



# Implementing a tobacco/ nicotine-free workplace policy and program

## Steps for success

- Set a timeline and goal date for full implementation.
- Start communications early in order to help employees understand the program and the rationale behind it. Be sure to communicate with all employees, not just those who use tobacco/nicotine.
  - Provide a range of communications in multiple formats about the importance of avoiding tobacco/nicotine use and the value of quitting (e.g. at orientation, employee webpage or intranet, monthly newsletters/mailings, presentations, webinars).
  - Promote tobacco/nicotine cessation programs currently available to employees, spouses and dependents.
  - If the facility has designated space for tobacco/nicotine use, begin discussions and plans to convert to alternate use. Consider a transition to covered shelter for bikes, raised bed gardens or other outdoor “wellness” space.
  - Discuss changes with management team/supervisors and expectations; review or provide annual training on the topic to reinforce their important role as leaders.
  - Enlist community organizations and external campaigns that align with new program and partner to increase visibility.
- Review current workplace tobacco/nicotine use policies:
  - Ensure policy addresses and restricts use of all forms of tobacco/nicotine (cigarettes, cigars, pipes, dip, chew, etc) as well as electronic nicotine delivery devices (ENDS).
  - Ensure policy limits opportunities for employees to use tobacco and ENDS. Policy should include:
    - All onsite areas (including personal vehicle parked on company property)
    - All offsite work areas (e.g. parks, road work, any contract facilities)
    - All company property (including rented or leased vehicles, parking lots)
    - Any use during work hours
    - May also incorporate statement to define perimeter where tobacco/ENDS are prohibited
  - Ensure policy defines:
    - Action by supervisors when an employee violates policy
    - Penalties for policy violation by employee
- Post signs that clearly indicate use of tobacco or ENDS is prohibited. Impactful areas include: by the time clock, employee lounge or gathering space(s), outdoor seating or multiuse space on property, company vehicles, etc.



BlueCross BlueShield  
**Kansas**

- Implement a benefit design strategy (e.g. insurance premium reduction) to encourage employees to be tobacco/nicotine-free. Tobacco/nicotine users must be provided a reasonable alternative in order to mitigate any additional personal expense. Blue Cross and Blue Shield of Kansas HealthyOptions nurse coaching program will satisfy this requirement and will provide documentation to participants.
- Implement a benefit plan for tobacco/nicotine users that eliminates employee out-of-pocket expenses for FDA-approved cessation medications or over-the-counter nicotine replacement products (gum, patch, lozenges).
- Determine how tobacco/nicotine users will be identified. This can be either by an attestation document or through blood or saliva testing (referred to as cotinine testing).
- Communicate frequently to employees about their cessation support opportunities.
  - For enrolled employees, HealthyOptions
  - For all employees, State cessation program (KanQuit)
  - Consider Employee Assistance Programs (EAP), some groups may have this service available. Ask your sales representative for details and if your group qualifies.
  - Provide all employees information about covered cessation support for nicotine-replacement products and approved cessation medications along with covered cessation visits with Primary Care Provider (check individual group benefits for specifics).

## Common quit aid products

- Non-nicotine quit aid products (by prescription only)
  - Chantix (varenicline tartrate)
  - Zyban (bupropion)
- Nicotine replacement products
  - Gum (available over-the-counter)
  - Lozenges (available over-the-counter)
  - Patches (available over-the-counter)
  - Nasal spray (by prescription only)
  - Inhalers (by prescription only)

## Resources

American Nonsmokers' Rights Foundation – Model Policy for a Smokefree Workplace:  
<https://no-smoke.org/model-policy-smokefree-workplace/>

WELCOA – Where There's Smoke You're Fired:  
<https://institute.welcoa.org/wp/wp-content/uploads/2015/05/ei-howard-weyers.pdf>

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