

Tobacco Cessation Information for Employers Provided by the Harvey County Health Department



“While the portion of Americans who smoke has dropped from 42.4% in 1965 to 22.5% in 2002, smoking is still the leading preventable cause of disease and death in the United States. Smoking adds well over \$165 billion to healthcare and disability costs each year. If smokers quit, the savings would go a long way to solving today’s healthcare cost crisis.

Employers pay for most of the health insurance coverage for workers and their dependents, and they pay for group life insurance coverage.

Smoking is an extremely addictive behavior and quitting is extremely difficult. While 70% of smokers say they want to quit, only 5% quit in a given year. An employer can choose to help increase the proportion who quit successfully by funding smoking cessation programs known to be effective”¹.

The following resources are provided in this packet to help employers who are interested in decreasing their healthcare costs due to tobacco use.

- Tobacco Cessation Resources
- Tobacco Cessation Benefits Questionnaire
- Tobacco-Free Policy Examples
- Quitline materials – Please contact the CDRR Coordinator at the Health Department for more materials.
- Clickable KanQuit! website button – Please contact the CDRR Coordinator if you would like to use the button on your Intranet or website.
- Employer Fax Referral Form and instructions
- Tobacco-Free event signage
- How Employers Can Partner with the Kansas Tobacco Quitline information sheet
- Kansas Tobacco Quitline information sheet

**Harvey County Health Department
316 Oak Street
Newton, KS 67114
(316) 283-1637**

¹Covering Smoking Cessation as a Health Benefit: A Case for Employers. Milliman Consultants and Actuaries, 2009.

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TELEPHONE-BASED HELP

1-800-QUIT-NOW (1-800-784-8669)
Employee Assistance Programs

WEBSITES

www.KSQuit.org
www.smokefree.gov
<http://www.kdheks.gov/tobacco/cessation.html>
www.ffsonline.org - American Lung Association
www.lung.org - American Lung Association
www.cancer.org – American Cancer Society
www.ucanquit2.org
http://www.cdc.gov/tobacco/quit_smoking/how_to_quit/index.htm

HANDOUTS

Kansas Tobacco Quitline Employer Fax Referral Form
Kansas Tobacco Quitline Employer Fax Referral Program
Kansas Tobacco Quitline Fax Referral Form
Kansas Tobacco Quitline Fax Referral Program
Quitline Fact Sheet - http://www.kdheks.gov/tobacco/download/Quitline_Fact_Sheet.pdf

http://www.cdc.gov/tobacco/quit_smoking/how_to_quit/index.htm

FDA 101: Smoking Cessation Products –

<http://www.fda.gov/downloads/forconsumers/consumerupdates/ucm331925.pdf>

TEXT MESSAGING

SmokefreeTXT on www.smokefree.gov

SUPPORT GROUPS

Nicotine Anonymous

Check with your local community mental health center for other applicable support groups



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**QUESTIONS FOR HEALTH INSURANCE CARRIERS REGARDING
TOBACCO CESSATION BENEFITS**

1. What tobacco cessation services are included with our health plan?
2. What prescription medications are included in the cessation benefits?
 - a. Chantix (Varenicline)
 - b. Zyban (Bupropion)
 - c. Nicotrol
 - i. Inhaler
 - ii. Nasal spray
3. What are the limitations with these medications?
4. How many times per year may the covered individual attempt to quit and be covered?
5. Do the tobacco cessation services include counseling?
 - a. If yes, do they include phone counseling and in-person counseling?
 - b. If yes, how many sessions and what are the limitations?
6. Are over-the-counter (OTC) medications included?
 - a. Lozenges
 - i. Nicotine lozenges (generic)
 - ii. Commit
 - b. Skin patches
 - i. Transdermal nicotine patches (generic)
 - ii. Habitrol
 - iii. Nicoderm
 - iv. Nicotrol
 - c. Gum
 - i. Nicotine gum (generic)
 - ii. Nicorette
7. Do you offer any incentives to the individual if they quit using tobacco?
8. Do co-payments apply to tobacco cessation prescription medications?
9. Other

EMPLOYERS WILL NEED TO EXAMINE COSTS AND PROGRAM DESIGNS

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POLICY: _____ is committed to maintaining a safe and healthy work environment for all employees, clients and visitors. The use of tobacco products and electronic cigarettes are prohibited on all company premises.

