

## SMOKE-AND VAPE-FREE AT-HOME CHILDCARE POLICY

The purpose of the ***Tobacco-, Smoke-, and Vape-Free*** section of this smoking and vaping policy is to create a tobacco free environment, encourage smokers to quit, and ensure that all employees, parents, visitors, vendors, and contractors are protected from exposure to secondhand and third hand smoke.

### INTRODUCTION

Tobacco use is the number-one cause of preventable death in the United States, and kills more than 7,500 Oklahomans every year. In recognition of the fact that all forms of tobacco products are hazardous to human health and that there is no safe level of exposure to secondhand smoke, it shall be our *organizational* policy to prohibit all use of tobacco products.

### COMMENT ON TERMINOLOGY

Changes in state law in 2019 use the terminology “smoke-free” instead of “tobacco-free” to create “smoke-free” in order to create “smoke-free locations” in certain public areas where Oklahoma prohibits the use of tobacco, nicotine, marijuana or other lawful products consumed in a smoked or vaporized manner. This Policy uses the term “tobacco-, smoke-, and vape-free” in order to include all lighted and vaped products, as well as other forms of tobacco use that might be inadvertently left out of the new “smoke-free” language. While the focus of this policy is to address the hazards of tobacco products, this terminology is being used to best align with state law. (63 Okl. St. Ann. §1-1523 (2019))

### DEFINITIONS

For the purposes of this policy, the following definitions apply:

**Organization Property** means any real property that is owned, leased, managed, or otherwise controlled by the organization. .

**Employee** means any person who performs work or services for the organization, including, but not limited to, full-time employees, part-time employees, temporary employees, independent contractors, subcontractors, volunteers, and interns.

**Parents:** a person who has a child.

**Visitors:** means a person who visits, socially or professionally.

**Vendors:** One that provides products or services to a business for a fee.

**Smoking** means lighting tobacco, nicotine, marijuana or other products for consumption.

**Tobacco Product** means any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product (except for raw materials other than tobacco that are used in manufacturing a component, part, or accessory of a tobacco product). This includes e-cigarettes and vapor products. The term Tobacco Product does not include any product approved by the United States Food and Drug Administration for sale as a tobacco cessation product.

### COMMENT ON TRADITIONAL AND SACRED USE OF TOBACCO

This document acknowledges the traditional and sacred use of tobacco among American Indian people living in Oklahoma. Whenever the word tobacco is referenced in these materials it refers to the use of commercial tobacco.

**Tobacco-, Smoke-, and Vape-Free Location** means the use of tobacco in any form is prohibited, and the use of tobacco, nicotine, marijuana or other products consumed in a smoked or vaporized manner is prohibited.

**Vaping** means using a device to heat, aerosolize, or vaporize tobacco, nicotine, marijuana, or other products for consumption.

## APPLICABILITY

This policy applies to every employee, parent, visitor, vendor, and any other person present on organizational property or at an organizational-sponsored meeting or event, at all times.

## PROHIBITIONS

We are committed to ensuring that our organization is a tobacco-, smoke-, and vape-free environment, at all times; that means:

- No one is allowed to use tobacco/nicotine products, not approved by the FDA, as a tobacco cessation medication, including but not limited to cigarettes, cigars, pipe tobacco, smokeless tobacco, electronic smoking devices (e-cigs & vapors), combustible marijuana, or other simulated smoking products in all indoor facilities and their immediate perimeters. This restriction is in place at all times.
- No one is allowed to smoke, vape, or use tobacco products on all owned or operated properties, including outdoor spaces, parking areas, and personal vehicles.
- Employees are not allowed to smoke, vape, or use tobacco products during the hours of their employment, except off the premises during regularly scheduled breaks, if applicable. This applies during all hours of employment.
- Employees shall not be present at work with strong odors of tobacco on their clothing. Individuals not in compliance will be asked to remedy this situation, which may require the use of unpaid time.
- There will be no tobacco use in vehicles when transporting child to or from day care facility or authorized activities.
- Field Trips, walks and all outside activities will be tobacco-free, smoke and vape-free
- Ash receptacles, such as ash trays or ash cans, are not permitted on Organizational Property.

## TOBACCO CESSATION SUPPORT

- Employees and family members interested in quitting tobacco use will be referred to the [Oklahoma Tobacco Helpline](#) and other cessation resources, if available.
- The Organization will promote the Oklahoma Tobacco Helpline (1-800-QUIT-NOW or [OKHelpline.com](#)) to ensure awareness of the statewide services that are available.

## IMPLEMENTATION, SUPPORT, AND ENFORCEMENT

- Signs informing people of this policy shall be posted, at a minimum, at entrances to all buildings on Organizational-Property.
- A copy of this policy shall be included in the Organization's policy manual and employee training materials. Employees are responsible for familiarizing themselves with this policy. Employee compliance with this policy is mandatory. A letter will be sent out to parents informing them of the policy.
- A violation of this policy by an employee will be handled in accordance with the Organization's standard disciplinary procedure.
- A violation of this policy by any person other than an employee shall be handled in the following manner:
  - First, Greene's Family Daycare will request that the violator stop using the tobacco product.
    - If the violator refuses to stop, Greene's Family Daycare will request that the person leave Greene's Family Daycare's Property or the daycares field trip, meeting or event.
    - If the violator refuses to leave, Greene's Family Daycare will call 911 for a police escort of the daycare premises, field trip, meeting or event.

**Greene's Family Daycare** knowingly adopts a smoke and vape-free policy and all that is associated with it regarding implementation and enforcement

Daycare Name: Greene's Family Daycare Effective: 07/01/2015

Effective Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_