

# SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

## POLICY AND PROCEDURE MANUAL

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### Policy 233 – Smoking / No Smoking

#### I. POLICY

It is the policy of Southern Highlands Community Mental Health Center to adhere to all county smoking regulations. There will be **NO** smoking within twenty feet of all public buildings and prohibited in any center owned vehicle or vehicle while transporting a consumer. All residential sites will have designated outdoor areas that can include porches or other covered areas.

#### II. DISCUSSION

It has been found that tobacco is the number one cause of premature deaths. Smoking is also recognized as the most readily preventable cause of all deaths in the United States. It is most appropriate that Southern Highlands CMHC establish a position which reflects a commitment to good health for all staff and consumers.

#### III. PROCEDURE

- A. All rules that relate to smoking will include all tobacco products including smokeless tobacco or “dipping”, e-cigarettes and vaping devices.
- B. All public locations will advertise to the general public by means of signs that there is no smoking within 20 feet of the building.
- C. Residential sites will have designated smoking areas that can include porches or other covered areas.
- D. Each location will provide designated smoking areas outside of the building. Trash receptacles will be maintained to control litter. All staff will assist with the cleanliness of the area.
- E. Each supervisor will discuss with employees smoking breaks to avoid disciplinary problems. Detailed information for each type of facility explains how smoke breaks are to be handled. For Clinic employees, all smoke breaks should not be longer than 5 to 7 minutes and are counted as part of the morning and afternoon breaks.
- F. Residents with medically documented allergic reactions to tobacco smoke will be provided with a protected area in which to live.

- G. Consumers are financially responsible for purchasing of cigarettes, / tobacco / e-cigarettes / vapes. SHCMHC is not responsible for lost or stolen items.

## **SUPPORT SERVICES SMOKING GUIDELINES**

### **Residential Sites – All Intensively Staffed Settings and Group Homes**

- If consumers smoke, staff smoke breaks/dipping/vaping may occur only in conjunction with consumer smoke breaks. At no time should staff smoke more frequently than consumers are allowed.
- The same guidelines apply to dipping and vaping that apply to smoking.
- Smoking is limited to outdoor designated areas only.
- Smoke breaks may not interfere with the performance of required duties or required program implementation.
- Smoke breaks may not interfere with the provision of protective oversight. Keeping that in mind, in single staffed ISS locations, staff must maintain visual contact with consumers when taking a smoke break. In locations with multiple staff, only one staff person at a time may smoke. Co-workers are to be notified that you are taking a smoke break and must be able and willing to assume protective oversight of your assigned consumers without interference with their job duties.
- Smoke breaks are limited to the amount of time it takes to smoke one cigarette (approximately 5 to 7 minutes).
- The only exception to these guidelines occurs when all consumers are engaged in an outdoor activity. Smoking may occur more frequently but all other guidelines apply.
- Southern Highlands cannot dictate smoking in consumer's homes that resides in the community.

### **Crisis Respite Unit**

- When a consumer is in residence who smokes, staff smoke breaks/dipping/vaping may occur only in conjunction with and at the same frequency of consumer smoke breaks. Otherwise, smoke breaks are limited to every two hours. At no time should staff smoke more frequently than consumers are allowed.
- Assigned consumers must accompany staff on breaks if being outside poses no additional risks to the consumer's safety or health.
- Smoke breaks may in no way negatively impact the need to provide constant protective oversight.
- Visual contact must be maintained with all consumers at all times.
- Smoking is limited to designated outdoor areas only.
- Smoke breaks may not interfere with the performance of required duties or required program implementation.

- Smoke breaks are limited to the amount of time it takes to smoke one cigarette (approximately 5 to 7 minutes).
- When all consumers are non-smokers the one staff at a time rule applies.

