

Title: <b>TOBACCO FREE</b>	
Joint Commission Chapter Section: 4.0 Human Resources	Date ORIGINAL policy was created: 04/01/2007
This policy belongs to: Human Resources	
Committee/Council Approval(s): N/A	Date of COMMITTEE Approval(s): N/A

This Policy contains one or more PROCEDURES outlining the methods and applicability of this Policy.

**This policy applies to the following Geisinger Entities:**

<b>CLINICAL ENTITIES</b> (includes Geisinger entities providing health care services, i.e., hospitals, group practices, clinics)	
<input checked="" type="checkbox"/> Community Medical Center (CMC or GCMC)	<input checked="" type="checkbox"/> Geisinger Jersey Shore Hospital (GJSH)
<input checked="" type="checkbox"/> Endoscopy Center of Geisinger Lewistown Hospital; an entity of GLH	<input checked="" type="checkbox"/> Geisinger Lewistown Hospital (GLH)
<input checked="" type="checkbox"/> Family Health Associates of GLH (FHA)	<input checked="" type="checkbox"/> Geisinger Medical Center (GMC)
<input checked="" type="checkbox"/> Geisinger Bloomsburg Hospital (GBH)	<input checked="" type="checkbox"/> Geisinger Medical Center Muncy (GMCM)
<input checked="" type="checkbox"/> Geisinger Clinic (GC)	<input checked="" type="checkbox"/> Geisinger Pharmacy, LLC
<input checked="" type="checkbox"/> Geisinger Community Health Services (GCHS)	<input checked="" type="checkbox"/> Geisinger Wyoming Valley Medical Center (GWV)
<input type="checkbox"/> Geisinger Encompass Health, LLC	<input checked="" type="checkbox"/> GMC Outpatient Surgery - Woodbine; an entity of GMC
<input checked="" type="checkbox"/> Geisinger Endoscopy-Montoursville; an entity of G-HM	<input checked="" type="checkbox"/> GWV Outpatient Surgery – CenterPoint; an entity of Geisinger Wyoming Valley Medical Center
<input checked="" type="checkbox"/> Geisinger Gray's Woods Outpatient Surgery and Endoscopy Center; an entity of GC	<input type="checkbox"/> Lewistown Ambulatory Care Corporation (LACC)
<input type="checkbox"/> Geisinger-HM Joint Venture (G-HM) <sup>1</sup>	<input type="checkbox"/> Marworth
<input checked="" type="checkbox"/> Geisinger Healthplex State College Outpatient Surgery and Endoscopy Center, a department of Geisinger Lewistown Hospital	<input type="checkbox"/> West Shore Advanced Life Support Services, Inc. (WSALS or Geisinger EMS)

<b>NON-CLINICAL ENTITIES</b> (includes Geisinger business/corporate entities not providing health care services)	
<input checked="" type="checkbox"/> Geisinger Commonwealth School of Medicine (GCSOM)	<input checked="" type="checkbox"/> Geisinger System Services (GSS)
<input checked="" type="checkbox"/> Geisinger Health (GH or GHF)	<input type="checkbox"/> GNJ Physicians Group (GNJ)
<input checked="" type="checkbox"/> Geisinger Health Plan (GHP)	<input checked="" type="checkbox"/> ISS Solutions, Inc. (ISS)
<input type="checkbox"/> Geisinger Quality Options, Inc. (GQO)	<input type="checkbox"/> Keystone Health Information Exchange, Inc. (KeyHIE)

**PURPOSE**

This Tobacco Free Policy establishes guidelines for Geisinger employees and others to define the tobacco free environment. The hazards of tobacco are well known within the medical community. Tobacco use is the number one cause of preventable illness and death across the nation. Allowing tobacco use in and around Geisinger Property does not portray Geisinger as a health care leader and does not promote a healthy environment for our patients, visitors, or employees.

<sup>1</sup> Geisinger-HM Joint Venture is an LLC representing a joint venture between Geisinger Medical Center and Highmark Health.

