

TOBACCO- AND SMOKE-FREE U OF G

Creating a Healthier Campus Community

Steering Committee Progress Update and Key Recommendations
April 2019

The logo of the University of Guelph, featuring the text "UNIVERSITY of GUELPH" in a serif font, with "of" in a smaller, italicized font, all in white on a black rectangular background.

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IMPROVE LIFE.

TOBACCO- AND SMOKE-FREE U OF G

Steering Committee Progress Update and Key Recommendations

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EXECUTIVE SUMMARY

Creating a tobacco- and smoke-free campus is an important step in meeting University of Guelph's commitment to improving life and becoming a health-promoting university. Research shows time and time again that smoking is harmful to our health and there is no safe level of exposure to secondhand smoke. Tobacco- and smoke-free policies help to reduce litter on campus, de-normalize smoking and tobacco product use, decrease exposure to new and emerging tobacco and nicotine products, eliminate exposure secondhand smoke, protect young adults who are particularly vulnerable to starting to smoke, decrease the smoking rates and make it easier for people to quit smoking. U of G has an exciting opportunity to create a healthier environment for all campus community members and visitors, and to be a leader as a health-promoting university.

Since November 2017, a Steering Committee has been meeting monthly with leadership from Vice-President Don O'Leary to provide strategic direction and leadership, as well as focused attention and work on the planning, implementation, evaluation, communication and sustainability of the University of Guelph's Tobacco- and Smoke-Free U of G initiative.

A variety of sub-committees have been formed, which have focused on researching and assessing the benefits and challenges of becoming tobacco- and smoke-free, consulting with the campus community and other Ontario campuses, communicating broadly, creating education and awareness opportunities, exploring and developing training materials for employees, determining smoking cessation supports available, writing a comprehensive policy and developing clear language around enforcement. The following report summarizes what the Committee has done to date, what we've heard through the consultation process, and what the Committee is working on as a result.

Based on the scientific evidence, environmental scans conducted and extensive campus community consultation, the Committee has put forward the following key recommendations for consideration by the senior executive team:

- 1. Implement a 100% tobacco- and smoke-free campus policy that applies to all students, employees and visitors that will be effective on May 31st, 2019.**
 - The tobacco- and smoke-free policy should be comprehensive, including smoking of tobacco and cannabis, vaping or the use of any tobacco product, including but not limited to, cigarettes, cigars, cigarillos, pipe tobacco, shisha, chew, dip, bidis, blunts, clove cigarettes, or any other preparation of tobacco.
 - The tobacco- and smoke-free campus policy will apply to everyone on the University's Guelph Campus.
 - Designated smoking areas will not be provided anywhere on the Guelph Campus.
 - The tobacco- and smoke-free policy will continue to include University vehicles, regardless of location in accordance with the Smoking in the Workplace policy.
- 2. Offer continued support for employees and students who wish to reduce their tobacco use or stop smoking.**


3. **Focus enforcement primarily on education and providing resources and support to those in violation of the policy. Use a fine-based approach if necessary to enforce the policy.**
4. **Review U of G's investments in the tobacco industry to better align its values as a health-promoting university.**
5. **Incorporate smoking of cannabis within the tobacco- and smoke-free Guelph Campus policy.**

The draft policy states that the sale, promotion or advertising of any Tobacco Products, electronic smoking or vapour products, or related paraphernalia is prohibited on the Guelph Campus. In keeping with the Tobacco and Vaping Products Act, the sponsorship of University of Guelph events or groups by manufacturers of Tobacco Products, electronic smoking or vapour products, or related paraphernalia is prohibited.


There are two proposed exceptions that are recommended for this new policy. In keeping with the exceptions in the Smoke-Free Ontario Act, Smoking, burning or use of Traditional Medicines, including Tobacco Products, by an Indigenous person or persons accompanied by an Indigenous person for Indigenous spiritual or cultural purposes is permitted on Guelph Campus. Smoking and burning of Traditional Medicines is to be done in accordance with the University's Smudging Procedure.

Secondly, scientific research that involves smoking or using tobacco products and that complies with University policies and protocols regarding the conduct of research is also suggested to be permitted within the policy.

For an initiative of this scale, support from the senior executive team is crucial to its ongoing success. We have the opportunity to live up to our commitment from the Okanagan Charter to be a leader in health promotion locally and globally.



"I applaud the campus at having a goal to become a smoke-free community. As someone whose health has been severely compromised as a result of walking through clouds of second-hand smoke, this is a very welcome initiative."



"I am very excited about the steps the university will be taking to make the campus a smoke-free environment. It is very upsetting to be walking to class and have someone blow their cigarette smoke in your face."

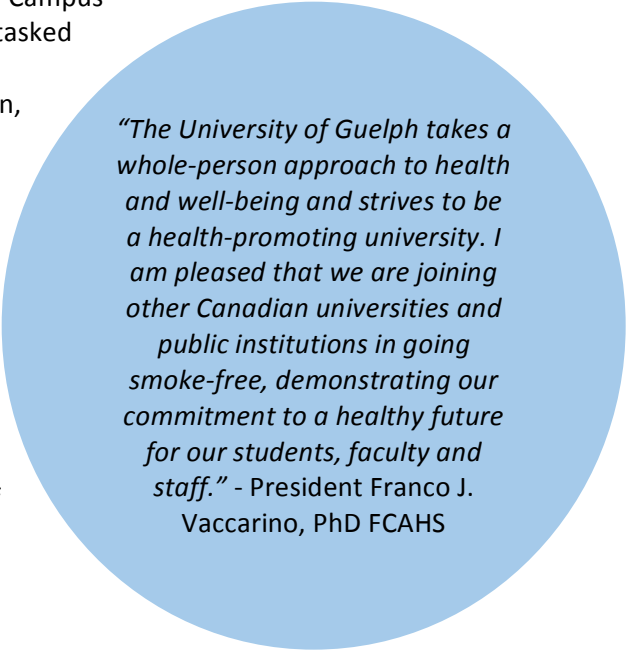
BACKGROUND

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. 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)."

In November 2017, following the signing of the Okanagan Charter, Don O'Leary, Vice-President (Finance, Administration and Risk), developed a Smoke-Free Campus Steering Committee (the Committee). The Committee was tasked with providing strategic direction and leadership, as well as focused attention and work on the planning, implementation, evaluation, communication and sustainability of the University of Guelph's Tobacco- and Smoke-Free initiative.

Over the years, various discussions have taken place on creating a smoke-free campus at U of G. Conversations about creating a 100% tobacco- and smoke-free campus have re-emerged as a priority and the momentum across Ontario and Canada is rapidly growing.

Smoking is harmful to our health and we have an opportunity 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.



"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

TOBACCO- AND SMOKE-FREE U OF G STEERING COMMITTEE

Membership for the Committee is comprised of a diverse cross-section of staff and community experts who are committed to advancing a tobacco- and smoke-free campus at U of G and who are from a variety of resource areas to support the implementation of the new policy. The Committee meets monthly and has established a number of sub-committees to focus on different aspects related to the implementation and evaluation of the policy.

Terms of Reference for the Committee, including the list of Committee members, have been published online (see Appendix A) and a comprehensive work plan for the Committee was developed and continues to be re-visited and updated.

Other University of Guelph staff, faculty or students, as well as professionals external to the University have been invited to specific meetings or added as needed. Strong partnerships have been established with Wellington-Dufferin-Guelph Public Health, with a Health Promotion Specialist on the Committee and supporting many of the sub-committees.

A letter of support was provided by Dr. Nicola Mercer, Medical Officer of Health and CEO, congratulating U of G for transitioning to a 100% tobacco- and smoke-free campus. A representative from Leave the Pack Behind has also been part of the Committee and has been a great source of support by providing research and information on tobacco- and smoke-free policy development.

Tasks for the Committee have included:

- Researching and assessing benefits, opportunities and challenges with becoming a tobacco- and smoke-free campus environment
- Engaging other campuses that have gone smoke-free or are contemplating doing so and identifying challenges and effective strategies
- Communicating broadly with the campus community
- Engaging campus stakeholders in discussions on challenges, opportunities and implementation issues
- Creating a comprehensive education and awareness work plan to help support those wanting to quit and those who choose not to quit
- Determining what training and workshop opportunities should be made available
- Developing a training guide and information for leaders on campus
- Curating resources and smoking cessation supports available for students and employees
- Drafting a tobacco- and smoke-free campus policy
- Developing a clear boundary map showing where smoking is and is not permitted
- Creating enforcement protocol guidelines, in collaboration with Campus Community Police, Human Resources, Faculty and Academic Staff Relations, Legal Counsel and Student Housing Services
- Identifying key recommendations based on the research, best practices and consultation feedback received

After the policy has been implemented, the Committee will need to assess and evaluate the initiative, and determine if any further implementation considerations to be taken in account.



WHAT WE'VE DONE

RESEARCH RATIONALE

The Committee first started by researching and assessing. A comprehensive research rationale was developed in collaboration with Public Health and shared on the smoke-free campus website.

Research has shown that tobacco- and smoke-free campus policies:

- eliminate exposure to secondhand smoke
- decrease the smoking rates and make it easier to reduce or quit smoking
- protect young adults, a group that is highly vulnerable to starting to smoke
- decrease exposure to new and emerging tobacco and nicotine products.
- help de-normalize smoking and tobacco product use
- reduce litter on campus

Learn more about the research supporting a tobacco- and smoke-free campus and workplace in Appendix B.

ENVIRONMENTAL SCAN


Smoke-Free Campuses and Organizations

The Committee conducted an environmental scan to learn more about what other Canadian institutions are up to and soon realized this is a larger movement across both Canada, the United States and in many countries internationally (e.g., Australia, Denmark, Finland, Hong Kong, and the United Kingdom) (Executive Steering Committee, 2017). There are over 85 Canadian postsecondary institutions that are smoke-free and the list keeps growing at a fast pace.

Learn more about other post-secondary institutions and organizations that are smoke-free in Appendix C.

Current Policies and Legislation

While the Smoke-Free Ontario Act prohibits the sale of tobacco products on post-secondary campuses, it does not prohibit outdoor smoking or other tobacco use. By law, you cannot smoke or vape in any enclosed workplace, any enclosed public place and specifically designated outdoor places in Ontario. If you smoke or hold lighted tobacco in a place where it has been prohibited, you may be ticketed and charged a fine.



"I'd like to applaud University of Guelph for aggregating their smoke-free initiative by 2019. I thought this was an old movement. Let's make Canada a healthier place to live, work, and play."

"I understand how difficult the transition will be for smokers, so I was glad to see that this is not a policy going into effect immediately, and that you are open to suggestions to make it work better. I was also pleased to see the university working with the Aboriginal community to respect their use of tobacco while still being responsible about the use. Thank you for helping to move Guelph towards a smoke free future and for taking the responsible and respectful steps towards doing so."

Currently at U of G, the Smoking in the Workplace Policy prohibits smoking in any enclosed public place or any enclosed workplace including all University buildings, University residences and University vehicles and in any building space that is owned, managed or leased by the University. Within this policy, smoking is also prohibited within nine meters of any University building entrance or exit, loading dock, fresh air intake or compressed gas storage area. Campus community members are also asked to refrain from smoking on university sports fields and surfaces, restaurant patios, and within 20 meters of a children's playground in accordance with the Smoke-Free Ontario Act.

In the Policy on Non-Academic Misconduct, students are asked to abide by the Smoking in the Workplace policy and consequences of violating the policy are clearly outlined.

COMMUNICATION

The Committee has communicated in a variety of ways to invite campus community members to get involved in the consultation process and to help raise awareness about work being done by the Committee as we move towards a 100% tobacco- and smoke-free campus. Primarily, communication to date has focused on raising awareness about the tobacco- and smoke-free campus policy development, inviting participation in the consultation process and requesting feedback on the draft policy. A full list of the communication channels that have been used to help raise awareness are listed in Appendix D. Read the FAQs shared on the website in Appendix E.

