



## Cowlitz County Health Department

1952 9<sup>th</sup> Avenue  
Longview, WA 98632  
TEL (360) 414-5599  
FAX (360) 425-7531  
[www.co.cowlitz.wa.us/health](http://www.co.cowlitz.wa.us/health)

### Board of County Commissioners

Kathleen A. Johnson	District 1
George Raiter	District 2
Axel Swanson	District 3

March 30, 2010

Dear Staff and Volunteers,

Effective April 30, 2010, our departments will take a proactive step in becoming a tobacco-free campus. This new policy will apply to all employees, clients, and visitors.

While there are many reasons that this policy is being implemented, our main mission is to protect the health of Cowlitz County citizens, including our own staff. The harmful effects of tobacco use are widely known and, as a leader of health in the community, the Cowlitz County Health and Human Services Departments want to promote preventive health actions while ensuring that we promote wellness.

We have used caution and compassion when creating this tobacco-free policy. We will have cessation materials available for anyone who may be interested.

We appreciate your support as we implement this new tobacco-free campus policy. The policy that will be implemented is enclosed with this letter. Should you have any questions or comments please contact Jessica Bell at (360) 501-1228.

Sincerely,

A handwritten signature in black ink, appearing to read "Carlos Carreon".

Carlos Carreon, L.I.C.S.W., B.C.D.  
Director, Cowlitz County Health/Human Services

**Effective Date: 4/30/2010****4210**

# **POLICY**

**(FINAL)****Public Health Standard(s):****Cancels:****See Also: Attached map of campus****Approved by:**

## **POL – Tobacco Free Campus**

The purpose of this policy is to protect the health, wellness, safety and comfort of employees, volunteers, and visitors and also to respect the right of individuals who do not wish to be exposed to adverse health effects of tobacco products.

No tobacco product use will be allowed at any time on any premise owned or leased by the Cowlitz County Health and Human Services Departments. "Premise" refers to "curb to curb" department facilities including offices, grounds, adjacent sidewalks, and parking lots/ramps. A map of the main campus showing the area governed by this policy is attached.

This policy applies to all employees, volunteers, and visitors of the Cowlitz County Health and Human Services Departments.

### **Communication of Policy**

The Health Department web site has a direct link to Tobacco-Free Campus policy: (<http://www.co.cowlitz.wa.us/health>).

Signs stating "tobacco free zone" will be posted at each entrance, and on buildings (as applicable). No ashtrays, butt cans or smoking shelters will be provided on tobacco-free campus grounds.

### **Observing use on campus**

Any visitor or employee observed using tobacco on campus will be asked in a tactful manner to discontinue use. All staff of the Health and Human Services Departments are encouraged to support compliance.

### **Employee use of tobacco**

Employees who choose to use tobacco products off premises during work hours are expected to be respectful of residents neighboring Department premises by not loitering or discarding tobacco products in front of businesses in such a way that negatively reflects on the organization.

## **Resources**

Educational and cessation materials are available at [www.smokefreewashington.com](http://www.smokefreewashington.com) and [www.quitnow.com](http://www.quitnow.com).

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

###