



Tobacco- and Smoke-Free U of G ***A Guide for Leaders***

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uoguelph.ca/smokefree/

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Introduction

The University's Guelph Campus has a new 100% tobacco- and smoke-free campus policy that will come into effect on the World Health Organization's World No Tobacco Day, May 31st, 2019. Support from leaders is critical to the success of this initiative and we recognize this new policy may be challenging for employees on the Guelph Campus who currently smoke. This guide has been designed to support leaders, as they have conversations with employees about the tobacco- and smoke-free campus policy.

Background and Rationale

As a University committed to improving life, it's critical to foster an environment, policies and practices that support the health of students, staff, faculty and visitors. In 2017, U of G signed onto the Okanagan Charter: An International Charter for Health Promoting Universities and Colleges with a vision to, "transform the health and sustainability of our current and future societies, strengthen communities and contribute to the well-being of people, places and the planet" (2015). To achieve this shared vision, the Okanagan Charter calls on the University to "embed health into all aspects of the campus culture, across the administration, operations and academic mandates; and to lead health promotion locally and globally" (2015).

U of G is working to create a healthy campus environment. Creating a 100% tobacco- and smoke-free campus is an important step in meeting our commitment to improving life and becoming a health-promoting university.

"The University of Guelph takes a whole-person approach to health and well-being and strives to be a health-promoting university. I am pleased that we are joining other Canadian universities and public institutions in going smoke-free, demonstrating our commitment to a healthy future for our students, faculty and staff." - President Franco J. Vaccarino, PhD FCAHS

Research shows that 100% tobacco- and smoke-free policies provide the following benefits:

- Elimination of exposure to second-hand smoke
- Decreased smoking rates and a supportive environment in which to reduce or quit smoking
- Increased protection of young adults, a group that is highly vulnerable to starting to smoke
- Decreased exposure to new and emerging tobacco and nicotine products
- De-normalized smoking and tobacco product use
- Reduction of litter on campus

Guidance for Leaders – Supporting your people

This new policy may bring questions or concerns from employees, especially by those who currently smoke or use tobacco. Employees are not expected to quit smoking, but will be asked to respect the boundaries outlined that indicate where smoking and tobacco-use are no longer permitted. Below are some suggestions for you to consider in preparation for the launch of the tobacco- and smoke-free campus policy:

1. Become familiar with the tobacco- and smoke-free campus policy and boundary map available at: <https://www.uoguelph.ca/smokefree>.
2. Review the frequently asked questions to prepare for questions and conversations with your employees.
3. Review the list of smoking cessation resources and know where to find these on the [Smoke-Free U of G website](#) if an employee is looking for support.
4. Ensure your team is aware of the new policy and the May 31st, 2019 launch date when the policy comes into effect.
5. Send any questions you are unsure of how to answer to smokefree@uoguelph.ca for guidance.

Conversation Tips

The Canadian Mental Health Association has identified that the experience of addiction or substance use is different for each individual, and often there is a combination of biological, psychological and social factors that can contribute to why a person may be struggling with an addiction or substance use. If you have a conversation with an employee about the policy, please keep in mind these suggestions from the [Mental Health Commission of Canada](#):

- Everyone's situation is unique so it's important to tailor your support to that person's needs.
- Pick a time and place to meet that best suits you and the person and allow ample time for the conversation. Find a neutral private space and ensure the meeting place is free of distractions and interruptions.
- When talking with the person, emphasize your concern for the person's well-being. Seek an understanding of why the person is challenging the policy.
- If you have concerns, express them in a non-confrontational and clear manner.
- Listen non-judgmentally and demonstrate empathy and respect.
- Encourage the individual to explore coping strategies. Make sure the person is aware of the smoking cessation supports available if they are interested in reducing or quitting smoking.
- If an employee raises medical accommodation concerns, refer them to Occupational Health and Wellness.