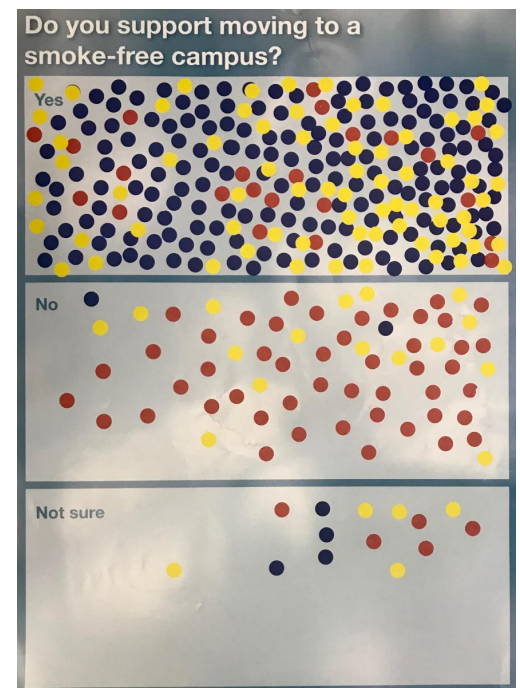
CAMPUS COMMUNITY CONSULTATION PROCESS

The Committee recognized that this may be a challenging policy for anyone who currently smokes on campus and there was a commitment made from the beginning to host a variety of consultation sessions to learn how best to approach the tobacco- and smoke-free campus initiative at U of G.

A series of nine questions were developed for campus community consultation to gather input through 90-minute focus group sessions on the benefits, challenges, implementation considerations, resources available, communication strategies and more (see Appendix F).

The Committee met individually with 15 different groups, hosted four general consultation sessions open to everyone, and invited campus community members to drop-by various locations over four days to provide their input on conversation boards. The Committee also held an information and consultation session, where Don O'Leary provided a progress update.

Learn more about the consultation process in Appendix G.





WHAT WE'VE HEARD

CAMPUS COMMUNITY CONSULTATION THEMES

There were several key points that emerged after reviewing the consultation notes and theming the comments and questions the Committee received throughout the process (see Appendix H). Between May and November, about 65 campus community members sent an email to the smoke-free account or submitted their comments on the anonymous contact form. From the written feedback received, about half emailed to express their gratitude and support for the smoke-free initiative, while the remainder either expressed their concerns moving in this direction or did not clearly specify if they were in support or not, with questions about what the policy would include and how it would be enforced.

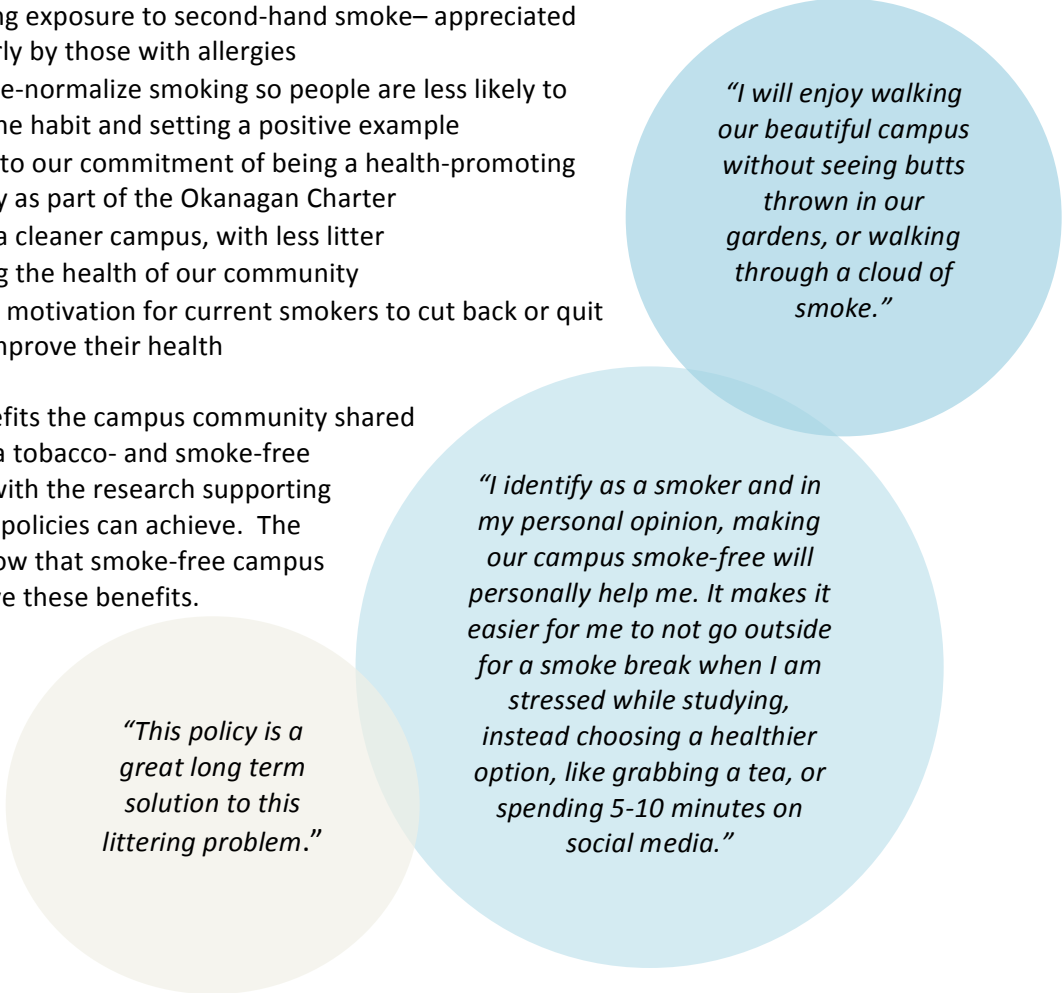
Below is a summary of the common themes that emerged through the campus consultation process related to the benefits, challenges and implementation considerations campus community members shared.

Benefits of a Becoming a Smoke-Free Campus

The Committee has heard many good things about becoming a tobacco- and smoke-free campus and listed below are a few of the most common themes that emerged through the consultation process:

- Decreasing exposure to second-hand smoke– appreciated particularly by those with allergies
- Helping de-normalize smoking so people are less likely to take up the habit and setting a positive example
- Living up to our commitment of being a health-promoting University as part of the Okanagan Charter
- Creating a cleaner campus, with less litter
- Improving the health of our community
- Providing motivation for current smokers to cut back or quit to help improve their health

Many of the benefits the campus community shared about becoming a tobacco- and smoke-free campus overlap with the research supporting what smoke-free policies can achieve. The research does show that smoke-free campus policies do achieve these benefits.



"I will enjoy walking our beautiful campus without seeing butts thrown in our gardens, or walking through a cloud of smoke."

"This policy is a great long term solution to this littering problem."

"I identify as a smoker and in my personal opinion, making our campus smoke-free will personally help me. It makes it easier for me to not go outside for a smoke break when I am stressed while studying, instead choosing a healthier option, like grabbing a tea, or spending 5-10 minutes on social media."

Challenges of Becoming a Smoke-Free Campus

The Committee recognizes that there are many challenges with bringing to life a new policy like this. Through the consultation process, we have wanted to learn about what those anticipated challenges are so the Committee is able to continue working to address the areas of concern. Below are the most common challenges that groups have predicted U of G will face:

- Enforcement and compliance
- Having time to get to/from new smoking location on break or between classes
- Smoking is an addiction, and for anyone who is looking to reduce their tobacco use, it can be physically and mentally challenging
- Worries about stigmatizing those who smoke and maintaining an inclusive campus
- Safety at night (particularly for night shift staff)
- Challenging for residence students, when campus is their home
- May impact enrolment numbers, recruitment or decisions to host events on campus

"I am not a smoker, but I have worked with staff and faculty who do smoke, and I don't like the idea that they would feel less welcome on campus because they smoke."

"Despite a smoke-free campus being an excellent idea, I seriously doubt it will work in practice unless enforcement is significantly stepped up. Current policies restricting smoking are frequently ignored by smokers, with little to no consequence."

Implementation Considerations

To effectively implement this policy, the Committee asked the campus community for additional factors that need to be taken into consideration. Through the consultation, campus community members highlighted these additional considerations when implementing the tobacco- and smoke-free campus policy:

- Desire to have consistent enforcement for students, staff, faculty and visitors
- Staff need key language for recruitment, admissions, contracts, special event visitors, etc.
- Need to raise awareness not only with campus community but also with visitors and contractors
- Clear boundaries need to be defined
- Desire to maintain strong relationships with neighbours and the City
- Need to consider stressful times of the year for students and employees
- Designated smoking areas were raised one suggestion for being more inclusive

"While some may not understand, a simple cigarette can be a calming resource for a student that just had a tough exam or is heading into one, or just having a bad day."

"Smoking isn't just a habit, it's a toxic addiction. The majority of actual addicts will just smoke on campus anyway, ignoring the rules, or move to the nearest place they can smoke legally."

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Draft Policy Consultation: Part 1

The next stage of consultation was specifically focused on the draft policy. The draft policy and proposed boundary map were shared online and open for comment from mid-December to mid-January. In addition, the Committee met again with specific groups, including the Joint Health and Safety Committee, Graduate Student Society Executives, Central Student Association Executives and Union and Employee Group Leaders, to discuss their comments on the draft policy. The University leadership team was also encouraged to provide any further feedback on the drafted policy. The feedback received at this stage was minimal, as many people already had the opportunity to provide their comments throughout the process.

Both the CSA and GSA were in support of the draft policy and provided helpful suggestions for promotion and raising awareness of the new policy. The student groups encouraged the Committee to continue having conversations with community stakeholders, such as the City and Go Transit bus drivers to make sure they are aware. Employee and Union Group Leaders shared their concerns about the current smoking cessation coverage provided for employees, citing the SunLife \$500 lifetime limit and encouraging the Committee to consider adding more free nicotine replacement therapy samples to the UC pharmacy. The Joint Health and Safety Committee raised a few questions that were already addressed through the initial consultation process, about safety at night for night shift workers, asking about extending employee break time, and inquiring about the smoking cessation coverage employees have.

Questions about how Campus Community Police will keep track of students or employees who are in violation of the policy were brought forward. Groups wanted to learn more about whether or not a record of student or employee names was going to be stored in a database to determine if someone is a repeat offender of the policy.

Many who commented on the draft policy both online and in-person were confused about why cannabis was not explicitly stated in the tobacco- and smoke-free policy. Several also asked whether or not vaping was included and students felt it was important to do some further education about vaping.

Additional feedback received electronically included:

- A clear and comprehensive policy will help to protect the health and safety of all campus users and we should continue to be leaders in promoting health and wellness to impressionable young people
- Happy this is moving forward, as allergy to tobacco-smoke makes it challenging on campus
- Smoking is not a huge problem on our campus, there are other more important priorities that should be resourced instead
- Investments in tobacco industry do not align with this policy and U of G's values
- Discriminating by taking away smokers' rights and developing another authoritarian policy

University of Guelph has an opportunity to make a bold statement to de-normalize smoking, support quitting smoking and prevent people from starting to smoke or vape."

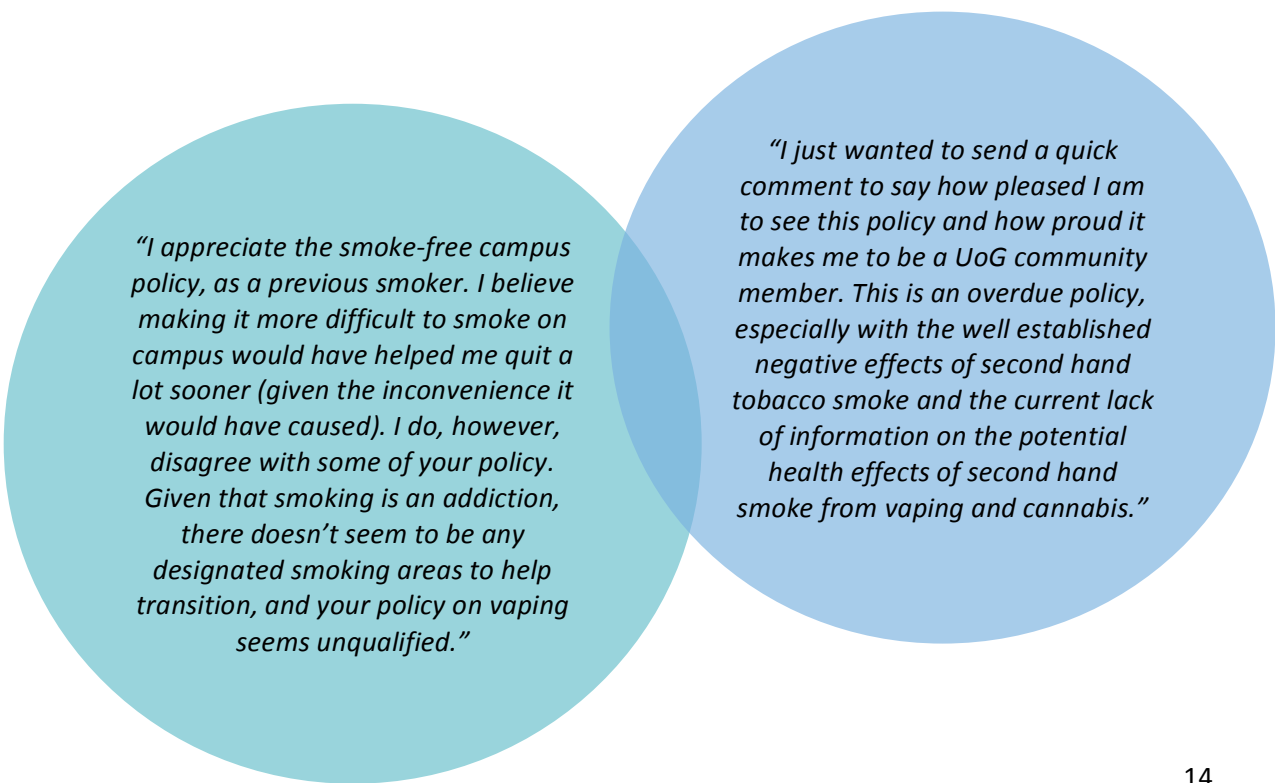
Draft Policy Consultation: Part 2

Based on the first round of public consultation, the Committee decided to integrate the smoking of cannabis within the drafted tobacco- and smoke-free campus policy. The Committee felt it was important to conduct another round of consultation with the campus community to share this update to the policy and gather any additional feedback before the policy was presented to the senior executive team for final approval.