PROCEDURE:

This policy applies to:

- All land, buildings, structures and parking lots owned or leased by _____.
 - All vehicles owned or leased by _____.
 - All individuals receiving services at _____.
 - All visitors including family members, friends, and product vendors.
 - All contractors and consultants working on _____ premises.
 - All students and interns.
 - All company-sponsored off-site conferences and meetings.
1. Individuals should take steps to minimize or eliminate odor resulting from off-campus tobacco use. If the odor is offensive, employees may be sent home to change clothes, and continued issues with odor may result in disciplinary action.
 2. If employees leave _____ property to smoke, it is expected that they remove their name badge. Employees are reminded to be considerate of neighbors and/or landowners and not smoke on their property.
 3. Employment candidates will be informed of the policy during the application process, and new hires will be reminded during orientation.
 4. If an employee sees another employee, visitor, client, etc. in violation of the policy, that staff member should inform the individual of the infraction. Printed cards are available to explain our policy and can be handed out to these individuals.

Failure to comply with this policy may lead to disciplinary action up to, and including, termination.

SOURCE: Harvey County business

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POLICY

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of _____, effective [DATE], to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking of any tobacco products, electronic cigarettes and the use of oral tobacco products, and it applies to both employees and non-employee visitors.

DEFINITION

1. No use of tobacco products will be allowed within the facilities of _____ at any time.

The decision to not provide designated smoking areas outside the building will be at the discretion of management or other decision-making body.

The designated smoking area will be located at least 20 feet from the main entrance. (Some companies may want to establish a larger smoke-free zone, choose a different location for smoking, or have no smoking on their property.)

All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.

(For a policy that extends tobacco free to include all of the company property, substitute the following: No use of tobacco products is permitted within the facilities or on the property of _____ at any time.)

2. No tobacco use or electronic cigarette use in any company vehicle at any time. There will be no tobacco use in personal vehicles when transporting people on _____ authorized business.

3. Breaks

Supervisors will discuss the issue of taking breaks with their staff, both smokers and non-smokers. Together they will develop effective solutions that do not interfere with the productivity of the staff.

SOURCE: www.cancer.org

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SMOKE FREE POLICY

Note: This model policy may be easily adapted to implement a tobacco-free policy.

[company name] is dedicated to providing a healthful, comfortable, and productive workplace for all its employees. The health hazards related to smoking are well-documented. These health hazards impact both the smoker and the non-smoker who is exposed to secondhand smoke. Therefore, [company name] will provide a smokefree workplace to all of its employees and all visitors.

PRINCIPLES

- This policy will apply to all persons, at all times, in company-owned or leased buildings and vehicles [if feasible: “and on company-owned or leased outdoor property”].
- This policy will be implemented no later than [date of implementation].
- This policy also applies to company-sponsored meetings and events on or off company premises.
- [If feasible: “This policy applies to personal vehicles on company property, including parking lots.”]
- Smoking of all types (including but not limited to cigarettes, kreteks, bidis, pipes, and cigars) is prohibited.
- Tobacco cessation and awareness programs, referrals, and resources will be made available to employees who desire to stop using tobacco. [Include information about where to go to receive help or information on quitting smoking.]
- Compliance with the smokefree workplace policy is mandatory for all employees and persons visiting the company, with no exceptions. Employee non-compliance with the policy will result in disciplinary action.
- This policy will be enforced through administrative action by supervisors and managers. Supervisors are responsible for ensuring that employees under their direction are aware of the policy and comply with it and for taking appropriate action to correct non-compliance. Supervisors are responsible for ensuring that all employees are notified of the new policy and receive a copy of the policy.

SOURCE: Smokefree-in-a Box, Global Smokefree Partnership