

**PREPARING
for a
SMOKE-FREE
DELAWARE:**



**OUTREACH KIT
for
DELAWARE
WORKPLACES**

HOW TO HELP YOUR WORKPLACE **GO SMOKE-FREE**

According to Delaware state law, most indoor public places, including meeting facilities, food service establishments, bars and places of employment will go smoke-free, as of November 27, 2002.

Medical evidence clearly shows that smoking is harmful to the health of smokers and nonsmokers alike. It is important to address tobacco-related issues in the workplace as a means of reducing healthcare costs, cleaning and maintenance costs, and improving morale.

The following guideline offers suggestions on several phases:

- Initial Planning
- Policy Development
- Implementation

Also included in this packet are:

- How to Help Your Employees Quit Smoking
- Fact Sheets
- Payroll Stuffers
- Frequently Asked Questions
- Local Resources

INITIAL PLANNING

- ❖ Assign overall responsibility
 - ✓ Utilize someone in middle or senior management. This shows commitment from the top level of management down. Try to engage a person who truly cares about the issue and who is respected.

- ❖ Set a timeline for development and implementation

- ❖ Form an employee committee. Include representation from management, labor, safety and health, medical, communications, a smoker, a nonsmoker, and an ex-smoker. Describe the charge of the committee and authority they may have for making decisions. The committee may want to:
 - Assess the current situation
 - ✓ What is your policy?
 - ✓ Who is covered by the policy?
 - ✓ What are the employees' attitudes about the policy and do they comply?

 - Survey employees
 - ✓ How many employees smoke? (perception is often distorted)
 - ✓ Where do they smoke?
 - ✓ How many want to quit smoking?
 - ✓ Are nonsmokers affected by the second hand smoke?

POLICY DEVELOPMENT

Have the committee discuss:

- ❖ **Notification process of the policy**
 - Suggestions include communication through:
 - ✓ Management letter to each employee with the policy
 - ✓ Announce the policy at all meetings
 - ✓ Include articles in the company's newsletter
 - ✓ Post policy on bulletin boards and other locations known to employees
 - ✓ Payroll enclosures
 - ✓ Focus on the health aspects and the benefits of going smoke-free. Do not focus on the smoker.

- ❖ **How will you handle break rules** (if you are going to allow smoking outside)

- ❖ **Litter issues** (receptacles outside)

- ❖ **Hiring policy** (notification to new employees about policy)

- ❖ **Violation policy** (Emphasis the need for consistency for all employees)

- ❖ **Contract language with unions**

- ❖ **Training issues** on how to handle the policy and violations

IMPLEMENTATION

❖ Treat implementation day as a celebration!

Include all employees.

Offer sugar-free gum and candy that day/week. Offer healthy snack alternatives.

Offer smoking cessation opportunities (company-paid, company pays half, or smoker's expense)

Adopt-A-Smoker program - all those who participate are entered into a drawing for a gift certificate to the mall, a restaurant, event, or massage, e.g. (whatever may be enticing to your employees). Provide materials to nonsmokers on how to best help their co-workers cope with the new policy.

Countdown until implementation – the week before the policy goes into effect, do something different every day.

Develop smoke-free messages that are appropriate for your company culture.

Gradually reduce the number of places that smoking can take place until the entire facility is smoke-free on your implementation date. Celebrate!

Recognize those who quit smoking as a result of the policy in your company newsletter, bulletin board or other areas in your workplace.

If your company wants to go smoke-free before November 27, 2002, use 'special events days' such as the Great American Smoke-out, or your company's anniversary, as your Implementation Day, keeping in mind that you must go smoke-free no later than Nov. 27, 2002.

Remember to approach the policy in a positive manner.

TIPS ON HOW TO HELP YOUR EMPLOYEES QUIT

1. Prepare to Quit

- List all of the reasons why you want to quit smoking.
- Write down your previous practice sessions (times you tried to quit) and what made you go back to smoking.
- Identify the times, places, activities and people that trigger you to smoke. Think of ways to deal with those ---- and write them down.
- List alternative activities that you could do instead of smoking.

2. Choose your quit date

- Pick a date and stick with it.
- Choose a date that will give you enough time to prepare.
- Pick a date that may be special- anniversary, holiday, Great American Smoke-Out, etc.
- Write the date down and place it somewhere so that you can see it everyday.

3. Coping with Recovery (Withdrawal) Symptoms

- Have your support person or system ready to go.
- Remember you may or may not experience recovery (withdrawal) symptoms such as:

- *feeling irritable
- *cravings
- *headaches/dizziness
- *dry mouth
- *insomnia/vivid dreams
- *upset stomach
- *coughing
- *fatigue
- *difficulty concentrating
- *increased appetite
- *feeling restless

-Help yourself recover by drinking plenty of water, walk, exercise (see your doctor first), relax, eat low calorie snacks, and avoid caffeine.