An email was sent to the senior leadership team, union and employee group leaders, and the Joint Health and Safety Committee to share the updated policy and ask for additional feedback. The policy update was also shared at the Student Leader Administration Meeting with the CSA and GSA executives.

A mass email was shared with students and employees, with another invitation to provide their comments on the draft policy. As of April 3, 2019 there were 38 people who emailed their feedback and questions. Of these, about 13 were in support of the new policy and proud of Guelph for creating a healthier campus. 16 were opposed to the new policy and shared concerns about enforcement, stigmatizing those who smoke and a perception U of G is wasting resources on this policy when there are other concerns such as student mental health to prioritize. Many encouraged the University to consider designated smoking areas, rather than creating a smoke-free campus. The remaining feedback received included questions about the new policy and it was unclear if the person was in support or not.

In total since launching the smoke-free website, there were 116 web form or emails received. 47 people were in support, 46 were not in support and 23 people had questions and didn't clearly specify their opinion. Based on the consultation feedback and research conducted, below is a summary of the work the Committee has done to date that begins to address some of what we've heard.

The image features two overlapping circles. The left circle is a light teal color and contains a quote from a former smoker. The right circle is a light blue color and contains a quote from a UoG community member. The circles overlap in the center, creating a darker blue area.

"I appreciate the smoke-free campus policy, as a previous smoker. I believe making it more difficult to smoke on campus would have helped me quit a lot sooner (given the inconvenience it would have caused). I do, however, disagree with some of your policy. Given that smoking is an addiction, there doesn't seem to be any designated smoking areas to help transition, and your policy on vaping seems unqualified."

"I just wanted to send a quick comment to say how pleased I am to see this policy and how proud it makes me to be a UoG community member. This is an overdue policy, especially with the well established negative effects of second hand tobacco smoke and the current lack of information on the potential health effects of second hand smoke from vaping and cannabis."



WHAT WE'RE DOING

EDUCATION AND AWARENESS

Most people who smoke want to quit. Over a million Ontarians intend to quit each year, but only a small number of them are successful. Nicotine is highly addictive and it can take up to 30 quit attempts to be successful (Chaiton et al., 2016). One of the sub-committees is dedicated to raising awareness about smoking cessation supports, providing guidance on how to support those trying to quit and those that decide not to quit, and reducing the stigma of addiction. Students from the student peer-based group Leave the Pack Behind are active members of this sub-committee.

A more detailed explanation of the work of this Committee is available in Appendix I, including a description of the 1Day Stand events, individualized “support kits” with free nicotine replacement therapy samples, resource cards to support campus community members at various stages of change, and the keeping tobacco sacred campaign.

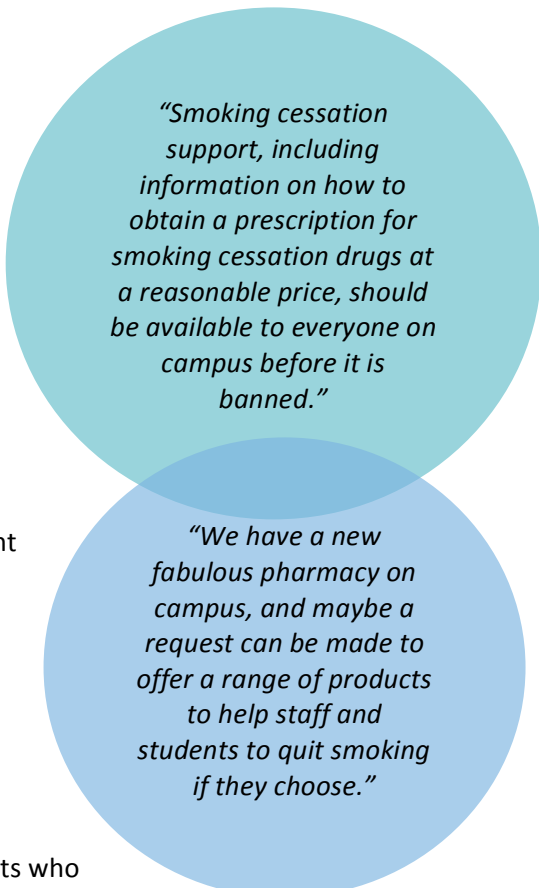
TRAINING

The Committee is looking to offer support to employees on the tobacco- and smoke-free initiative. Specifically, training will be offered for those who will work directly with employees or students who are looking for smoking cessation supports or those who directly supervise others. The Committee is offering the TEACH Core Course to two nurse practitioners and two staff in Occupational Health and Wellness on campus and have developed a *Guide for Leaders* about the new policy, which includes suggestions for supportive conversations with their teams. Learn more about these training developments in Appendix J and read the drafted *Guide for Leaders* in Appendix K.

SMOKING CESSATION SUPPORTS

There is no one-way to quit smoking. Evidence shows that a combination of smoking cessation aids (such as Nicotine Replacement Therapies, Champix or Zyban) combined with behavioural counseling can increase the chance of success for someone who is trying to quit smoking (QuitNow, 2017). Comprehensive cessation programs are fairly low cost and effective, with financial benefits for employers that are significant (Conference Board of Canada, 2013).

The Committee has compiled a comprehensive list of resources available in the community and at U of G for both employees and students. Learn more about the smoking cessation supports available in Appendix L.



“Smoking cessation support, including information on how to obtain a prescription for smoking cessation drugs at a reasonable price, should be available to everyone on campus before it is banned.”

“We have a new fabulous pharmacy on campus, and maybe a request can be made to offer a range of products to help staff and students to quit smoking if they choose.”

DRAFT POLICY

Using examples from other tobacco- and smoke-free campus policies, a sub-committee drafted a tobacco- and smoke-free campus policy for U of G's Guelph Campus. The Committee has discussed the drafted policy in detail and feedback from the consultation sessions has informed the discussions and recommendations. Legal Counsel has reviewed and updated the policy throughout the process. Appendix M includes the final proposed policy for consideration by the senior executive team.

ENFORCEMENT


One of the big challenges that the campus community has highlighted is around enforcement. Existing legislation will continue to be enforced in accordance with the Smoke-Free Ontario Act. Steps are currently being taken to increase compliance for the nine-meter policy, as we've heard through the consultation process that this is a concern from our campus community.

The main focus of enforcement for the tobacco- and smoke-free policy by Campus Community Police will be on education and awareness. The goal is to help advance the health and well-being of all members of the campus community, not to punish or penalize. Campus Community Police and an Auxiliary Unit of students will be providing education and raising awareness to those who use tobacco or smoke on campus.

The Committee is hopeful and have learned from other campuses that people respect the tobacco- and smoke-free policy. 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.

If necessary, Campus Community Police will issue a fine to a student, employee or visitor who is in violation of the policy. Further discussions are taking place to finalize the enforcement protocols and may include a progressive approach for fines.

Campus Police and the Auxiliary Unit will be trained on what the scope of the new policy is and the phases involved in enforcing the tobacco- and smoke-free initiative. The Committee has developed a boundary map (see Appendix N) that shows the closest spot someone can go to smoke or use tobacco (i.e., the closest city sidewalk). The boundary map will be shared broadly and placed in high traffic areas on campus to help notify people in specific areas of campus where the closest city road is.



"I do not believe that the proposed change will have the desired impact without a substantial increase in the University's commitment to enforcing the policy. I would prefer to see the current policy adequately enforced, and evaluation made on those grounds, before we commit to a new, more restrictive policy."

EVALUATION

A sub-committee has been formed with graduate students in the Masters of Public Health program at U of G and a Health Promotion Specialist at Public Health. This group has started to identify key indicators to track based on key learning's from McMaster and other institutions. A litter audit is being used to help determine how the cigarette butt litter changes over-time with the implementation of the tobacco- and smoke-free policy.

Campus Police will be tracking and reporting back the interactions they have with those who smoke on the Guelph Campus property starting May 31st, 2019.

Once the policy is implemented, the Committee will be monitoring where people are typically smoking and if there is anything further we need to do to maintain a clean and safe campus.

KEY RECOMMENDATIONS

The Committee has been discussing a variety of recommendations that have been shaped throughout the last year, as research and consultation has been conducted. The Committee would like to put forward the following key recommendations for consideration by the senior team:



Implement a 100% tobacco- and smoke-free campus policy that applies to all students, employees and visitors on the Guelph Campus that will launch on May 31st, 2019.

Effective May 31st, 2019, the new tobacco- and smoke-free policy will come into effect. This timing has been set to strategically coincide with the World Health Organization's annual World No-Tobacco Day. As this will be a challenging shift for those who smoke on campus, the spring launch date also will bring warmer weather for those who have to adjust to walking off of the Guelph Campus property to use tobacco or smoke. This timing allows the Committee to see how things go over the summer with mostly employees and graduate students on campus, and to prepare for the September semester with students returning to a tobacco- and smoke-free campus.

A launch event is being planned for May 31st, 2019 to celebrate the new tobacco- and smoke-free policy and World No-Tobacco Day. This will be an opportunity to celebrate and learn more about U of G's tobacco- and smoke-free campus policy. Support kit resources and information will be provided to anyone interested in reducing their tobacco use or quitting smoking. Additional events will be planned for early September to help raise awareness with the incoming student population.

The draft policy includes that the sale, promotion or advertising of any Tobacco Products, electronic smoking or vapour products, or related paraphernalia is prohibited on the Guelph Campus. In keeping with the Tobacco and Vaping Products Act, the sponsorship of University of Guelph events or groups by manufacturers of Tobacco Products, electronic smoking or vapour products, or related paraphernalia is prohibited.

There are two exceptions proposed for the new policy. In keeping with the exceptions in the Smoke-Free Ontario Act, Smoking, burning or use of Traditional Medicines, including Tobacco Products, by an Indigenous person or persons accompanied by an Indigenous person for Indigenous spiritual or cultural purposes is permitted on Guelph Campus. Smoking and burning of Traditional Medicines is done in accordance with the University's Smudging Procedure.

Secondly, scientific research that involves Smoking or using Tobacco Products and that complies with University policies and protocols regarding the conduct of research is also suggested to be permitted within the policy.

The tobacco- and smoke-free policy should be comprehensive, including smoking of tobacco and cannabis, vaping or the use of any tobacco product, including but not limited to, cigarettes, cigars, cigarillos, pipe tobacco, shisha, chew, dip, bidis, blunts, clove cigarettes, or any other preparation of tobacco.

After much discussion and research, the Committee recommends adopting a comprehensive 100% tobacco- and smoke-free policy at U of G. In 2011, the American College Health Association published a position statement supporting tobacco-free policies as best practice for university campuses. As an initiative that's focused on improving health and advancing U of G's vision as a health-promoting university, it would be remiss to exclude tobacco in the policy and inconsistent with the overarching goals of the initiative. Tobacco-free campuses help change social norms about the acceptability of tobacco use.

"Tobacco-free" emphasizes the health of all, including the smokeless tobacco user. Research shows that spit tobacco users are susceptible to various cancers and oral health problems. Smokeless tobacco spit is considered a biohazard and contains at least 28 carcinogenic chemicals and three to five times the amount of addictive nicotine as cigarettes (International Agency for Research on Cancer, 2007). Further, prohibiting spit tobacco use helps reduce unwanted hazardous waste and by-products (used tobacco, tobacco containers, spit containers, spit on sidewalks, etc.).