Please also seek support as needed from Human Resources or Faculty and Academic Staff Relations.

Key Highlights from the Policy

- Applies to everyone on the University's Guelph Campus and anyone in a University vehicle regardless of location. Guelph-Humber became smoke-free on January 1, 2019. Does not currently apply to Ridgeway Campus or U of G research stations.

- Comprehensive policy, including smoking, vaping or the use of any tobacco product, including but not limited to, cigarettes, e-cigs, cigars, cigarillos, pipe tobacco, shisha, chew, dip, bidis, clove cigarettes, or any other preparation of tobacco. Inhaling, exhaling, burning or carrying of a lighted or heated Tobacco Product or cannabis, in any manner or in any form is prohibited.
- There will be no designated smoking areas on campus. Receptacles will be placed at the perimeter of campus.
- It will be enforced by Campus Community Police through education and in accordance with the Smoke-Free Ontario Act, as applicable. Students living in residence will be subject to the Residence Community Living Standards.

Policy Exceptions

- There will be exceptions for Indigenous campus community members who use tobacco for spiritual or cultural purposes.
- Scientific research involving smoking or using tobacco products will also continue, as long as it complies with University policies and protocols.

Read the full policy online at: <https://www.uoguelph.ca/smokefree/>.

Enforcement

The primary focus for the Campus Community Police will be education and policy awareness. The goal is to help advance the health and well-being of all members of the campus community, not to punish or penalize. A clear boundary map of the University's tobacco- and smoke-free campus has been developed that shows the closest spot someone can go to smoke or use tobacco (i.e., the closest city sidewalk). Please visit the Smoke-Free U of G website to download the boundary map: <https://www.uoguelph.ca/smokefree/>.

We're hopeful and have seen success at other institutions who have enacted this change where people typically are respectful of the 100% tobacco- and smoke-free campus policies. However, if someone is unwilling to respect the policy and repeatedly smokes or uses tobacco on-campus, escalated steps will need to be taken to deal with the situation.

Smoking Cessation Resources

Over a million Ontarians report intentions to quit smoking each year, but unfortunately only a small number of them are successful. Nicotine is highly addictive and research states that it can take up to 30 attempts to quit for good. Smoke-free spaces are shown to support people who are trying to cope, quit or cut back. U of G's 100% tobacco- and smoke-free policy will support employees who are working towards a tobacco- and smoke-free lifestyle and protect everyone from the harmful effects of second-hand smoke.

Direct employees who express interest in reducing their tobacco-use or quitting smoking to the cessation resources available through the University and in the community. Below is a comprehensive list of available resources that can also be accessed online at: <https://www.uoguelph.ca/smokefree/resources>.

U of G Supports for Employees

- While quantities last, U of G is providing free sample nicotine replacement therapy samples for employees through the UC Pharmacy (gum, patches and coupons).
- Employees who have coverage under the University's extended health-care benefit can access up to \$500 per lifetime in coverage for smoking cessation products, such as nicotine replacement therapies (gum, patch) and smoking cessation prescription medications (Champix, Zyban).
 - As of May 31, 2019, the \$500 lifetime maximum for smoking cessation resources available through our employee benefit plans will reset. This means those eligible employees who have previously used some or all of that benefit will have access to the full \$500 again.
- Employees who have access to a Health Care Spending Account (HCSA) and have allocated their flexible spending credits toward the HCSA, can choose to put the money toward smoking cessation supports.
- Regular, full-time employees can access smoking cessation programs through U of G's employee and family assistance program provider (EFAP), Homewood Health. Special consideration will also be given to employees who do not have EFAP access to these smoking cessation resources.
 - By phone: call 1-800-663-1142
 - Online: visit www.homeweb.ca
 - Create or sign into your account
 - Search for "Smoking Cessation" or "Stop Smoking and Get Your Life Back!"
- On May 6, 2019, Public Health is offering a [STOP on the Road](#) smoking cessation workshop at U of G. Employees who attend are eligible for a five-week course of nicotine patches.
- From September 12- October 17, 2019, a Tobacco Cessation Specialist from Homewood Health is offering a free 6-week peer support group for anyone interested in connecting with other campus community members who are working towards reducing tobacco use, quitting or maintaining a smoke-free lifestyle. More information will be available on the smoke-free website.