## PERSONS AFFECTED

This policy applies to all employees, members of the medical staff, students, volunteers, contractors, visitors, patients as well as any other individual on Geisinger property.

### PERSONS EXCLUDED:

In accordance with Marworth Policy – all patients and visitors of Marworth will be exempt.

## POLICY

Tobacco use and the sale of tobacco products is prohibited in and on all Geisinger property except Marworth. This Tobacco Free Policy is intended to improve the health of Geisinger employees, patients, visitors, and the community by providing quality health care. Assisting employees, patients, visitors, and the community to be tobacco free is consistent with the Geisinger mission to enhance the health of the community through quality care.

## DEFINITIONS

**Geisinger property** - inside and outside of all Geisinger owned or leased facilities, including hospitals, health centers, business and physician offices, common areas, sidewalks, and parking lots, and Geisinger vehicles.

**Line of Sight** - includes locations where an employee, member of the medical staff, students, volunteers, and contractors can be seen from any Geisinger property, including a window, door, etc.

**Tobacco products** - cigarettes, smokeless tobacco, and any other type of tobacco product (cigars, pipes, etc.) electronic cigarettes and all devices intended to simulate smoking.

**Tobacco Free** - Tobacco use and all tobacco products (without limitation) are prohibited.

**Tobacco Use** - the act of using any tobacco product in, on or in the Line of Sight of any Geisinger Property, including (without limitation) chewing tobacco, smokeless tobacco, electronic cigarettes and the act of smoking or carrying a lighted cigar, cigarette, pipe or any other smoking material or device.

## RESPONSIBILITIES

Compliance with the policy is the responsibility of all employees.

## EQUIPMENT/SUPPLIES

N/A

## PROCEDURE

1. Tobacco use and the sale of tobacco products are prohibited in and on all owned or leased Geisinger property. Patients and visitors of Marworth are exempt.
2. Tobacco use is prohibited in all Geisinger vehicles.
3. Tobacco use is not permitted in the Line-of-Sight of patient/visitor entrances on any Geisinger Property.
4. Signs will be posted around Geisinger Property to notify employees, patients, and visitors of this policy.
5. Patients and visitors will be informed of this policy upon admission and during visitation times.
6. Department supervisors and managers are required to educate employees about this policy and ensure that this policy is implemented and enforced.
7. All Geisinger employees, members of the medical staff and volunteers are expected to communicate this policy to any individual engaging in Tobacco use in violation of this policy and request that any such person stop such Tobacco Use.
8. Certain religious groups may request to burn tobacco as part of their religious/spiritual practices. This will be allowed in the hospital chapel only with prior approval of Spiritual Care. Spiritual Care must be present during the burning ceremony.
9. Employees, volunteers and contractors will not be permitted to loiter on or around the property of surrounding neighbors while smoking - potentially causing a deterioration of good relations between Geisinger and surrounding neighbors.
10. Compliance of this policy is expected and employees who violate this policy will be subject to the current disciplinary procedures.
11. All external applicants conditionally offered employment will be required to complete a nicotine screening as part of the pre-employment process. If test is negative, applicant is informed, and details of employment are confirmed. If test is positive, HR withdraws conditional offer of employment on behalf of Geisinger and informs applicant of re-application policy. Applicant will be eligible to reapply and be considered for employment opportunities 6 months after the date of drug and alcohol screening test failure. Applicant will be eligible to reapply and be considered for employment opportunities 30 days after the date of nicotine screening test failure (the date the results are final). For failed nicotine screenings, hiring department leadership can choose to extend a start date (in lieu of withdrawing offer) and candidate can be retested at 30 days or more. If applicants fail the nicotine screening a second time during the same offer period, HR will withdraw conditional offer of employment on behalf of Geisinger and inform applicants of re-application policy.

## ATTACHMENTS

N/A

## REFERENCES

N/A

Policy versions prior to May 15, 2019, may be requested by contacting Geisinger Quality & Safety.

*Geisinger's policies, procedures, guidelines, and protocols are CONFIDENTIAL PROPRIETARY information, which are not to be disclosed outside the Geisinger system.*