As a cessation tool, there is little to no evidence proving spit tobacco as an effective strategy for reducing cigarette smoking (Els, Kunyk & Selby, 2016). People who choose to smoke may have difficulty switching from cigarettes to smokeless tobacco. Instead, many become dual users of both cigarettes and smokeless products –increasing the addiction. The Centre for Disease Control also notes that adolescents who use smokeless tobacco are more likely to become cigarette smokers, as it's a precursor to cigarette use (2018).

A tobacco-free policy eliminates any confusion about what is or is not allowed on campus and aligns with the rationale of creating a healthier campus community. However, the tobacco- and smoke-free policy will not govern what employees, students or visitors do on their own time off the Guelph Campus property.

The tobacco- and smoke-free campus policy will apply to everyone on the University's Guelph Campus. Ridgetown and research stations will undergo a consultation process to learn more about becoming tobacco- and smoke-free at these sites.

At this time, the tobacco- and smoke-free campus policy will only apply to the Guelph Campus property. A boundary map has been developed that clearly outlines areas where people can and cannot smoke. Receptacles will be strategically placed at the perimeter of campus with signs reminding community members about the tobacco- and smoke-free campus and encouraging people to help keep our campus clean.

Guelph-Humber is already a smoke-free campus as of January 1st, 2019. At Guelph-Humber, smoking of any kind including vapes and e-cigarettes is prohibited on the property and all designated smoking areas have been removed.

Ridgetown Campus and research stations are currently being explored with further consultation. At this time, they are not transitioning to be tobacco- or smoke-free properties by May 31, but the Committee intends on sharing key learnings from implementing the policy on the Guelph Campus for consideration. Further discussions will take place to explore becoming tobacco- and smoke-free at Ridgetown and research stations in the coming months.

Designated smoking areas will not be provided anywhere on the Guelph Campus.

We aim to become a 100% tobacco- and smoke-free campus, which means there will be no designated smoking areas on the Guelph Campus. Research shows that venues with designated smoking areas expose the community to markedly higher secondhand smoke exposures and comprehensive policies are more successful in reducing smoking rates (Borders et al., 2005). A study from Stanford University finds that designated smoking areas with multiple people smoking have toxic air levels equal to smoking indoors (Klepeis, Ott & Switzer, 2007).

Designated smoking areas are much less effective at promoting quitting and reducing smoking than more comprehensive smoke-free policies (Lochbihler, Miller & Etcheverry, 2014; Borders et al., 2005; Fallin, Roditis & Glantz, 2015). Smoking can also be a trigger for students and employees who are trying to quit or remain tobacco-free.

A study published in the Journal of American College Health showed that designated smoking areas may actually further reinforce smoking behaviour, with the reward of social interaction and nicotine with every visit (Lochbihler et al., 2013). Students and employees who smoke may look forward to smoking in their preferred designated area more and as a result visit the area more often, increasing smoking behaviour (Lochbihler et al., 2013). Thus, designated smoking areas on campus are not without unintended consequences.

Through the consultation process, campus community members expressed their concerns about walking to the closest city sidewalk to have a smoke and asked about the installation of designated smoking areas. Having designated smoking areas on campus would not necessarily make it more convenient for someone who smokes, as it likely would not be closer to their building than a city sidewalk. Historically, designated smoking areas have been placed in areas that are not high-traffic to avoid the harmful effects of secondhand smoke for those passing by.

With designated smoking areas, we would not be a 100% tobacco- and smoke-free campus and would not be advancing our vision as a health-promoting university.

2

Offer continued support for employees and students who wish to reduce tobacco use or stop smoking before, during and after policy implementation.

The work of the education sub-committee should continue for ongoing support of students and employees who are at different stages of change. This committee is dedicated to reducing the stigma of addiction, raising awareness of the importance of keeping tobacco sacred, providing guidance to support those trying to quit, and raising awareness about smoking cessation resources and related events. These efforts are helping to maintain U of G's commitment to being an inclusive campus while implementing the smoke-free campus initiative.

Free nicotine replacement therapies (gum and patches) should continue to be made available at the University Centre pharmacy at no cost to employees. To support staff and faculty who are trying to make it through the workday by reducing or stopping smoking, it's important to provide supports during the working hours on campus.

It is also suggested that the University re-sets the \$500 per lifetime limit through SunLife for smoking cessation supports to \$0 for all employees starting May 31st, 2019. This re-set will allow employees who have already used up their maximum amount to have another opportunity to access smoking cessation supports if they choose to try to quit smoking.

3

Focus enforcement primarily on education and providing resources and support to those in violation of the policy.

The majority of people who smoke know it's harmful to their health and want to quit. The University has an opportunity to provide education and resources to those who smoke on campus, to support them if they choose to reduce their tobacco use or quit smoking. Rather than have a punitive approach, Campus Community Police will focus largely on education and raising awareness. There will be a phased approach to enforcement, which will provide the student or employee with opportunities to access support at every step of the way.

The Committee is hopeful and have learned from other campuses that people respect the tobacco- and smoke-free policy. However, if someone is unwilling to respect the policy and repeatedly smokes or uses tobacco on-campus, escalated steps as outlined in the enforcement section will need to be taken to deal with the situation. A fine-based approach will be used when necessary by Campus Police.

4

Review U of G's investments in the tobacco industry to better align its values as a health-promoting university.

In the consultation process, campus community members raised their concerns about the University's endowment portfolio and investments linked to tobacco companies. In an effort to become a health-promoting university, it's important to align our values and re-consider where investments are made as part of a larger sustainability plan.



Incorporate smoking of cannabis within the tobacco- and smoke-free Guelph Campus policy.

All Ontario post-secondary institutions who now have their smoke-free policies in place have included smoking cannabis within their tobacco- and smoke-free policies. To adopt a comprehensive 100% tobacco- and smoke-free campus policy without the smoking of cannabis included would be confusing and counter-productive to creating a policy aligned with our values as a health-promoting university. Through the consultation process, there were questions and confusion around cannabis use on campus. Many individuals who smoke tobacco shared that it would be unfair if they had to leave campus to smoke a cigarette if someone else could stay on campus to smoke cannabis. Further, it would be very challenging to enforce the tobacco- and smoke-free policy if it does not include smoking of cannabis as well.

NEXT STEPS

The Committee is continuing to move through our work plan with the goal of becoming tobacco- and smoke-free on May 31st, 2019. The Committee has been focused on research, consultation, communication and education and awareness. The Committee is now expanding focus to the finalization of the tobacco- and smoke-free policy and approval on the key recommendations.

Upon finalization of the tobacco- and smoke-free campus policy and recommendations, the Committee will be working on a plan to physically prepare the campus property and campus community members for the launch of the policy. Signage, receptacles and benches will be strategically placed on campus in support of the initiative.

The Committee will also connect with neighboring businesses and the City to update them on U of G's tobacco- and smoke-free policy and discuss steps that can be taken to minimize any negative impact.

The education sub-committee will continue to communicate with the campus community and provide educational information, resources and supports. Communication will also increase as we move closer to the implementation date and the evaluation plan will be followed to help evaluate the success of the new policy.

CONCLUSION

This report summarizes the work of the Smoke-Free Campus Steering Committee from November 2017 to April 2019 to advance the creation of a tobacco- and smoke-free campus at U of G. The Committee recognizes this is a complex initiative that will take time to implement, but it will foster a positive shift in the campus culture, creating a healthier U of G. There is overwhelming scientific evidence of the harmful effects of tobacco use and secondhand smoke, supporting the recommendation of a comprehensive 100% tobacco- and smoke-free campus policy. The benefits greatly outweigh the challenges, advancing the health and wellness for all campus community members and visitors. For an initiative of this scale, support from the senior leadership team is crucial to its ongoing success. We have the opportunity to live up to U of G's commitment from the Okanagan Charter to be a leader in health promotion locally and globally. This policy shift is the right thing to do and now is the right time to do it.

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APPENDIX A: COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP LIST

Smoke-Free Campus Steering Committee Terms of Reference



Purpose

The role of the Smoke-Free Campus Steering Committee (the Committee) is to provide strategic direction and leadership, as well as focused attention and work on the planning, implementation, evaluation, communication and sustainability of the University of Guelph's *Smoke-Free U of G* initiative.

Initial tasks include:

- Researching and assessing benefits, opportunities and challenges with becoming a smoke-free campus environment
- Engaging other campuses that have gone smoke-free or contemplating doing so, and identifying issues and strategies
- Engaging campus stakeholders in discussions on challenges, opportunities and implementation issues

As the University moves to implementation, the Committee will be responsible for:

- Developing a smoke-free campus policy, which will be forwarded through the normal governance process for approval
- Revising policies as appropriate (e.g., student housing contract)
- Communicating broadly with stakeholders
- Developing training and education programs
- Assessing the smoke-free campus policy and implementation as needed

Term

2 Year Term

November 2017— November 2019

Membership

The Smoke-Free Campus Steering Committee, formed in November 2017, is comprised of a diverse cross-section of staff who are committed to exploring the potential of a smoke-free campus at the University of Guelph.

- Vice-President of Finance, Administration and Risk (chair)
- Vice-Provost, Student Affairs
- Assistant Vice-President, Faculty and Academic Staff Relations
- Director, Health, Safety, and Wellness, Human Resources

- Director, Campus Police, Emergency Management & Fire Safety
- Director, Student Wellness Services
- Director, Student Housing Services
- Director, Staff Relations, Human Resources
- Director, Maintenance and Energy Services, Physical Resources
- Director, Faculty and Academic Staff Relations
- Legal Counsel, Office of Legal Counsel
- Sergeant, Campus Community Police
- Special Advisor to the Provost on Aboriginal Initiatives
- Manager, Student Health Services
- Manager of Internal Communications, Communications and Public Affairs
- Wellness@Work Coordinator, Human Resources
- Representative from Wellington-Dufferin-Guelph Public Health
- Representative from Leave the Pack Behind

Members are expected to send a replacement if they are unable to attend a meeting.

Other University of Guelph staff, faculty or students, as well as professionals external to the University, may be added as needed.

Working groups or sub-committees may be formed as needed.

Meetings

The Committee will normally meet once a month. Working groups or sub-committees will have additional meetings to move forward with priority areas.

Roles and Responsibilities

The University of Guelph Senior *Executive Team* is responsible for:

- Championing the initiative as a University priority aligned with the Strategic Framework
- Receiving information on the work of this Committee from the Chair and providing guidance and/or assistance, as required
- Providing support and approvals, as necessary, and ensuring the Committee's work is supported through appropriate allocation of resources

The Committee *Chair* is responsible for:

- Championing and leading the initiative
- Serving as the interface between the Senior *Executive Team* and the Committee
- Calling monthly meetings, approving meeting agendas and chairing the meetings

- Scheduling additional meetings as required
- Ensuring that all sub-committee information is communicated to the Committee as a whole
- Ensuring action and follow-up is taken on initiatives approved by the Committee or subcommittees

The Committee *Members* are responsible for:

- Actively joining sub-committees to bring their expertise and ideas to advance the initiative
- Leaders of each sub-committee will be responsible for arranging sub-committee meetings, creating the agenda, circulating minutes, developing action items and providing regular updates to the main Committee
- Being champions and change agents to support the move towards a smoke-free campus
- Contributing knowledge, perspective, experience, creativity and subject-matter expertise
- Being accountable for their contribution and coming to meetings prepared
- Participating in all related training sessions
- Completing assigned task(s) as planned or making alternate arrangements

Wellness@Work Coordinator is responsible for:

- Carrying out tasks and duties assigned by the Committee
- Identifying the business items to be discussed, including those that were raised at previous meetings
- Following up on action items between meetings, providing support to advance items, as required
- Ensuring Committee documentation, initiatives with timelines, milestones, reports, etc. are kept and organized with access by committee members in a shared portal

Decision-making

The Committee will use a consensus model for decision-making. In the event consensus cannot be achieved, the chair may invoke a vote through a show of hands. In the event of a tie vote, the chair shall seek the advice of expert(s) for presentation and reconsideration at the next meeting.

Success Factors for the Initiative

- Leadership support, sponsorship and promotion of initiative
- A communication strategy that is forward facing, iterative for effectiveness, that aligns with the strategic framework and the University's brand

- Leveraging alignment with existing initiatives including Wellness@Work
- Appropriate resources allocation to support the advancement of this initiative
- A consistent approach on process to meet the needs of our internal and external stakeholders
- Promoting, developing and/or reviewing initiatives that align with the interests of faculty, staff and students based on consultation, research and ongoing evaluative or descriptive feedback
- Cross-functional participation
- Achievable goals and objectives are established and met

Review/Approval of Terms of Reference

The Terms of Reference will be reviewed at the end of the term, or on an as needed basis.

