

## SUPPORTING CESSATION AND PREVENTION: TOWARD A COMPREHENSIVE COMMERCIAL TOBACCO-FREE CAMPUS POLICY

### OVERVIEW:

The University of Wisconsin-Eau Claire acknowledges the findings of the Surgeon General that use of commercial tobacco products in any form, active and passive, is a significant health hazard.

In light of the health risks and in support of a safe and healthy learning and working environment, the University of Wisconsin-Eau Claire has set the following [aspirational commercial tobacco-free campus policy objective](#). [This policy is to be phased in over a period of time, as defined by an implementation plan described herein, and facilitated by an appointed implementation team of campus stakeholders.](#)

This policy is consistent with the spirit of our draft Vision Goals for Distinction in the 2025 University Strategic Plan, especially [to “Lead Innovation in Health Sciences and Human Well-being,” our strategic goal to “... achieve national distinction for programmatic leadership in health and human wellbeing.” More specifically, this policy is consistent with our strategic priority action to “Identify ways to enhance the wellbeing of faculty, staff and students.”](#)

### PURPOSE:

The purposes of this policy are to reduce harm from secondhand smoke, provide an environment that encourages persons to be free of commercial tobacco products, establish a campus culture of wellness and environmental responsibility, and promote a future free of commercial tobacco products.

### DEFINITION:

For the purpose of this policy, "commercial tobacco" is defined to include any lighted cigarette (including clove, bidis, kreteks), cigars, pipes, and hookah products; any other smoked or vaped products (such as e-cigarettes); and any smokeless, spit or spitless, dissolvable, or inhaled commercial tobacco products, including but not limited to dip, chew, snuff or snus, in any form (such as orbs, sticks, pellet, etc.). **Sacred tobacco used for religious or ceremonial purposes is excluded from this definition.**

### APPLICABILITY:

Smoking, vaping, and the use of other commercial tobacco products (see above) is [prohibited-restricted](#) on all campus grounds (university owned, controlled, and/or leased); university owned or leased properties; and university owned, leased, or rented vehicles. This includes but is not limited to all university streets and sidewalks, parking lots, **in personal vehicles on campus property**, landscaped areas, outdoor athletic facilities, and recreational areas; at lectures, conferences, meetings, and social and cultural events held on campus property or campus grounds. [During the phases policy implementation period, a number of specifically identified, interim exception sites will remain on campus in which](#)

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such activities remain allowed. Smoking, vaping, and the use of other commercial tobacco products is ~~also remains~~ prohibited in the interior of all buildings, including campus residence halls in compliance with state statute and consistent with city policy. This policy applies to all faculty, staff, students, contractors, vendors, and visitors during and after campus hours at all University of Wisconsin-Eau Claire sites.

#### AUTHORITY:

The UW-Eau Claire Chancellor issues this policy in accordance with the Administrative Policy process. The Chancellor shall delegate the responsibility of administering this policy to the appropriate administrative divisions and/or shared governance organizations. Exemptions to this policy may be requested through the Office of Affirmative Action. Exemptions include but are not limited to the sacred use of tobacco by native communities.

#### SANCTIONS AND APPEALS PROCESS

Enforcement of this policy will depend upon the cooperation of all faculty, staff, students, and visitors to not only comply with the policy, but also to encourage others to comply in order to promote a healthy and clean environment in which to work, learn, and live. The success of this policy will depend on the courtesy, respect, and cooperation of users and non-users of commercial tobacco products. Violations will be handled like other work rule or policy violations.

Failure to adhere to the provisions of this policy may result in either a warning or appropriate disciplinary action as provided under existing policies and procedures applicable to students, faculty, and staff.

#### UNIVERSITY RESPONSIBILITIES

All University of Wisconsin-Eau Claire faculty, staff, and students are responsible for compliance and for advising visitors of the policy. All administrators, deans, directors, department chairs, housing personnel, and supervisors are responsible for communicating the policy to everyone within their areas of responsibility. Sufficient signage will be posted to inform members of the campus community, those living near the University, and visitors to the University, including contractors and vendors, of the policy. This policy will be available and accessible to the general public on a University website.

Cessation services for students are available through Student Health Service to those who would like to quit using commercial tobacco products. Employees interested in cessation services should contact their Human Resources Department ~~employer~~ for resources through their health insurance plan and/or employee assistance program.

#### DEPARTMENT/UNIT RESPONSIBILITIES

Building managers and departmental supervisors shall be responsible for communicating this policy within their respective employees and programs.



## IMPLEMENTATION ~~PLAN~~

The commercial tobacco-free campus policy will be implemented in three phases using, but not limited to, the sample framework below [adapted from the American Lung Association SPARK Tobacco-Free Colleges and Universities program\\*](#). It is of the utmost importance that our university provide support for students and employees in preparation for and beyond implementation of the policy. ~~The PPC recommends an implementation timeline, detailed below, that gives sufficient time for the university to mobilize cessation resources~~ to ensure that implementation does not result in increased stress for students and employees. The PPC supports providing easy access to FDA-approved nicotine replacement therapies and behavioral cessation support to enable people to comply with the policy.