### **All Structured Day Programs**

- The staff who smoke will accompany the consumers who smoke to the designated smoking area.
- A sufficient number of staff must remain inside with non-smoking consumers in order to maintain protective oversight.
- Smoke breaks may in no way negatively impact the need to provide constant protective oversight.
- Visual contact must be maintained with all consumers at all times
- Smoke breaks may not interfere with the performance of required duties or required program implementation.
- Smoke breaks are limited to the amount of time it takes to smoke one cigarette (approximately 5 to 7 minutes)
- When all consumers are non-smokers the one staff at a time rule applies.

### **RESIDENTIAL SUD SMOKING GUIDELINES**

- Smoking is strictly prohibited in area inside all Residential SUD Treatment facilities or transportation vehicles. Non-compliance will result in program dismissal.
- Smoke breaks for residents and staff will occur approximately every two hours and will be noted on the daily schedules. Breaks will last between 5 to 7 minutes.
- Use of smokeless tobacco and / or vaping / e-cigarettes must also occur during this time and is not allowed in unit any other time. There is not to be any “spit containers” in any areas of the unit, including staff areas.
- Smoke breaks will occur only in designated outside area and must be 20 feet from doorway.
- Smoking area will be kept cleaned after each break by smokers and/or by resident assigned that area in routine chore activities. Any non-compliance of area being kept clean or complaints may result in a non-smoking environment.
- Anyone who does not smoke or has allergic reactions to smoke, but wants to go outside for air may do so and be allowed to stand away from the smoke, however, the resident/staff must be able to receive or provide protective oversight at all times during break.
- Smoke breaks are not to interfere with scheduled daily activities and will occur at conclusion of activity (i.e., groups, meals, medication times, etc.)
- Staff will announce smoke breaks and log time and duration of each break on log sheet in office.
- Residents are to keep all smoking products in basket in office area. Residents are not to have any cigarettes, lighters, matches, snuff, papers, tobacco, e-cigarettes, vapes, or

any other related items on their person, room or common areas. Failure to adhere to this rule may result in program discharge. Extra smoke materials (i.e., cartons of cigarettes, extra packs, lighter, etc.) may be stored in personal locked box for safe keeping.

- Smoking will not be permitted on any outside activity.

### **CPST SMOKING GUIDELINES**

- Smoking / dipping / vaping is strictly prohibited in any area inside of SHCMHC, including the CPST unit. Non-compliance will result in program dismissal.
- Smoke breaks for consumers and staff will occur approximately every two hours. Smoke breaks are limited to the amount of time it takes to smoke one cigarette (approximately 5 to 7 minutes). Smoke breaks may occur more frequently pending the availability of staff who smoke, but will not interfere with scheduled CPST activities.
- Smoking is not permitted in any SHCMHC vehicle.
- Smoke breaks are not to interfere with scheduled daily activities and will occur at conclusion of activity (i.e., groups, meals, medication times, etc.).
- Anyone who does not smoke or has allergic reactions to smoke, but wants to go outside for air may do so and be allowed to stand away from the smoke, however, the consumer/staff must be able to receive or provide protective oversight at all times during break.
- Smoking area will be kept clean after each break by smokers. Any non-compliance of area being kept clean or complaints may result in a non-smoking environment.
- Smoke breaks will occur only in designated outside area and must be 20 feet from doorway.
- Staff who smokes will accompany the consumers who smoke to the designated smoking area.
- A sufficient number of staff must remain inside with non-smoking consumers in order to maintain protective oversight.
- Smoke breaks may in no way negatively impact the need to provide constant protective oversight.
- Visual contact must be maintained with all consumers at all times.
- Smoking is limited to outdoor areas only.
- When a consumer is in residence who smokes, staff smoke breaks / dipping / vaping may occur only in conjunction with and at the same frequency of consumer smoke breaks. Otherwise smoke breaks are limited to every two hours. At no time should staff smoke more frequently than consumers are allowed.
- When all consumers are engaged in an outdoor activity (i.e., group), smoking may occur more frequently but all other guidelines apply.