APPENDIX B: RESEARCH RATIONALE

The Committee reviewed research articles related to tobacco control and tobacco use on campus, gathered toolkits and guides with recommendations on developing a 100% tobacco- and smoke-free campus and collated evidence related to specific questions from the campus community, including the use of designated smoking areas, the inclusion of all forms of tobacco in the policy, and considerations around smoking in personal vehicles.

From this research, we know that over the past 20 years, smoking rates in Ontario have been reduced by almost a third. Despite this success, smoking remains the single greatest cause of preventable disease, disability and death in the province, killing about 13,000 Ontarians each year (Executive Steering Committee, 2017). The World Health Organization (2008) reports that tobacco is the only legal consumer product that will kill at least one out of two of its regular users when used as intended by the manufacturer. Cigarette smoke has 7,000 chemicals, with many that are poisonous, toxic and cancer causing (Els, Kunyk & Selby, 2014). Those who use tobacco are at a much higher risk of developing cancer, cardiovascular disease and chronic respiratory conditions (Els, Kunyk & Selby, 2014). Universities can play a key role in creating tobacco- and smoke-free campus environments and have the opportunity to be a positive role model for other organizations.

Why are smoke-free campus policies effective?

Tobacco- and smoke-free campus policies eliminate exposure to secondhand smoke.

The creation of smoke-free spaces including restaurant patios, playgrounds and public sports fields have protected many people from the harmful effects of secondhand smoke (Executive Steering Committee, 2017). Research has highlighted there is no safe level of exposure to secondhand smoke, even outdoors (World Health Organization, 2014). It is well documented that exposure to secondhand smoke leads to adverse health effects like heart disease, lung cancer and respiratory tract infections, and premature deaths among exposed children and adults. Outdoor exposure to secondhand smoke is a serious concern. In crowded conditions, such as doorways, air quality can be comparable to indoor levels during active smoking (Klepeis, Ott & Switzer, 2007).

Tobacco cigarettes are not the only combustible product that poses health risks. Shisha (usually tobacco sweetened with fruit or molasses sugar, heated using coal or charcoal, and smoked using a water pipe) generally contains nicotine, tar, carbon monoxide and other toxins, such as arsenic and lead. When someone smokes shisha, the person as well as anyone around them breathes in those toxins.

The risks from exposure to secondhand shisha smoke is higher than tobacco smoke because people often smoke shisha for longer periods (i.e., the average smoking session lasts an hour) and can inhale the same amount of smoke as more than one hundred cigarettes. While some forms of herbal shisha do not contain tobacco, they still put people at risk from secondhand exposure to carbon monoxide and toxins related to burning (Executive Steering Committee, 2017).

Cannabis also produces toxins and carcinogens that can damage the lungs, blood vessels, and heart. The smoke produced when smoking cannabis is considered as harmful to non-smokers as cigarette smoke (Executive Steering Committee, 2017).

Tobacco- and smoke-free campus policies decrease the smoking rates and make it easier to reduce or quit smoking.

A 2015 systematic review and meta-analysis found consistent evidence that tobacco-free or smoke-free campus policies were shown to significantly decrease smoking prevalence and daily cigarette consumption (Lupton & Townsend). In 2017, about 16% of Canadians aged 12 and older (roughly 5 million people) smoked either daily or occasionally (Statistics Canada). In Ontario, about 17% between the ages of 18-49 are current, daily or occasional smokers (Statistics Canada). Most Ontarians who smoke want to quit. But, given the highly addictive nature of nicotine, it may take multiple attempts before an individual successfully quits. The Ontario Tobacco Research Unit (2014) found that three out of five smokers plan on quitting smoking within the next six months and typically, smokers try to quit once a year. Campus-wide tobacco- and smoke-free policies are associated with lower smoking prevalence and decreased intentions to smoke (Smoke-Free Ontario Scientific Advisory Committee, 2016). Therefore, it is essential to create environments that encourage and support a reduction of tobacco use or quitting.

A 2016 Cochrane systematic review found that after smoke-free campus policies were implemented, there was a reduction in secondhand smoke exposure at building entrances on campuses, and more staff and students preferred the smoke-free environments (Frazer, McHugh, Callinan & Kelleher).

Tobacco and smoke-free campus policies protect young adults, a group that is highly vulnerable to starting to smoke.

The percentage of U of G students who reported using cigarettes in the past 30 days according to the National College Health Assessment (NCHA) survey results increased by 1.5% from 7.8% to 9.3% from 2013 to 2016 (University of Guelph Student Wellness). In the past, it was thought that young adults chances of starting to smoke were almost nonexistent if they did not begin to smoke during high school (U.S. Department of Health and Human Services, 2012). More recently; however, research has shown that up to 20% of smokers report having their first cigarette after the age of 18 – after they begin post-secondary education (Bernat, Klein & Forster, 2012; Clarkin, Tisch & Glicksman, 2008; Hammond, 2005; Staten & Ridner, 2007). Virtually no one starts using tobacco after age 24, so the focus of tobacco prevention efforts have to focus on youth and young adults, who are particularly susceptible to starting to smoke and, once they do, are at high risk of becoming regular smokers (Executive Steering Committee, 2017).

Tobacco and smoke-free campus policies decrease exposure to new and emerging tobacco and nicotine products.

As part of the tobacco industry's efforts to continue earning profits in the face of irrefutable evidence of smoking-related harms, growing social disapproval of cigarettes and decreasing smoking rates, companies are investing heavily in new products and devices that deliver nicotine, such as e-cigarettes (Executive Steering Committee, 2017).

Electronic cigarettes (i.e. e-cigarettes, e-cigs, mods, e-hookahs, vape pens, and tank systems) are battery-operated devices that change a liquid chemical, commonly called e-juice, into a vapour that can be inhaled (U.S. Department of Health and Human Services, 2017). This is often called vaping. Vaping is often promoted as a “safer” alternative to smoking tobacco and as a means to help people quit smoking. However, there are many concerns associated with vaping, namely the limited research on the safety and long-term health effects of e-cigarettes and second-hand vapour and on their effectiveness as a smoking cessation tool (Wellington-Dufferin-Guelph Public Health, 2017).

In 2015, past-year use of e-cigarettes among adults 18 years and over was 11%, a significant increase over that reported in 2013 (7%). At 33%, young adults 18-24 had a significantly higher rate of past-year use of e-cigarettes than all other age groups in 2015 (13% in 2013) (Ontario Tobacco Research Unit, 2017). According to the most current research on e-cigarettes, there is substantial evidence that e-cigarette use by youth and young adults increases their risk of using tobacco cigarettes (National Academies of Sciences, Engineering, and Medicine, 2018). There is very limited research on the safety and long-term health effects of e-cigarettes and second-hand vapour.

Tobacco and smoke-free campus policies help de-normalize smoking and tobacco product use.

Campus-wide tobacco- and smoke-free policies are associated with lower smoking prevalence, increased negative attitudes toward tobacco use, and decreased intentions to smoke (Smoke-Free Ontario Scientific Advisory Committee, 2016). Comprehensive policies protect against social exposure to tobacco products, and thus tobacco visual and sensory cues, which is essential to preventing people from starting to smoke (Non-Smokers’ Rights Association, 2011). U of G researcher Timothy Dewhirst has shared his expert opinion that, “by normalizing smoking, e-cigarette ads will end up promoting smoking rather than curbing the practice” (U of G News, 2015).

Campus-wide tobacco- and smoke-free policies prevent people who smoke from congregating outside of buildings, which can create false perceptions of high smoking rates (Executive Steering Committee, 2017). The NCHA survey data tells us that the perceived use of cigarettes by students at U of G is much higher than actual use. For example, in 2016 students shared that they felt about 76% of their peers were smoking cigarettes, when in reality it is about 9% (University of Guelph Student Wellness). The absence of a campus-wide tobacco- and smoke-free policy may have contributed to these high rates of perceived use versus actual use of cigarettes among students.

Tobacco- and smoke-free campus policies reduce litter on campus.

It's estimated that trillions of filters, filled with toxic chemicals from tobacco smoke, make their way into our environment as discarded waste yearly (Smoke-Free Ontario Scientific Advisory Committee, 2016). Cigarette butts are the most common source of litter on earth and can take up to 10 years to decompose (Canadian Cancer Society, 2013). By eliminating cigarette litter, campuses are able to decrease fire risk, decrease the cost and time associated with cleaning up litter and increase campus aesthetics (California Youth Advocacy Network, 2016).

Why should U of G create a tobacco- and smoke-free workplace for employees?

The workplace is an ideal place for health promotion activities, such as a tobacco- and smoke-free initiative. We know this because:

- Employees spend a significant portion of their day and week at work.
- Workplaces can provide opportunities for employees to get information and support for quitting or reducing tobacco use.
- Numerous wellness opportunities are available through the Wellness@Work initiative at U of G, providing complementary support for employees to learn more about healthy eating, stress reduction and physical activity.
- Workplaces can provide the supportive social environment required to quit smoking by providing group support and positive peer pressure.

There are numerous health benefits to employees and students who choose to quit smoking. The Canadian Cancer Society (2013) has reported that within:

- 20 minutes of quitting smoking, blood pressure returns to normal.
- 8 hours of quitting smoking, carbon monoxide leave the body and oxygen levels improve.
- 30 days of quitting smoking, energy levels increase.
- 1 year of quitting smoking, the risk of having a heart attack is cut in half.

In looking at the economic impact of smoking on a campus community, each employee who smokes costs the workplace roughly \$4,256 as a result of lost productivity from smoking breaks and absenteeism (Conference Board of Canada, 2013). Employees who smoke also often miss more work, with an average of 2.4 more sick days than employees who do not smoke (Conference Board of Canada, 2013). Research shows that smoking cessation supports and smoke-free policies can help create a healthier workforce and organization.

APPENDIX C: ENVIRONMENTAL SCAN

Dalhousie University was the first Canadian post-secondary institution to become completely smoke-free in 2004. Although Ontario lags behind many other jurisdictions, in January 2018, McMaster University became Ontario's first 100% tobacco- and smoke-free post-secondary institution. Committee members learned from colleagues at McMaster about their experiences transitioning to a tobacco- and smoke-free campus and participated in a Provincial Knowledge Exchange Event with other campuses who are recently smoke-free or in the process of becoming smoke-free.

A summary from the 2018 Canadian Cancer Society's National Status Report on university and college campuses in Canada provides a list of institutions by province that are already 100% smoke-free. McMaster University, University of Toronto, Fanshawe College, Redeemer University, Sheridan College and George Brown College have created their smoke-free campus policies. There are several additional campuses excluded from the Canadian Cancer Society's September 14th 2018 report that are currently discussing the creation of a smoke-free policy and many are in an internal planning stage. Queens University, Western University, Mohawk College, and others are working towards the launch of their smoke-free campus policies in the coming months. As of April 4 2019, there are over 85 post-secondary institutions in Canada that are now 100% tobacco- and smoke-free.

Summary of Smoke-Free Campuses in Ontario:

- Western University (London, July 1, 2019)
- Kings University College (London, July 1, 2019)
- Georgian College (Barrie, May 9, 2019)
- University of Toronto (Toronto, January 1, 2019)
- Mohawk College (Hamilton, January 1, 2019)
- Algonquin College (All campuses, January 1, 2019)
- Loyalist College (Belleville, January 1, 2019)
- Centennial College (Toronto, January 1, 2019)
- Fanshawe College (London, November 1, 2018)
- Sheridan College (Oakville, October 17, 2018)
- St. Paul University (Ottawa, October 17, 2018)
- Durham College and University of Ontario Institute of Technology (Oshawa, Whitby, Pickering, October 15, 2018)
- St. Lawrence College (Kingston, October 15, 2018)
- Redeemer University (Hamilton, September 1, 2018)
- George Brown College (Toronto, August 20, 2018)
- McMaster University (Hamilton, January 1, 2018)

Ontario hospitals and many mental health facilities are also transitioning to be fully smoke-free. Interestingly, some research has shown that patients who refrain from smoking experience considerable improvement in their depression (Stepankova et al., 2017). This research finding starts to de-bunk one of the common myths that a smoke-free campus policy is harmful for those who smoke while also living with a mental health challenge.

