

Tobacco-Free Signage Examples

Update to “No Smoking, No Vaping” or “Tobacco-Free” text



Post at entrances and tobacco-free outdoor areas



Tailor for language and include cessation support information



Remove tobacco trash and receptacles



Visually show types of tobacco prohibited at the clinic



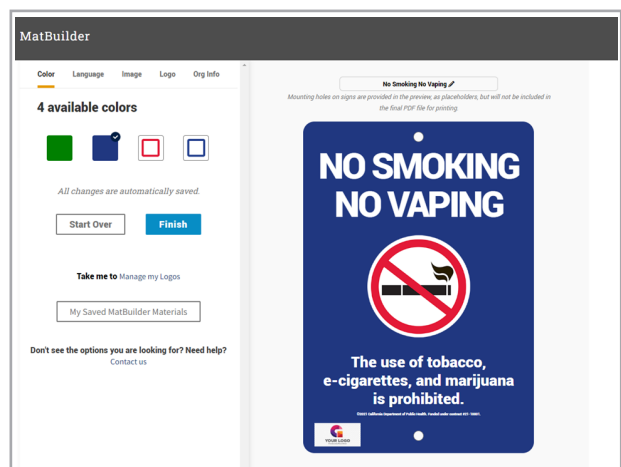
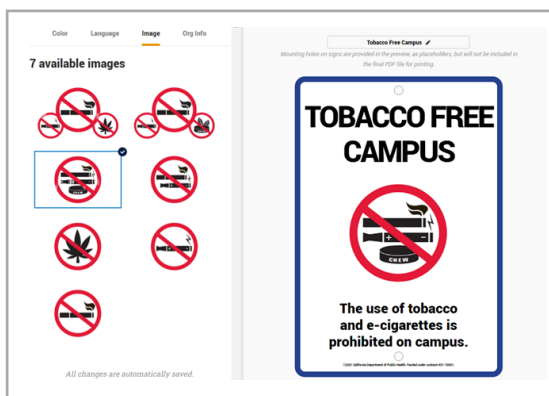
Mix in some more friendly signs/posters to affirm value



Web tool for customizing signage

- Free account to access the tool
- Change color, image, language
- Add logo
- Add other text

<https://www.tecc.org/matbuilder/about-matbuilder/>



Model Tobacco-Free Clinic Policy

Effective Date:

Responsible Department:

Representative Name:

■ Purpose

The purpose of this policy is to foster good health and well-being for all, by ensuring a tobacco-free environment that supports tobacco cessation.

Tobacco use remains the leading cause of preventable death, disease, and disability in the United States. There is no risk-free level of exposure to toxic secondhand smoke. As a health care provider for our community, we are committed to providing a healthy and safe environment for all employees, patients, and visitors and to promoting positive health behaviors.

■ Definitions

- 2.a. **Electronic Smoking Device (ESD)**—refers to any device that when activated emits a vapor, aerosol, fume, or smoke and can be used to deliver nicotine or any other substance to the person inhaling from the device (e.g., e-cigarette, e-hookah, vape pen, or vaping device).
- 2.b. **Tobacco Product**—refers to all forms of commercial tobacco, including smokeless tobacco and electronic smoking devices (e.g., cigarettes, e-cigarettes, cigars, pipe tobacco, hookah, snuff, chewing tobacco, dipping tobacco, bidis, blunts, and clove cigarettes).
- 2.c. **Tobacco Use**—refers to the use of all forms of tobacco products (e.g., smoking, vaping, and dipping).
- 2.d. **Traditional Tobacco**—refers to tobacco and/or other plant mixtures grown or harvested and used by American Indians and Alaska Natives for ceremonial or medicinal purposes. Traditional tobacco is excluded from the definition of “tobacco products” in this policy.

■ Tobacco-Free Environment

All [health center name] buildings and grounds are 100% tobacco-free at all hours. The use of tobacco products is not permitted by anyone on the property owned

or leased by [health center name]. This policy is applicable to all individuals on the [health center name] property including: employees, contractors, patients, and visitors. The use of tobacco products is prohibited in parking areas (including in private vehicles) and [health center name] owned or leased vehicles. Promotion or sales of tobacco products and tobacco company sponsorship are prohibited. In addition, employees, contractors, patients, and visitors shall not use tobacco products where clinic activities take place off-site.