Community Resources

- [Smokers Helpline](#) offers personalized support from quit coaches and offers a [First Week Challenge](#) contest
- [How to Quit Smoking](#) from the Lung Association
- [STOP program](#) from the Centre for Addiction and Mental Health offers 5 weeks of free NRT
- [Leave The Pack Behind](#): (young adults, ages 18 - 29) Smoking cessation program that also provides free nicotine replacement therapy online and through the campus Student Health Services
- [Walk or Run to Quit](#) from the Canadian Cancer Society and the Running Room
- [Cancer Care Ontario Aboriginal Tobacco Program](#)
- [Health Canada Non-Insured Health Benefits](#) (NIHB) program provides NRT to First Nations and Inuit clients
- [Pregnets](#): Helping pregnant and post-partum women quit or reduce smoking
- [Stop Smoking Clinic](#) through the Guelph Family Health Team provides 26 weeks of free nicotine replacement therapy on a yearly basis
- [Quit Smoking Now](#): Government of Canada smoking cessation guides and plans

- Crush the Crave free mobile app
- [BreakItOff](#) from the Canadian Cancer Society
- Nicotine Anonymous Group 12 Step Meeting- Every Monday evening at 7:30pm at Homewood Health Centre Colonial Building, Room 310.

For additional resources related to mental and physical health, visit U of G's [Wellness@Work](#) website.

Frequently Asked Questions

Throughout the consultation process, we received a number of questions from the campus community. Below you will find common questions and answers to help you address these questions and concerns with your team.

Are students or employees expected to quit smoking?

- No. U of G does not mandate people to quit smoking or to stop using tobacco products.
- The purpose of the policy is to create a healthier campus for us all.
- U of G is dedicated to supporting those who want to manage their tobacco use or smoking while on campus and those who choose to quit smoking or using tobacco products altogether.

Why has U of G created a tobacco- and smoke-free campus policy?

- We know that smoking is harmful to our health and want to create a healthier environment for all at U of G. Creating a smoke-free campus is an important step in meeting our commitment to improving life and becoming a health-promoting university.
- Research shows that 100% tobacco- and smoke-free policies provide the following benefits:
 - Elimination of exposure to second-hand smoke
 - Decreased smoking rates and a supportive environment in which to reduce or quit smoking
 - Increased protection of young adults, a group that is highly vulnerable to starting to smoke
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 - Reduction of litter on campus

Who does the policy apply to?

- The policy applies to anyone who is on the Guelph Campus property for any reason, including but not limited to students, employees, contractors and visitors for athletic events, conferences and weddings.
- Individuals choosing to smoke or use tobacco are required to leave the Guelph Campus property.
- A boundary map has been developed to show what constitutes Guelph Campus property.

Are other U of G campuses and sites going tobacco- and smoke-free?

- At this time, the policy will apply only to the Guelph Campus.

- Smoking and tobacco-use at Ridgetown Campus and research stations will be examined in the future with further consultation.
- The University of Guelph-Humber is already a smoke-free campus as of January 1, 2019.

Did U of G consider designated smoking areas?

- We will be a 100% tobacco- and smoke-free campus, which means there will be no designated smoking areas on the Guelph Campus. Receptacles will be placed at the perimeter of campus.
- Research shows that venues with designated smoking areas expose the community to markedly higher second-hand smoke exposures.
- A study from Stanford University finds that designated smoking areas with multiple people smoking have toxic air levels equal to smoking indoors.
- Comprehensive policies prevent confusion around where smoking is permitted and where there is protection from second-hand smoke.