APPENDIX D: COMMUNICATION

The following communication channels have been used to help get the word out there:

- 4 mass emails to all students and employees
- Developed a website: <https://www.uoguelph.ca/smokefree/>
- Created FAQ's that are continuing to be updated with the most recent information
- Compiled comprehensive list of smoking cessation supports and resources
- Created a "Contact and Contribute" page for anonymous feedback on the contact form
- Promoted new smoke-free email account for written feedback
- Placed 25 physical signs in areas people commonly smoke on campus with information that's updated regularly
- Shared regular updates in the bi-weekly employee newsletter NewsLinks
- Connected with the communicators across campus to help raise awareness
- Encouraged Wellness@Work Champions to distribute messages to their networks and colleagues
- Encouraged Union and Employee Group Leaders to pass along information
- Used social media to raise awareness
- Designed large conversation board posters, Intranet banners and postcards distributed around campus to communicate about the smoke-free policy development
- Promoted upcoming events and the development of a smoke-free policy on digital screens on campus
- Several news stories have been picked up by the local media to share the development of a smoke-free campus policy at U of G:
 - **Guelph Mercury:** <https://www.guelphmercury.com/news-story/8878557-u-of-guelph-may-ban-on-campus-smoking-next-year/>
 - **CBC Kitchener:** <https://www.cbc.ca/news/canada/kitchener-waterloo/university-of-guelph-cannabis-policy-1.4791679>
 - **Guelph Today:** <https://www.guelphtoday.com/local-news/tobacco-cannabis-smoking-ban-considered-for-u-of-g-campus-1022177>
 - **Guelph Today:** <https://www.guelphtoday.com/local-news/u-of-g-takes-1day-stand-to-go-smoke-free-1120780>
 - **The Ontarion:** <https://www.theontarion.com/2018/11/smoke-free-campus-slated-to-arrive-in-late-may-or-june/>
 - **CTV Kitchener:** <https://kitchener.ctvnews.ca/university-of-guelph-to-treat-pot-similarly-to-alcohol-1.4069745>

There will be more communication coming to support campus community members and to share the policy as we move closer to the launch date. A template with wording that employees can integrate into contracts, offer letters, information packages and communication pieces will be provided to groups looking for guidance on how to raise awareness with new students, staff, contractors and visitors to campus.

APPENDIX E: FAQs

1. Why is the University of Guelph exploring a smoke-free campus?

In 2017, the University of Guelph formally adopted the [Okanagan Charter: An International Charter for Health-Promoting Universities and Colleges](#). Through the Charter, U of G reaffirms its commitment to “transforming the health and sustainability of our current and future societies, strengthening communities, and contributing to the well-being of people, places and the planet.” Creating a smoke-free campus is an important step in meeting that commitment.

The first call to action from the Charter involves “embedding health into all aspects of our campus culture, across the administration, operations and academic mandates.” The Charter also encourages us to lead health promotion locally and globally (Okanagan Charter, 2015).

As a University committed to improving life, we consider it important to foster an environment, policies and practices that support the health of our students, staff, faculty and visitors.

Smoking remains the single greatest cause of preventable disease and death in the province, killing about 13,000 Ontarians each year (SFO Modernization, 2017). Research shows there is no safe level of exposure to second-hand smoke, even outdoors (World Health Organization, 2003). To counter the negative effects of tobacco product use on our University community, U of G will develop a smoke-free campus policy.

Through a smoke-free campus initiative, there are opportunities to:

-
- promote clean air, a healthful environment and healthy behavioural choices
 - prevent students from starting to smoke
 - encourage those who use tobacco products to quit or decrease use and support those who have quit (CYAN, 2016).
-

References

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World Health Organization. (2003). Framework Convention on Tobacco Control. Geneva, Switzerland.

2. Where can I learn more about the research supporting a smoke-free campus?

The Smoke-Free Campus Committee, in collaboration with Wellington-Dufferin-Guelph Public Health, has developed a short summary of the scientific rationale for a smoke-free campus.

Read the [Research Rationale](#).

3. Who is included in the discussion about a smoke-free campus?

In November 2017, Don O’Leary, vice-president (finance, administration and risk), initiated a discussion about U of G becoming smoke-free. He formed an advisory committee consisting of a cross-section of senior administration, staff and community experts. This committee meets monthly to develop a smoke-free campus policy.

The committee provides strategic direction and leadership, and is focused on planning, implementation, evaluation, communication and sustainability of a smoke-free campus policy. The committee consulted extensively with the University community for help in shaping the smoke-free campus policy and to help guide the committee’s efforts in education and awareness.

4. How is the smoke-free campus committee gathering input?

The committee consulted with the University community throughout summer and fall 2018 by reaching out to various employee and student groups. Learn more about the [consultation process](#).

The committee also studied and assessed the benefits, opportunities and challenges involved in becoming a smoke-free campus from other post-secondary institutions.

You can share your thoughts by sending an email to smokefree@uoguelph.ca or through the [comment form](#).

5. How is a smoke-free campus policy different from our current Smoking in the Workplace Policy?

Our current Smoking in the Workplace Policy restricts people from smoking within nine metres of any University building entrance or exit, loading dock, fresh air intake or compressed gas storage area. While specifics about the smoke-free policy have not yet been determined, the new policy would likely prohibit smoking anywhere on University property.

Specifics about the policy will be determined in consultation with the University of Guelph community.

6. Who would a smoke-free campus policy include?

The policy is currently in development, but we anticipate it will apply to everyone at U of G. The policy would apply to students, staff, faculty and visitors.

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

Smoking is a personal decision rather than a protected right. A tobacco- and smoke-free campus policy would not remove an individual's choice to smoke, but would prohibit the use of tobacco products on the Guelph campus.

8. Would there be exceptions to the policy?

Consultation and discussion is helping to determine possible exceptions to the policy.

The current exemptions to the Smoking in the Workplace Policy include:

- a person who smokes or holds lighted tobacco in a scientific research and testing facility for conducting research or testing with tobacco or tobacco products
 - any Aboriginal person, or persons accompanied by an Aboriginal person, smoking tobacco or holding lit tobacco for a traditional Aboriginal cultural or spiritual ceremony
-

9. What smoking cessation supports are available to me?

Smoking cessation resources are available to faculty, staff and students.

- [Resources for faculty and staff](#)
 - [Resources for students](#)
-

10. Have other Canadian universities developed smoke-free policies?

Across North America, there is growing momentum toward smoke-free environments. As of September 2018, there were [65 Canadian post-secondary institutions](#) that prohibit smoking anywhere on campus, more than double the number in 2017. By April 2019, this number has already grown to 85 Canadian post-secondary institutions

In Ontario, McMaster University became the first university to be completely smoke-free.

In the U.S., more than 1,400 colleges are smoke-free, including large universities such as the University of Kentucky, University of Michigan and the University of Oregon.

11. How will updates from the smoke-free campus committee be communicated?

Updates will be posted on this [website](#) and on the [intranet](#).

12. How can I share feedback, questions and concerns, or get involved?

Please email smokefree@uoguelph.ca with your feedback or complete the [comment form](#).

13. When will the Guelph campus become smoke-free?

The advisory committee would like to spend the year hearing from the campus community and planning for the launch of the smoke-free campus initiative. The committee aims for the Guelph campus to be smoke-free in spring 2019, but the exact date is yet to be determined.

14. How will the policy be enforced?

The advisory committee is meeting regularly to discuss what the smoke-free campus policy will look like on our campus. As with other post-secondary institutions with a smoke-free policy, we will focus on education and raising awareness to begin with.

15. Are the Ridgetown and Guelph-Humber campuses and U of G research stations also going smoke-free?

The initial smoke-free campus policy would apply to only the Guelph campus. Once the policy is in place, the University will work with Ridgetown and the research stations to determine the possibility of developing smoke-free policies that meet their distinct needs. The University of Guelph-Humber became smoke-free on January 1, 2019.

16. How will the University define the boundaries of the Guelph campus in relation to this policy?

The Advisory Committee is discuss what the boundaries for the smoke-free campus policy could be for the Guelph campus. When the policy is in place, a map will be available to indicate where people can smoke near campus.

The [proposed map is available along with the draft policy here](#).

17. Will vaping be covered in this policy?

The smoke-free campus policy is currently in the consultation phase, but at this point the committee is working on the assumption that both smoking and vaping will be covered in the policy.

The [draft policy can be viewed here](#).

18. What will happen with the legalization of cannabis?

Please refer to the [University of Guelph's Statement on Cannabis Use](#).

Cannabis use on campus is and will continue to be regulated by legislation.

The smoking of cannabis is currently included in the [draft policy available here](#).

APPENDIX F: CONSULTATION QUESTIONS

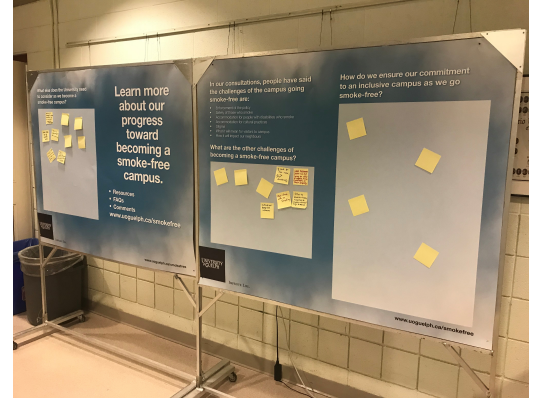
In the consultation sessions, the following questions were discussed:

1. Do you or your union/group support moving toward a smoke-free campus policy?
2. What benefits or opportunities do you think a smoke-free campus policy will offer the University of Guelph?
3. What potential challenges or opposition do you foresee as the University moves toward a smoke-free campus? What questions or concerns do you anticipate, and what should the advisory committee be prepared to address?
4. What should be considered in implementing a smoke-free campus policy?
5. How do we ensure our commitment to an inclusive campus if people who smoke are not allowed to do so on campus?
6. Faculty, staff and students have resources through the University and other organizations to help with smoking cessation. Are there additional resources or supports you need?
 - a. Are there additional resources or supports supervisors or leaders need?
7. What would be the best way for the University to communicate with about the smoke-free campus initiative?
 - a. Do you have any recommendations on the language/wording that is used?
8. Who else should we connect with or who else should be involved?
9. Do you have any additional questions, comments or considerations?

APPENDIX G: CONSULTATION PROCESS

From April to November 2018, consultation sessions took place with the following groups:

- Employee Group Leaders
- Central Student Association Executive
- Graduate Student Association Executive and Board
- Student Leaders and Administration Meeting (SLAM)
- Human Resources
- Joint Health and Safety Committee (x2)
- Student Housing and Family Housing Staff
- Students in residence
- First Nations, Métis and Inuit faculty and staff
- Student Affairs Directors
- Deans
- Hospitality Services
- Campus Community Police
- Leave the Pack Behind student representatives



In addition to the specific groups that participated in 90-minute consultation sessions, there were several general consultation sessions that were open to everyone in the campus community to attend, including four open focus group sessions in August and September 2018. Further, the Committee set-up large conversation boards for three days in the University Centre Courtyard and the OVC Cafeteria. Those passing by were encourage to provide their input on large conversation boards, with questions related to the benefits, challenges, implementation considerations, resources available and any additional questions. On one of the conversation boards, participants were asked to select whether they were in support of U of G moving towards a smoke-free campus. Overwhelmingly, participants used their vote to tell us they are in support of moving to a smoke-free campus. 271 people indicated “yes”, 66 “no” and 14 “not sure.”

Several other opportunities were arranged to gather additional input on the large conversation boards. On November 14th 2018 and March 20th 2019, U of G participated in 1Day Stand events, where the conversation boards were available again for comment and Committee members were available to answer questions. On November 26th 2018, the Committee hosted an information and consultation session in Peter Clark Hall. Participants were invited to join a “gallery walk” when they entered the room, where large conversation boards, support kits, a questions board and FAQs were posted around the room. Don O’Leary provided an update on the Committee’s work to date and the anticipated next steps. At the end, there was an opportunity for participants to ask any questions they had. A recording and slides from the session have been shared online and can be viewed here:

<https://www.youtube.com/watch?v=AQxdcKudCgU&feature=youtu.be>.

Through the smoke-free website, the Committee has also gathered input from a variety of campus community members. Two versions of the draft policy were posted online and key stakeholder groups were met with and informed of the policy development to gather additional feedback.

