work. In fact, most smokers come to support smoke free policies after they experience one.

- 80.9% of Oklahoma workers are already covered by smokefree workplace policies.

For more information

Webpage
http://www.ok.gov/health/Organization/Tobacco-Free_State_Properties.html

Email
onlyair@health.ok.gov

Technical Assistance Telephone Line
1-866-ONLY-AIR (1-866-665-9247)

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