Would a policy like this violate my right to smoke and personal choice?

- The decision to smoke is a personal one, as is the decision to reduce or stop using tobacco products.
- Smoking is a personal decision, not a protected right.
- The 100% tobacco- and smoke-free campus policy does not remove an individual's choice to smoke, but rather, it prohibits the use of these products on the Guelph Campus property.

Why are all forms of tobacco included in the policy?

- "Tobacco-free" emphasizes the health of all, including the smokeless tobacco user.
- Comprehensive tobacco-free policies eliminate visual cues of smoking and tobacco.
- Tobacco-free campuses help change social norms about the acceptability of tobacco use.
- Prohibiting spit tobacco use helps reduce waste (used tobacco, tobacco containers, spit containers, spit on sidewalks, etc.).
- Spit tobacco users are susceptible to various cancers and oral health problems.
- The spit tobacco contains three to five times the amount of addictive nicotine as cigarettes.
- A tobacco-free policy eliminates any confusion about what is or is not allowed on campus.

Why is vaping included in the smoke-free policy?

- There is limited research on the safety and long-term health effects of e-cigarettes and second-hand vapour.
- E-cigarettes are not safe for youth, young adults, pregnant women, or adults who do not currently use tobacco products.
- While e-cigarettes have the potential to benefit some people and harm others, scientists still have a lot to learn about whether e-cigarettes are effective for quitting smoking.

Is cannabis included in the tobacco- and smoke-free campus policy?

- The smoking of cannabis is included in the tobacco- and smoke-free campus policy.
- The University of Guelph is working to develop a cannabis policy that will comply with all government regulations. U of G is consulting with the external community and the University community, as a University-wide cannabis policy is developed.

- During this transitional period, the recreational use of cannabis is prohibited on all University of Guelph campuses and U of G-managed field stations.

Am I required to give employees who smoke longer break times so they can leave campus to smoke or use tobacco products?

- Employees are entitled to specific break or eating periods within their respective employee group or collective agreements, or the Employment Standards Act.
- Those employees who choose to smoke or use tobacco are not entitled to additional time away from work.
- The University is committed to taking necessary steps in order to support and accommodate employees who suffer from a nicotine addiction to meet their individual work and learning responsibilities while maintaining our commitment to a tobacco- and smoke-free workplace.
- Medical accommodations are individual in nature and can take on a variety of forms, and nicotine addiction can be managed in alternate ways. Each request for accommodation will be individualized and must be supported by acceptable medical documentation submitted to Occupational Health and Wellness.
- The University's Accommodation Partnership Programs provide guidance about the purpose of accommodation in the workplace, the process for seeking accommodation, the information required to establish an accommodation and the steps required to identify alternative options. Please contact Occupational Health and Wellness (ohw@uoguelph.ca or 519-824-4120 ext. 52647) to engage in the accommodation process and to explore alternatives as may be appropriate to the individual circumstances.

What will happen if an employee smokes or uses tobacco on the Guelph Campus property?

- There will be a phased approach to enforcement of the tobacco- and smoke-free policy. Campus Community Police will be asking people in violation of the policy to refrain from smoking or using tobacco on the Guelph Campus. Information will be provided on the Guelph Campus property boundaries and smoking cessation supports that are available.

Who can I contact with feedback or questions on the Smoke-Free U of G initiative?

- There is a Smoke-Free U of G website with FAQs, resources and a contact page: <https://www.uoguelph.ca/smokefree/>.
- General questions and feedback can be directed to smokefree@uoguelph.ca.
- For concerns related to compliance issues, please contact Campus Community Police at x52245.

Learn More and Connect

Visit the Smoke-Free U of G website for the policy, boundary map, frequently asked questions and smoking cessation resources: <https://www.uoguelph.ca/smokefree/>.

Have a question? Feel free to reach out to smokefree@uoguelph.ca.