APPENDIX H: CONSULTATION THEMES

BENEFITS:

- Cleaner campus (cigarette butts, better for the environment)
- Reduces smoking being normalized (for young children on campus too)
- Respecting people who don't smoke and those who have health issues
- Won't have to walk through smoke to get into buildings
- Reduces second hand smoke
- Eliminates smoke coming into office windows on campus
- Provides an opportunity to help support quitting, remain smoke-free and to reduce chances of starting to smoke
- May help to break cycle of smoking in families
- Part of a larger health promotion strategy/initiative
- Less issues with allergies/sensitivities
- Increased fire safety
- Public Relations win
- Can promote to attract students and talent
- Aligns with Wellness@Work
- Demonstrated example of supporting a healthy workplace
- Aligns with "improve life"
- Will make transition to legal cannabis easier
- Aligns with Okanagan Charter
- May help those who smoke save money if they quit
- Sets a positive example for other institutions

CHALLENGES:

- Enforcement & compliance – Who is responsible? How? When?
- Enforcement needs to be consistent for students, staff and faculty
- Accommodation for smokers or cannabis users
- Safety concerns for workers on night shift having to walk off campus
- Length of breaks
- Smoking in work vehicles already happening
- Inclusiveness
- Difficulty for smokers/those who are addicted to nicotine
- Conferences, weddings, international staff/students, visitors, contractors, summer camps, athletic events, Alumni events, etc.
- Enforcement challenges for non-university people (e.g., parents, visitors)
- People hiding their smoking (e.g., in washroom, their car)
- In residence/family housing where campus is home
- Public perception of university of smokers flock to sidewalks
- Current challenges with smudging policy (e.g., faculty have to smudge outside even though this is against Human Rights code)

- Current challenges enforcing 9m rule (e.g., outside of Library)- lack of trust that University will be able to enforce no smoking policy
- Concerns around backlash re: smudging (i.e., unfair privileges, they get to do what they want)
- Accommodations for smoking ceremonial pipes (i.e., faculty would smoke tobacco pipe in their office if they didn't already feel stigmatized). Don't always want to seek approval to carry out traditional practices
- Students being late to class because smoking in between
- Maintaining good relationships with neighbouring communities
- People with disabilities walking off campus to smoke
- Potential stigmatization of smokers having to leave campus to smoke
- Mental health concerns associated with quitting smoking
- If going smoke-free, could lead to using tobacco in other ways (e.g., chew)
- Could affect enrollment numbers
- Some conferences and events may choose not to host at UofG and participants may not attend
- People may not understand what's included in a smoke-free campus
- Defining the boundaries of a smoke-free campus and clearly communicating to guests and campus members
- Bus drivers will have to adjust breaks to get off campus to smoke
- Busy days such as move-in at residence, hard to enforce with parents and visitors
- Updated documents (offer letters, contracts, etc.) with smoke-free wording

SUPPORTS NEEDED:

- Supporting "addiction", changing attitudes, reducing stigma
- Non-smokers being allies to smokers trying to quit
- Possible to increase \$500 lifetime cap?
- Provide free nicotine replacement therapies
- Training for managers re: supports, how to talk with staff, addiction, guidelines (e.g., what to do if an employee is consistently late or taking longer breaks, time off to attend treatment programs)
- GOAL 2.0 templates – questions to guide conversations
- Include campus and community resources – make list as comprehensive as possible (including mental health resources)
- What about part-time and contract staff? Those living in Family Housing who are not employees or students? Post-doc students? Most benefits do not apply to them.
- What supports could Public Health provide? E.g., Stop on the Road workshops
- Can non-smokers donate their SunLife cessation dollars to smokers who are interested in trying to quit?
- Community fundraising for additional financial resources?
- Additional incentives E.g., quit and win challenge
- Promote contests that are already happening in the community e.g., Driven to Quit, Wouldrather

- Supporting students living on campus who smudge
- Accessibility for disability
- Medical accommodation
- Cultural accommodation
- Peer support groups for staff and students
- Drop-in break or lunch groups (e.g., walking group)
- Create a resource similar to “how to talk to people about mental health” but for quitting smoking
- TEACH training available for leaders online and in-person
- FAQs/Mythbusters re: smoking cessation e.g., weight gain, side effects of medications

SUGGESTIONS FOR COMMUNICATION:

- Huge campaign, communication from every angle
- Important to hear from those being affected
- Get a committee of smokers together to get their perspective (students and employees)
- Hard copies for visitors
- State in contracts for weddings and conferences
- Orientation for TAs and sessional instructors, grad students, new employees
- ALL documentation – course packages, offer letters, employment letters, etc.
- Smudge vs. smoke, ongoing education (e.g., CancerCare Ontario Tobacco Wise resources)
- Signage needs to be welcoming
- Map of campus boundaries
- Orientation week should address this in the Fall
- Social media (e.g., Snapchat) – work with Admissions, Student Life, Library, Wellness Education Centre, Housing
- Communicate with Admissions who are working with high school students
- Work with ARC to review policy to ensure language is appropriate
- Work with OIA to communicate with international students
- Positive messaging e.g., Welcome to our smoke-free campus
- Pair with Wellness@Work initiative
- Use existing communications e.g., Student Housing and Student Affairs newsletters
- Use W@W champions to communicate
- Parallel United Way communications – print materials too, kick-off event, prizes, celebration, hot dog sales, etc.
- Include in purchasing RFPs
- CSA to communicate, create a FB page, media coverage
- Make enforcement process clear and transparent for everyone (i.e., no guessing of what will happen if you’re caught smoking)
- Use personal stories
- Involve students in designing student communications, student outreach
- Focus on clean campus, clean air message

COMMON QUESTIONS:

- Aboriginal practices
- Medical marijuana
- Vaping
- Chewing tobacco (tobacco-free vs. smoke-free)
- Have we done a survey to find out how many people currently smoke?
- How will this policy be enforced? Through employee discipline process? What is the role for non-smokers? Education for first year?
- How will we track/gauge resource use?
- Will policy include other properties besides main campus? E.g., 95 Stone, Research Stations, 1 Stone Road lab services, OMAFRA, etc.
- What is the boundary of main campus?
- Smoking in personal vehicles on campus?
- How many smokers have you talked to?
- Would cigarette butt receptacles be removed from campus?
- Would there be designated smoking areas?
- Will longer breaks be allowed?
- Will there be an opportunity to comment on the language of the policy before it is made public?
- Will we create designated smoking areas off campus with cigarette butt receptacles?

SUGGESTIONS FOR WHO WE SHOULD TALK TO:

- Multi-faith Resource Team
- OIA
- Student Accessibility Services
- UGFA
- Student Life
- City of Guelph
- Smokers
- Admissions/Registrar's Office
- Neighbourhood Associations
- Communications
- Hospitality Services, Conference Services
- Bus Drivers- Go Transit, City of Guelph
- Physical Resources
- Neighbouring Businesses
- Campus Police
- Tobacco Cessation Specialist at Homewood

APPENDIX I: EDUCATION AND AWARENESS

The Committee curated a comprehensive list of resources for faculty, staff and students to access if looking for support to reduce or quit smoking, or to help a friend or colleague. They also developed a timeline of current events, campaigns and contests both on-campus and in the community that are related to smoking cessation. As one example in the community, the Walk or Run to Quit program offers an opportunity for participants to walk or run to try and quit smoking for a chance to win a prize. Leave the Pack Behind offers an annual contest called “wouldurather” that’s open to adults 18-29, with various prizes and incentives to help people quit or cut back on tobacco use.



There is also recognition that not all employees or students are ready to quit or reduce their smoking, but they may make a quit attempt over the course of the next year. It’s important that smoking cessation programs and educational materials are provided on an ongoing basis before, during and after the policy implementation to support the different stages of change a person may be in.

The Committee is sourcing articles and information from campus community partners to share with community throughout the year. For example, an article titled “Let your food, exercise, and sleep routine support you while you quit smoking” from Registered Dietician at U of G.

Using over 20 physical signs around campus, the website, digital signs, emails and social media, the Committee is raising awareness about these events, opportunities and supports for both students and employees. One of the larger events recently hosted was a provincial 1Day Stand.

1Day Stand

On November 14th 2018 and March 20, 2019, U of G participated in the 1Day Stand, provincial events supported by Leave the Pack Behind. Committee members were outside all day providing free resources and information, and having conversations with people who were passing by.

The provincial events were to encourage campus community members to:

- Take a 1DayStand and choose not to smoke on campus for the day
- Take a 1DayStand and support friends and colleagues who have chosen to quit or cut back
- Take a 1DayStand and show support for a smoke-free campus policy



At the 1Day Stand events and the November 26th 2018 Information and Consultation Session, the Committee provided “Support Kits” that aim to help individuals cope with not smoking or reducing smoking during the day on campus.

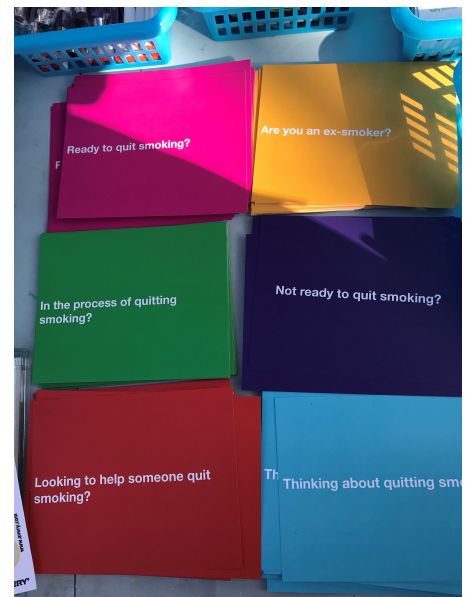
The support kits included a variety of items for interested staff, faculty and students, designed to help those who smoke occupy themselves during their normal smoke break. Each item included the description below on how they might be helpful to distract from cravings and help break the habit of going out for a smoke break:

- **Nicorette Bags**- Use this reusable bag to collect your smoking cessation resources and tools.
- **Quit your Own Way**- A booklet to help you set goals and track your symptoms if you choose to make a quit attempt.
- **Save 5\$ Coupons**- Use this coupon to purchase NRT from participating Nicorette or Nicoderm products.
- **Leave the Pack Behind pens**- To write out a to-do list, start a journal to track cravings or set a quit date on the calendar with one of the free pens.
- **Mints**- Pop these mints into your mouth when cigarette cravings hit.
- **Tangles**- Keep your hands busy by playing with these tangles that will satisfy the need for tactile stimulation.
- **Re-usable straws**- Chew on the end of the straw or grab a drink on your break instead of going out for a smoke.
- **Cell phone wallets**- Sign up for the WouldURather Contest and challenge yourself to quit smoking, quit back by half, stop smoking socially or continue to be a non-smoker.
- **Stress balls**- Squeeze the stress ball when you’re feeling anxious rather than going for a cigarette.
- **Crunchy snacks**- Have a crunchy snack instead of reaching for that cigarette.
- **Tea coupons**- Drinking tea when a cigarette craving hits can help you relax and stay hydrated too, which minimizes symptoms of nicotine withdrawal.

Resource Cards

The education sub-committee developed six different resource cards that are designed to support people at different stages of change. The resource cards are being used in-person at a variety of events, as well as shared through social media and online.

Each card has a list of relevant supports and resources an individual can reach out to that relates to the stage of change they are in.



Keeping Tobacco Sacred

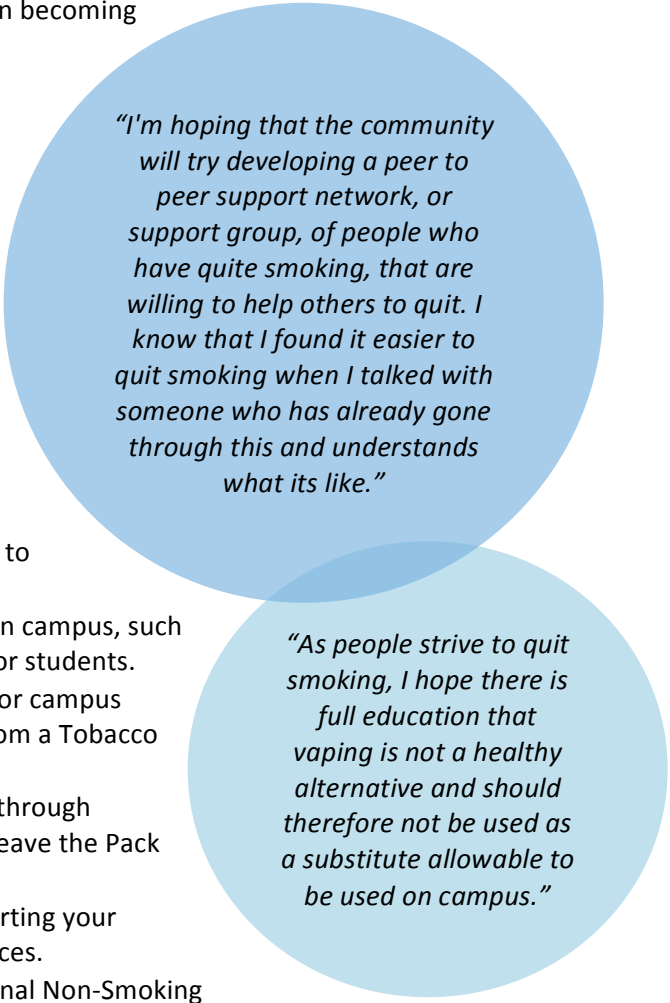
In collaboration with the Aboriginal Resource Centre, the Committee is also running a *Keeping Tobacco Sacred* campaign to emphasize the importance of traditional medicines used for Indigenous spiritual or cultural purposes. Elder Jan Sherman facilitated the session on Keeping Semma Sacred: A Learning Circle on Tobacco as part of Aboriginal Awareness Week.