■ Policy Communication

Signs stating the tobacco-free policy [in appropriate languages] will be clearly posted on the perimeter of the property, at all entrances, and other prominent places [e.g., parking lots, courtyards, lobby area, stairways, and staff lounge]. New signs will consider messaging that is relevant for the clinic population and environment. For example, new signage might address tobacco products other than cigarettes such as chewing tobacco or vaping devices. Messaging might also include information on cessation services.

No ashtrays or other collection receptacles for tobacco trash will be placed on the property.

■ Applicability

This policy applies to all employees of [health center name] or other organizations, patients, and visitors. Use of tobacco products as defined above in section 2 is prohibited for all individuals.

5.a. Employees, Volunteers, Students, and Contract Workers

- 5.a.i. [health center name] employees and other individuals who work in the [list] clinic will be advised of the provisions of this policy during [specific orientation].
- 5.a.ii. Job announcements for all positions will display a notice that [health center name] has a tobacco-free policy.
- 5.a.iii. The policy will be provided to all employees and workers. [health center name] will post this policy in employee common areas and in the Employee Handbook.
- 5.a.iv. [health center name] employees are encouraged and expected to be good neighbors and refrain from using tobacco products on the property of nearby businesses and residences.
- 5.a.v. Employees who use tobacco will be encouraged to use the tobacco cessation resources listed below.

5.b. Visitors, Patients/Clients

- 5.b.i. Signage at main entrances and seating areas will highlight the tobacco-free policy.
- 5.b.ii. Visitors who use tobacco will be able to learn about tobacco cessation resources listed below.

5.c. Outside Groups

- 5.c.i. Outside groups who use [health center name] facilities for meetings will be advised of this policy, prior to use.

■ Enforcement

- 6.a. Enforcement of this policy is the shared responsibility of all [health center name] personnel. All employees are authorized and encouraged to communicate this policy with courtesy, respect, and diplomacy.
- 6.b. Outside Groups: The tobacco-free policy should be referenced in agreements for use of [health center name] spaces. Violation of the policy will result in the rescinding of approval for the group to meet in this clinic.

■ Sales and Promotion of Commercial Tobacco Products

- 7.a. [health center name] will not sell, or allow to be sold, any tobacco products or related paraphernalia such as lighters and matches on its property.
- 7.b. [health center name] prohibits the advertising or promotion of any tobacco product on its property.
- 7.c. [health center name] does not accept funding or contributions from tobacco companies.
- 7.d. Tobacco industry-sponsored education and cessation materials are strictly prohibited.

■ Tobacco Cessation Opportunities

[health center name] encourages all employees, patients, and visitors who use tobacco to engage in tobacco cessation efforts.

For employees:

- 8.a. The [health center name] offers [insert cessation benefits/assistance, such as NRT, education, counseling] for employees who want to quit tobacco use.

[LIST OTHER RESOURCES SUPPORTING SMOKING CESSATION]

For patients:

8.b. The [health center name] offers [insert cessation assistance, such as NRT, education, counseling] for patients who want to quit tobacco use.

For all individuals:

8.c. Kick It California (formerly California Smokers' Helpline) provides free, non-judgmental quit support in six languages. Coaching is based on rigorous clinical studies and is tailored to quitting cigarettes, vapes, and/or smokeless tobacco. Kick It California services can be accessed in the following ways:

KickItCA.org:

Free, customized one-on-one coaching, grounded in science and proven to help you quit. Find information on additional service options.

Speak with a Quit Coach:

Monday – Friday, 7 am to 9 pm; Saturday, 9 am to 5 pm
1-800-300-8086 (English)
1-800-600-8191 (Spanish)

Automated Text Program:

Helpful tips at critical points during a tobacco cessation journey, and answer questions within one business day.

Text “Quit Smoking” or “Quit Vaping” to 66819

Envíe “Dejar de Fumar” o “No Vapear” al 66819

8.d. The Asian Smokers' Quitline is a free stop smoking program.
asiansmokersquitline.org: Additional information and service options.

Counseling and self-help information:

Monday–Friday, 7 am to 9 pm
1-800-838-8917 (Chinese)
1-800-556-5564 (Korean)
1-800-778-8440 (Vietnamese)

■ **Policy Maintenance**

This policy will be maintained by [representative]. Any questions regarding the tobacco-free policy should be directed to [health center representative, contact info].

This Policy shall be effective on [original date].

Signature of [Appropriate Official]

Date