



Operating Protocol-Procedure #: 805

Category: College Facilities

Office of Primary Responsibility: Department of Public Safety

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**Purpose** (Clearly state the rationale and purpose for this Operating Protocol)

To support the commitment of enhancing the general health and wellbeing of the faculty, staff, students, and visitors of Pueblo Community College. The campuses and sites of Pueblo Community College are open and accessible to the general public; therefore, it is important for the college to provide a safe and healthy environment for our students, employees, and visitors.

**Applicability** (Identify to whom this Operating Protocol applies)

All employees, students, and visitors of any PCC campus or site.

**Definitions** (Define abbreviations, acronyms, and technical terms)

**For the purpose of this operating protocol, "tobacco product" means:**

- (1) Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;
  - (2) Any electronic smoking device;
  - (3) Notwithstanding any provision of subsections (1) and (2) to the contrary, "tobacco product" includes any component, part, or accessory of a tobacco product, whether or not sold separately.
  - (4) Does not refer to marijuana as defined in C.R.S. 12-43.3-101 et. seq.
- **Electronic smoking device:** Any device that when activated emits a vapor, aerosol, or smoke or can be used to deliver nicotine or any other substance to the person inhaling from the device, including, but not limited to e-cigarettes, e-cigars, e-pipes, vape pens, e-hookahs, inhalant delivery systems or any other similar product by any other name or descriptor. An electronic smoking device includes any component, part or accessory of such device whether or not sold separately, regardless of nicotine content or any other substance intended to be vaporized or aerosolized for human inhalation during the use of the device.
  - **College property:** Includes all College-owned facilities, grounds and parking lots at any PCC campus/site or facilities leased, owned or rented by the College. This includes, but is not limited to, all vehicles used by the college for campus services, transporting students, staff, visitors or other persons as well as all private vehicles parked on campus.
  - **Off-site locations:** Locations not owned or leased by PCC where classes or events are held and/or sponsored by the College.

**References** (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

Colorado Clean Indoor Air Act (CCIAA) C.R.S. § 25-14-201 et seq.;

**Attachments** (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

A. Tobacco-Free Policy Additional Resources



Regulation of Tobacco Sales to Minors C.R.S. § 18-13-121(5)(a)(I)(II)(III);

Title 23, Postsecondary Education, State Universities and Colleges, General and Administrative, C.R.S. § 23-5-106;

[Colorado Community College System Bylaws Art. VI](#), Policies, Rules and Regulations;

Smoke Free Colorado [www.smokefreecolorado.org](http://www.smokefreecolorado.org)

**Operating Protocol** (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

PCC desires to support individuals to be tobacco free, achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, PCC will provide a tobacco free environment.

Smoking and the use of tobacco products, including electronic smoking devices, are prohibited in or on all campus-owned, operated, or leased property including vehicles.

PCC students and employees attending or holding classes at other off-site locations, such as a hospital or other type of facility, must adhere to all rules and regulations regarding smoking and use of tobacco set forth by the off-site location or facility.

- I. The college is strongly committed to supporting individuals to become tobacco free; therefore:
  - A. Tobacco cessation programs and support will be available to faculty, staff, and students as identified below in the procedure.
  - B. For the purpose of cessation, FDA-approved nicotine replacement therapy products, such as patches, gum and lozenges, are permitted.
- II. The success of this operating protocol depends upon the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. Faculty and staff, including temporary and hourly employees, share the responsibility for enforcing the operating protocol.
- III. The college will not advertise tobacco on college owned, operated or leased property or at any college sponsored event or college owned or sponsored media.
- IV. The college will not apply for or accept any funding from tobacco companies and/or affiliates.
- V. Sale of tobacco is prohibited on college owned, operated or leased property.

## Procedure

### Cessation

Assistance to faculty/staff and students to overcome tobacco or nicotine addiction is available through the PCC Health Clinic at the Pueblo and Fremont Campuses. SCCC faculty/staff and students should contact the Dean's Office for information about assistance available to them in their area. Additional resources are identified in Attachment A.