Through the consultation process, the Committee engaged with local Knowledge Holders and Elders to discuss the use of tobacco in the context of a smoke-free campus. A focus group was held with First Nations, Métis and Inuit faculty and staff on becoming a smoke-free campus.

Currently, there is a guide being developed that outlines the traditional and ceremonial use of tobacco and other sacred medicines with the goal of keeping tobacco sacred and to be tobacco-wise.

The education sub-committee is currently working on launching the following projects to help continue supporting the campus community:

- Offering a *Stop on the Road* workshop for interested campus community members on May 6, 2019.
- Developing video series that highlights U of G testimonials and the resources available and help to reduce stigma.
- Raising the profile of existing supports available on campus, such as Leave the Pack Behind's activities and events for students.
- Launching a 6-week peer-to-peer support group for campus community members in Fall 2019 with support from a Tobacco Cessation Specialist from Homewood Health.
- Promoting a quit smoking contest for employees through Wellness@Work and a student contest through Leave the Pack Behind.
- Sharing a resource developed with Tips for Supporting your Friend/Colleague with links to appropriate resources.
- Providing resources and information during National Non-Smoking Week with a table of resources in the UC Courtyard



"I'm hoping that the community will try developing a peer to peer support network, or support group, of people who have quite smoking, that are willing to help others to quit. I know that I found it easier to quit smoking when I talked with someone who has already gone through this and understands what its like."

"As people strive to quit smoking, I hope there is full education that vaping is not a healthy alternative and should therefore not be used as a substitute allowable to be used on campus."

APPENDIX J: TRAINING

TEACH Core Course

The TEACH program is an online introductory course is an interprofessional comprehensive course on treating tobacco use disorder. The program is structured to provide practitioners who work with those who choose to use tobacco, and provide specialized knowledge and skills to deliver effective, evidence-based cessation interventions.

In January 2019, U of G trained two staff in Occupational Health and Wellness, and two nurses in Student Health Services. This training is an important part of the commitment U of G is making to provide education and supports to campus community members looking to reduce their tobacco use or quit smoking.

The graphic features a vertical stack of four colored squares (green, blue, pink, orange) on the left. To their right, the title 'TEACH CORE COURSE: An Interprofessional Comprehensive Course on Treating Tobacco Use Disorder' is displayed in a dark blue serif font. Below the title is a horizontal band of colorful, ethereal smoke or vapor in shades of green, blue, and pink. To the right of this band, the text 'SYNOPSIS OF COURSE' is written in a bold, dark blue sans-serif font. Below this, a paragraph of text describes the course's purpose and content. At the bottom right, a small line of text provides a website link and navigation instructions.

TEACH CORE COURSE:
An Interprofessional Comprehensive Course on
Treating Tobacco Use Disorder

SYNOPSIS OF COURSE

This **online** introductory course will help learners to screen, assess and treat people with tobacco dependence using evidence-base pharmacotherapies and psycho-social interventions. Tools and techniques for enhancing motivation and facilitating cessation groups are also covered.

For detailed course competencies, please visit our website
www.teachproject.ca → "Certificate Program" → "Courses"

Guide for Leaders

A guide has been developed specifically for leaders on campus who are supporting employees who may smoke or use tobacco products. This guide helps explain the rationale, provides suggestions on how to approach a discussion about tobacco use with their employees, lists smoking cessation supports available and lists questions they might anticipate from their staff. McMaster University and Sheridan College both published toolkits for leaders that have been well received by employees on their campuses.

An information session will be available for any interested supervisors to attend to share information about the smoke-free policy and ask questions related to the Guide for Leaders.

APPENDIX K: GUIDE FOR LEADERS

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

April 2019



uoguelph.ca/smokefree/

Tobacco- and Smoke-Free U of G

A Guide for Leaders

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 Ridgetown 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
 - Decreased exposure to new and emerging tobacco and nicotine products
 - De-normalized smoking and tobacco product use
 - 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.

APPENDIX L: SMOKING CESSATION SUPPORTS

Community Cessation Supports

Through the Committee's research, a number of local community supports were identified that are available for our campus community. All of these supports and more are listed online with links to help anyone interested find what's best for them. Community resources include:

- Smokers Helpline from the Canadian Cancer Society and its First Week Challenge
- How to Quit Smoking from the Lung Association
- STOP Program from Centre for Addiction and Mental Health
- 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 postpartum women quit or reduce smoking
- Stop Smoking Clinic through the Guelph Family Health Team
- 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 7:30 p.m. at Homewood Health Centre Colonial Building, Room 310
- HelpThemQuit.ca for information on managing cravings, resources for quitting your own way and more

U of G Employee Cessation Resources

In addition to these community supports, there are a number of resources available specifically for employees on campus. There are a lot of benefits of offering cessation programs within the workplace that removes barriers to accessing programs outside of work schedules and provides peer support.

The Committee has partnered with Johnson and Johnson to provide free nicotine replacement therapies (NRT) and resource information to employees and students during the 1Day Stand event and beyond. Over 200 employees are able to pick up free NRT samples (including patches, gum and coupons) at the UC pharmacy on a first-come, first served basis and pharmacists are having conversations about appropriate use and dosage.

Employees who have coverage under the University's extended health-care benefit can access up to \$500 per lifetime in coverage for nicotine replacement therapies and prescription smoking cessation drugs (i.e., Champix and Zyban). In addition, employees with access to a Health Care Spending Account (HCSA) are able to allocate their flexible spending credits toward the HCSA, and may choose to put the money toward smoking cessation supports. Further, employees between the ages of 18 and 29 are able to access smoking cessation supports, including free nicotine replacement therapy, from Leave the Pack Behind.

Regular, full-time employees and sessional instructors can access smoking cessation programs through U of G's Employee and Family Assistance Program provider, Homewood Health. The

LifeSmart Coaching Smoking Cessation Program empowers employees with the information and support they need to help quit smoking and remain smoke-free. The *Stop Smoking: Get Your Life Back* course shares what it takes to become a successful ex-smoker. There are three pathways for participants to follow in this course, depending on their personal stage of readiness to quit smoking:

- Build confidence to quit smoking.
- Create a comprehensive quit-smoking plan and prepare for your quit-smoking date.
- Reaffirm commitments, learn from past quitting attempts, and learn new strategies to try.

Coverage for other support services that may aid cessation efforts, such as counselling, acupuncture, naturopathic medicine and massage therapy is available in University benefit plans. The Wellness@Work initiative offers a number of additional health and wellness programming opportunities for employees looking to enhance their physical or mental health and live a healthier lifestyle.

U of G Student Cessation Resources

Students have access to free nicotine replacement therapies. They can make an appointment with a physician at Student Health Services to discuss their options. Through OHIP+, students under the age of 25 may be eligible to receive up to a year of pharmacist-assisted counselling and drugs (Chantix or Zyban) if 18 years or older. Alternatively, students may have coverage through their parents' work-related insurance plans or private coverage.

Leave the Pack behind is another great resource for students looking for further information. At specific times of the year, Leave the Pack Behind also makes free nicotine replacement therapies available to students. Leave the Pack Behind also runs an annual quit-smoking contest, with prizes and incentives for those who reduce their tobacco use.

APPENDIX M: DRAFT POLICY



Tobacco & Smoke-Free Policy (Guelph Campus) **DRAFT**

Policy Title: University of Guelph Tobacco & Smoke-Free Policy (Guelph Campus)

Approving Authority: President and Vice-Presidents

Effective Date: May 31, 2019

Policy Owner: Vice-President Finance, Administration & Risk

Enquiries: University Secretariat

1. PREAMBLE

- 1.1 The University of Guelph is committed to the goal of providing a healthy and safe environment and considers it integral to the personal, professional and academic growth of students, faculty, and staff. This Policy is intended to support this goal.

2. PURPOSE

- 2.1 Enable the overall health and well-being of all members of the University community.
- 2.2 Prohibit Smoking and use of Tobacco Products on the University's Guelph Campus.

3. SCOPE

- 3.1 This Policy applies to the University's Guelph Campus and anyone in a University Vehicle regardless of location.
- 3.2 The Guelph-Humber campus is governed by to the Guelph-Humber Smoke-Free Campus Policy and is not within the scope of this Policy.
- 3.3 Any place for which the University is the landlord according to the *Residential Tenancies Act* will be governed by the terms of the lease.

4. DEFINITIONS

- 4.1 **Smoking:** Inhaling, exhaling, burning or carrying of a lighted or heated Tobacco Product or cannabis, in any manner or in any form. Smoking includes using a vaporizer or inhalant type device that contains a power source and heating element, such as e-cigarettes, e-cigar, e-pipe, e-hookah, and vape pens.

- 4.2 **Tobacco Product(s):** Any product containing tobacco leaf, but not including any products for use in nicotine replacement therapy. These include but are not limited to, cigarettes, cigars, cigarillos, pipe tobacco, shisha, snuff, chew, dip, bidis, blunts, clove cigarettes, or any other preparation of tobacco.
- 4.3 **Traditional Medicine(s):** Plants, such as tobacco, sweet grass, sage, and cedar, used for Indigenous spiritual or cultural purposes.
- 4.4 **Guelph Campus:** Includes all buildings and grounds on the University of Guelph main campus including those student residences that do not fall under the Residential Tenancies Act. Schedule A is a campus map that identifies the boundaries of Guelph Campus for the purpose of this Policy.
- 4.5 **University Vehicle:** Any and all modes used for transporting people or goods, such as a car, truck, bus, golf cart, and utility vehicles that is owned, leased, or rented by the University of Guelph.

5. POLICY

- 5.1 Smoking or the use of any Tobacco Product is prohibited at the University's Guelph Campus and in any University Vehicle regardless of location.

5.1.1 In keeping with the exceptions in the *Smoke-Free Ontario Act*, Smoking, burning or use of Traditional Medicines, including Tobacco Products, by an Indigenous person or persons accompanied by an Indigenous person for Indigenous spiritual or cultural purposes is permitted on Guelph Campus. Smoking and burning of Traditional Medicines is done in accordance with the University's Smudging Procedure.

5.1.2 Scientific research that involves Smoking or using Tobacco Products and that complies with University policies and protocols regarding the conduct of research is permitted.

- 5.2. This Policy will be subject to the *Ontario Human Rights Code*, as amended from time to time. Individuals may seek accommodation under the applicable University policies.

6. IMPLEMENTATION

- 6.1 The Vice-President Finance, Administration & Risk shall specify the party or parties responsible for the day-to-day implementation and enforcement of this Policy and will monitor this Policy and compliance to it.

7. RELATED DOCUMENTS AND LEGISLATION

7.1 This Policy is to be read in conjunction with the following statutes, University policies and practices, or collective agreement provisions. Any question of the application of this Policy or related policies shall be determined by the Vice-President of Finance, Administration & Risk and in conjunction with the administrator of the other policy or policies. The University reserves the right to amend or add to the University policies and statements from time to time. The below is not a comprehensive list.

- [Ontario Human Rights Code](#)
- [Smoke-Free Ontario Act](#)
- [Tobacco and Vaping Products Act](#)
- [Okanagan Charter: An International Charter for Health Promoting Universities and Colleges](#)
- [Environmental Health and Safety Policy](#)
- [Healthy Workplace Policy](#)
- [Consumption of Alcoholic Beverages, Illicit Drugs or Recreational Cannabis at Work Policy](#)
- [Policy on Non-Academic Misconduct](#)
- [Residence Community Living Standards](#)
- Substance Use Policy – Students (under review)
- [Smudging Procedure](#)
- Cannabis Act ([Federal](#))
- Cannabis Control Act ([Provincial](#))

APPENDIX N: BOUNDARY MAP

View larger version of the map online at: <https://www.uoguelph.ca/smokefree/draft-policy>.