4. Relapse

- If you smoke a cigarette, and still want to quit, try again. Everyone has practice sessions.

Smoking is one of the hardest behaviors you will ever have to give up. You can do it. Be prepared and remember the benefits of quitting will make you a happier, healthier person.

FREQUENTLY ASKED QUESTIONS

What is secondhand smoke? Secondhand smoke has been classified by the U.S. Environmental Protection Agency as a Group A carcinogen, a rating used only for substances proven to cause cancer in humans.

Why is secondhand smoke harmful? Every time someone smokes, poisons such as benzene, formaldehyde and carbon monoxide are released into the air. This means that not only are smokers inhaling these harmful substances, but so is everyone else around them. Secondhand smoke causes irritation of the eye, nose and throat, and can irritate the lungs, leading to coughing, excess phlegm, chest discomfort and reduced lung function.

Can secondhand smoke cause lung cancer in nonsmokers? Yes. Secondhand smoke is responsible for approximately 3,000 lung cancer deaths and as many as 62,000 deaths from heart disease, annually.

Do we need to offer a smoking cessation program? To help your employees adjust to the no smoking policy, offering a smoking cessation program is strongly encouraged, but not required by state law. To learn more about Delaware's smoking cessation program, please call 1-866-409-1858 or refer to the community resource list attached.

Will my company save money by going smoke-free? Yes, most likely. A smoke-free policy may help reduce tobacco-related health care and insurance costs at your place of business. (Delawareans spend more than \$220 million a year to pay for health-care costs directly related to smoking illnesses such as emphysema, bronchitis and lung cancer. The State also loses about \$258 million annually in smoking-caused productivity losses.)

Why is smoking at the workplace such an issue? A landmark 1986 Surgeon General's report established that the simple separation of smokers and nonsmokers within the same air space may reduce but does not eliminate the risk of exposure to secondhand smoke.

As a result, an increasing number of state and local laws now restrict smoking at the workplace. Delaware's General Assembly found it is the best interest of the people of Delaware to protect non-smokers from exposure to secondhand smoke in most indoor public places, including all workplaces, by implementing a smoke-free workplace policy.

How will we deal with cranky employees? When implementing your smoke-free policy, focus on the policy itself, and not the smoker. Keep the atmosphere positive. For example, rewarding employees (with accolades, e.g.) who have either quit smoking or rewarding those who are helping someone to quit can create a pleasant work environment for both the smoker and the nonsmoker.

Will employees leave? Employees may suggest they wish to leave your workplace due to the no-smoking policy, however, all workplaces in Delaware are smoke-free, so the individual would encounter the same smoking policy everywhere, unless he/she chooses to work strictly in an outside environment.

LOCAL RESOURCES

American Lung Association of Delaware

1021 Gilpin Avenue, Suite 202
Wilmington, DE 19806
Phone 302-655-7258
Fax 302-655-8546
e-mail: dbrown@alade.org
www.alade.org (Delaware)
www.lungusa.org (National)
*Freedom from Smoking Group
Cessation Program
Online Freedom from Smoking Program
Self-Help Materials
Brochures*

American Cancer Society

92 Read's Way, Suite 205
New Castle, DE 19720
Phone 302-324-4227
Fax 302-324-4233
e-mail: cgreenjo@cancer.org
www.cancer.org
Brochures

American Heart Association

1096 Old Churchman's Road
Newark, DE 19711
Phone: 302-633-0200
Fax: 302-633-3964
e-mail: carolyn.wisniewski@heart.org
darrin.anderson@heart.org
www.americanheart.org

Eugene DuPont Preventive Medicine and Rehabilitation Institute

Kennett Pike
Wilmington, DE 19807
Phone: 302-661-3000
Fax: 302-661-3421
email: mkeenan@christianacare.org
*Quitting Together Group Cessation
Quitting By Phone*

Delaware Division of Public Health

Jesse Cooper Building
P.O. Box 637
Federal and Water Streets
Dover, DE 19903
Phone: 302-744-4544
Fax: 302-739-3839
www.deph.org
*Regulation information: Public places
(including restaurants and bars)
Tobacco Control Program
DE QuitLine: 1-866-409-1858*

Delaware Department of Labor

P.O. Box 9954
Wilmington, DE 19809
Phone: 302-761-8200 (Wilmington)
Phone: 302-421-1134 (Milford)
www.delawareworks.com
*Regulation information: Workplaces
Delaware HelpLine: 1-800-464-4357
(ask for Clean Indoor Air Act)*