### Communication

- A. Leaders, managers, supervisors and building coordinators are responsible for leading by example and respectfully communicating the policy to faculty, staff, students, volunteers and visitors.
- B. Faculty, staff, students, volunteers and visitors who observe individuals using tobacco on campus property are encouraged and empowered to respectfully explain that its use is prohibited. Concerns about tobacco use should be respectfully addressed in the moment whenever feasible.

- C. Continued concerns should be referred to the appropriate college personnel for review and action. For faculty, staff (including student employees), and volunteers, issues should be referred to the supervisor. For students in the non-employment setting, issues should be referred to Student Judicial Affairs or the appropriate branch campus dean. For visitors, issues should be referred to the Department of Public Safety.

### Signage

- A. Installation and maintenance of signage are the responsibility of the college Facilities Department in consultation with the Marketing Department.
- B. Signage must be placed appropriately on entrances to and exits from buildings and parking lots and on college owned and leased vehicles.
- C. Signs shall be posted in prominent places on college properties to notify staff, students and visitors that smoking or other use of tobacco is prohibited. Reference to a tobacco-free campus may be published in all employee and student handbooks, posted on bulletin boards and at staff meetings and at school sponsored events.
- D. Areas that experience difficulties with tobacco use may request supplemental signage from the facilities department.

### Compliance

PCC will comply with the Colorado Clean Indoor Air Act 2006 (C.R.S. 25-14-201 et. seq.) Smoke Free Colorado Law.

- A. The Office of Human Resources is available to consult with and support units that receive a complaint from a public health department.
- B. When complaints are sent directly to a unit by a public health department, the unit must:
  - 1. Make a good faith effort to find out what behaviors are occurring or occurred to trigger the complaint.
  - 2. Follow up with involved faculty, staff, students, vendors, volunteers and/or visitors to ensure that prohibited behavior stops.
  - 3. Issue a letter of response to the public health department (see Letter of Response to an Allegation of violation of the Colorado Clean Indoor Air Act 2006 (C.R.S. 25-14-201 et. seq.) Smoke Free Colorado Law within 30 days of the college receipt of the complaint.
  - 4. Ensure that state law and college policy are being followed.
  - 5. Individuals found to be non-compliant will be subject to existing disciplinary measures.
    - a. **Students:** Non-compliance will be referred to the Office of Student Judicial Affairs.
    - b. **Employees:** Non-Compliance will be referred to the employees' supervisor and HR Department.
    - c. **Contractors/Subcontractors:** Non-Compliance will be referred to the project manager responsible for monitoring performance of the applicable contract.
    - d. **Visitors/Public:** Non-compliance may result in being asked to leave campus.
  - 6. All further violations will be referred to the Department of Public Safety.

### Exceptions

Any exceptions must be approved by the college President.

ATTACHMENT A

## **Tobacco-Free Policy Additional Resources**

- Pueblo Smoke-Free Air Act – Pueblo City Code 7-6 Ordinance 6921 <https://goo.gl/8JU0jl>
- Pueblo Tobacco Education & Prevention Partnership <http://goo.gl/dQ9GeC>
- Colorado Department of Public Health and Environment (CDPHE) – State Tobacco Education and Prevention Partnership (STEPP): <https://goo.gl/y1kqQ0>
- Colorado Department of Health Care Policy and Financing <https://www.colorado.gov/pacific/hcpf/quit-smoking>
- Montezuma Tobacco Education & Prevention Program <http://goo.gl/qKGfy1>
- Centers for Disease Control and Prevention [https://www.cdc.gov/tobacco/quit\\_smoking/](https://www.cdc.gov/tobacco/quit_smoking/)
- American Heart Association <https://goo.gl/qrgXNI>
- American Heart Association <http://goo.gl/Kl6MpS>
- American Lung Association <http://www.lung.org/stop-smoking/?referrer=https://www.google.com/>
- Anthem Blue Cross Blue Shield <https://goo.gl/rVynZT>
- Kaiser Permanente <https://www.colorado.gov/pacific/hcpf/quit-smoking>

### **Tobacco Cessation Resources**

Colorado Quit Line <https://www.coquitline.org/>

Become An EX Smoker: <https://www.becomeanex.org/>

Enough with the Puff: <http://enoughwiththepuff.com/>

This is Quitting (Mobile App): <http://www.thisisquitting.com/>