\* <https://www.lung.org/local-content/wi/spark-tobacco-free-colleges>

Upon resolving to adopt a ~~commercial tobacco-free~~[this](#) policy, the PPC calls on the chancellor to appoint an Implementation Team to ~~plan for~~[facilitate](#) the three phases of implementation. The Implementation Team should ~~consist of~~[be](#) a minimum of seven members, ~~and~~ ~~Membership~~ may be selected from the following ~~stakeholder~~[campus units, governing bodies, and stakeholder organizations](#):

- Admissions
- ~~Counseling Services~~
- ~~Dean of Students~~
- Facilities Management
- Housing and Residence Life
- Human Resources
- Integrated Marketing and Communications
- ~~Office of Multicultural Affairs~~
- Residence Hall Association
- Sodexo
- Student Health Service/~~Health Promotion~~
- Student Senate
- University Centers
- University Senate
- University Staff Council

The Implementation Team shall exist until the chancellor deems it unnecessary, at which time ~~they will issue a recommendation for the finalized policy to the PPC, eliminating the phased-in implementation clauses, identifying the remaining number of exception sites (if any), and a specifying the frequency review timeline should be selected so that of which~~ the policy ~~is~~ ~~shall be periodically~~ reviewed ~~periodically~~. The University Senate Physical Plant Planning Committee shall serve as the review body.

# Spark Sample Tobacco-Free Campus

## Implementation Plan

### Phase One: Pre-Policy Implementation Date/Plan: June 1, 2021

- Promote campus/state/Lung Association/**Wisconsin Quit Line** cessation services
- Select a date for implementation of a policy (start of a new school year/semester is recommended)
- Create a consistent brand and logo for the policy that will be easily recognizable
- Alert campus/community media of upcoming policy implementation
- Develop signage for current smoking sites to inform users of policy change
- Order signs/window clings to put up around campus and on borders of campus to alert about policy
- Prepare materials explaining policy for new student/residence hall welcome packets
- Begin correspondence with campus residential neighbors by sending a letter alerting about policy date, the actions steps that will be taken to ensure no litter on their property, and a contact they can reach out to in case of issues
- Contact those who write Student and Staff Codes of Conduct/Handbooks to place tobacco-free policy language in the documents at implementation date
- Make sure tobacco-free policy reminders appear in the following documents:
  - Student newspapers
  - Student welcome packets
  - Season Ticket holder information packets (if applicable)
  - Staff/Faculty newsletters
  - Emails to campus
  - Campus stationary
  - Campus tour scripts
  - Programs and promotional materials for athletics, music, and theater
  - Press releases to local media to inform larger community and campus neighbors
  - Contracts for campus room rentals
  - Campus job advertisements
  - Contracts with outside maintenance or construction workers
- Develop a thorough website to communicate the new policy
- Create hand-out cards to give to those who need reminders to comply with policy after implementation date

### Phase Two: Policy Implementation, Part 1 Date: August 23, 2021

- Reduce number of smoking areas to no more than 6-9 interim exception sites determined by the implementation team in compliance with WI statutes
- Remove ash urns and signage from previous discontinued smoking areas
- Post indicator and informational signs at discontinued and interim exception sites

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- Hold kick-off event (invite press, local legislators, other key community members, hold activities/games, distribute give-away items)
- Begin to hand out reminder cards to those who might not be complying with policy. (Make this a joint effort between students, staff, and especially administrators. All must be aware of the policy in place)
- Continue to educate about policy, it is a learning process for all and compliance will follow when the culture of campus tobacco use patterns change
- Promote campus/state/Lung Association cessation services

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Phase Three: Post-Policy Policy Implementation, Part 2: August 22, 2022

- Evaluate success of Part 1 implementation: assess and address any unintended consequences; solicit feedback from stakeholders; report to PPPC
- Reduce number of interim exception sites to no more than 3-4 interim exception sites determined by the implementation team in compliance with WI statutes
- Remove ash urns and signage from discontinued smoking areas
- Post indicator and informational signs at discontinued and interim exception sites
- Continue education, reminders, and celebrations for the policy. (Events such as new student/transfer orientation, large campus events, RA training, Great American Smoke-out are great opportunities for reaffirming the message)
- Promote campus/state/Lung Association/Wisconsin Quit Line cessation services

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Post-Policy Implementation: TBD (by implementation team)

- Evaluate success of Part 2 implementation: assess and address any unintended consequences; solicit feedback from stakeholders; report to PPPC
- Forward recommendation for the finalized policy to PPPC as the policy reviewing body, identifying the remaining number of exception sites (if any), and specifying a periodic review frequency
- PPPC shall update the policy in consideration of the implementation team recommendations, submit this to the University Senate, and share it with other governance bodies including the University Staff Council, Student Senate, and Residence Hall Council

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