

Signs of Victory Smoke and Tobacco-Free Property Policy

I. Purpose

Through the implementation of a smoke and tobacco-free property policy, SOV strives to improve the health and wellness of staff and clients to further its mission to improve the lives of the individuals that it serves.

II. Scope

This policy applies to all SOV staff, clients, vendors, visitors, and anyone else on property owned, rented, leased or used by SOV.

III. Definitions

A. Inhalant Delivery System– Any electronic oral device, such as once composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use of inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or under any other product name or descriptor and any cartridge or other component of the device or related product.

B. Smoking – Any inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, weed, plant, or other tobacco like product or substance in any manner or in any form. Smoking also includes the use of electronic smoking device which creates a vapor, in any manner or in any form.

C. Tobacco-Free – Tobacco products are neither smoked, ingested, nor used in any manner on properties that are owned, rented, leased, or used by SOV.

Signs of Victory Smoke and Tobacco-Free Policy

D. Tobacco Product – Any product that contains tobacco or is derived from tobacco and is intended to be introduced into the human body. “Tobacco Product” includes any electronic smoking device. “Tobacco Product” does not mean any product that the United States Food and Drug Administration has approved as a tobacco use cessation device.

IV. Policy

A. Effective June 8th, 2015, smoking and the use of tobacco products is not permitted at any time:

1. within any interior space of facilities owned, rented, leased or used by SOV;
2. on all outside property or grounds owned, rented, leased or used by SOV, not limited to yards, driveways, or parking lots, and adjacent sidewalks to SOV property;
3. in vehicles owned by SOV and any personal vehicles on SOV property.

V. Procedures

A. Signs will be used to designate SOV owned, rented, leased or used facility as a “Smoke and Tobacco-Free Property.”

B. Signs bearing this message will be clearly posted at the perimeter of the property, at each vehicular and pedestrian entrance, and at other prominent locations.

C. Each building owned, rented, leased or used by SOV will display a decal that states “Smoke and Tobacco-Free Building” at each entrance or exit.

D. Staff are provided with materials to help communicate this policy to co-workers, residents, visitors, and vendors with courtesy, respect and diplomacy.

F. Staff will review the policy with all new clients at their time of intake. When any repeat client arrives at the facility, staff will remind the individual that SOV is a smoke and tobacco-free environment.

Signs of Victory Smoke and Tobacco-Free Policy

G. Persons contacting SOV for information on services will be advised prior to admission that all properties are smoke and tobacco-free.

H. Potential hires should be informed during the interview process that SOV is a smoke and tobacco-free environment.

I. In consideration of neighbors and the SOV community, those who wish to use tobacco are encouraged to take a walk while using tobacco as opposed to loitering just beyond the property the policy applies to.

J. When any staff accompanies a client off grounds or is co-located with a client off grounds, staff is prohibited from smoking or using tobacco products in the presence of clients.

K. Clients who violate the policy will be given one verbal warning by SOV staff that will be documented on their intake form. If the policy is violated a second time the client will be asked to leave the premises for 30 days, during which time the client will be suspended from all services offered by SOV.

L. Staff members who violate the policy will appear before the board for review.

N. A full copy of this policy can be obtained by requesting it from any staff person.

VI. Tobacco use Cessation Support

A. Those who are interested in quitting tobacco are encouraged to contact SOV staff for resources and ideas that might help them quit. SOV staff recognize that quitting tobacco is not a one-time event but rather is a process and will work to support any individual who wants to cut back on tobacco as a step towards better health or quit completely.

B. Clients interested in quitting tobacco use can call the Oregon Tobacco Quit Line at 1-800-QUIT-NOW (1-800-784-8669) or in Spanish at 1-855-DEJELLO-YA (1-855-335356-92). Free nicotine patches may be available from this service depending on individual eligibility.

Signs of Victory Smoke and Tobacco-Free Policy

C. SOV staff will work to help those who wish to stop using tobacco by identifying simple strategies that can help a person stop using tobacco. Examples of these may include programs such as:

1. *Buddy system:* If possible Signs of Victories Ministries will work to provide a tobacco-free "buddy" or someone who is also trying to quit smoking so that individuals can support each other in their effort to quit.
2. *Financial incentive:* Money that would otherwise be spent on tobacco products can be saved for a special item or event.

D. Medical help:

1. SOV encourages all clients receiving services to maintain regular contact with a medical provider. For further information about the medical issues associated with tobacco use and the benefits of quitting clients should consult their medical provider.

a) If you are uninsured and in need of non-urgent medical, dental, and mental health care, please contact Albany InReach Services at 541-812-4059 to determine eligibility and schedule an appointment.

b) If you need help finding a primary care physician, please contact the Physician Referral Network at 541-812-5121, or toll free at 1-800-863-5241.