

WALDO COUNTY HEALTHCARE, INC.

ADMINISTRATIVE POLICY

TOBACCO-FREE ENVIRONMENT

Waldo County Healthcare, Inc. (WCHI) is committed to promoting health and preventing disease specifically related to the use of tobacco. In accord with Maine State Law, Title 22, Chapter 263, Subsection 1580-B, WCHI is dedicated to providing a safe and healthy environment for patients and visitor, employees, and medical staff by providing a tobacco-free environment.

Use of any tobacco products is not permitted on or within any of the WCHI properties, grounds and parking lots, including in hospital-owned, leased or personal vehicles. As Penobscot Shores is a resident-owned facility, the residents may use tobacco in their own residence but not in any public areas of the buildings or grounds.

This policy applies to all patients, residents, visitors, employees, physicians, allied health professionals, students, volunteers, vendors, tenants and contracted employees.

Patients:

1. Patients may not use any tobacco products in the hospital or be granted permission to use tobacco products outside on hospital grounds.
2. Providers will educate patients on the hospital's Tobacco Free policy prior to admission.
3. Inpatients may receive nicotine replacement therapy while hospitalized if ordered by their physician.

Visitors: Visitors will be notified by signs posted at facility entrances, in parking lots and throughout buildings.

Employees and Medical Staff:

1. Prospective employees will be informed of the Tobacco-Free policy by the Human Resources department and/or their prospective manager at time of hire.
2. Physicians will be informed when they join the Medical Staff and annually at Medical Staff meetings.

Education:

1. The Tobacco Free policy is available at all times to employees via the intranet and is reviewed yearly during the mandatory in-service day (MID).
2. Cessation support will be available to all members of the WCHI staff as listed below:
Maine Tobacco Helpline, 1-800-207-1230
Coastal Occupational Health & Wellness Services, 1-207-338-8412
Primary Care Physician
3. For employees carrying MaineHealth insurance benefits, 100% of the cost of tobacco cessation programs and nicotine replacement medications are covered. The Maine Tobacco Helpline provides free Nicotine Replacement Therapy for those without insurance coverage.
4. Inpatients will be offered tobacco use cessation education and supportive measures while hospitalized.

Compliance:

1. Policy compliance is the responsibility of all WCHI employees and Medical Staff.
2. Employees and Medical Staff failing to comply with policy will be subject to the disciplinary process.
3. An employee or physician using tobacco products may be reminded of and asked to adhere to the policy by any staff member or physician observing the non-compliant behavior.
4. Any employee or physician observing non-complaint behavior with the policy should feel free to report it to a supervisor or to Administration.

Uniforms and Appearance

Each individual is advised of applicable dress requirements for their job classification by their manager. Procurement and maintenance of clothing worn to work is the responsibility of the employee unless otherwise indicated. Personal hygiene and appearance are extremely significant factors in evaluating an employee's job performance as well as presenting an attractive appearance to the patients whom we serve.

Tasteful and professional attire is advised in all aspects of your overall appearance. Body piercing and tattooing are permitted when tastefully done. Certain piercing and tattoos will not be permitted, i.e. no tattoos with controversial or offensive symbols or nudity will be permitted to be visible and no chains, nose rings or lip piercing will be permitted. Any other piercing exposed to patients should be discussed with your supervisor first for appropriateness.

Exposure to strong scents, including scent from tobacco products and fragrances in the environment can cause discomfort as well as directly impede the health of sensitive individuals. Scent from perfume, cologne, hairspray, lotion and tobacco products on clothing should not be noticeable by others due to triggered negative health effects, including allergic responses.

Date: February 2009

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Policy in effect 7/1/09