




MEMORANDUM

TO: All Staff, Faculty, volunteers and Students

FROM: Behalf of the Office of the Dean by Jeffrey L. Perkins
Associate Dean for Administration and Finance
USCSOM Trust - Secretary/ Treasurer 

DATE: September 19, 2014

SUBJECT: USC School of Medicine Tobacco and Smoke-Free Campuses Policy Update

The USC School of Medicine and its affiliated USC School of Medicine Educational trust (dba University Specialty Clinics or the "Trust") was the first USC affiliated School and or program to adopt a smoking and tobacco policy effective July 1, 2012. That initial policy and the supporting resources are located at:

<http://hr.med.sc.edu/policy.procedures.asp>

<http://hr.med.sc.edu/Tobacco-Free%20Campuses5.4.pdf>

Subsequently, the University has finalized and made effective October 13, 2013, an updated Tobacco Free Campus policy:

<http://www.sc.edu/policies/ppm/univ500.pdf>

<http://www.sa.sc.edu/healthycarolina/initiatives/tobacco/>

We as affiliates and or part of the University are under the umbrella of this University Tobacco Policy. Therefore the University Policy will take precedent and or primary coverage of policy, and it will be enhanced and supported by the USC School of Medicine and Trust Policy. In most cases the University policy provides more examples and details of products not allowed under the policies, and we ask you to take note that some of these include:

- | | | | |
|------------|--------------|-------|-------------|
| Dip | Snuff | Chew | Pouches |
| Clove | Bidis | Pipes | Water pipes |
| Cigarettes | e-cigarettes | | |

Should you have any questions please review the links provided and speak with your supervisor and or human resource liaison about resources for smoking cessation and or policy requirements.



UNIVERSITY OF SOUTH CAROLINA
SCHOOL OF MEDICINE-COLUMBIA CAMPUSES

TOBACCO AND SMOKE-FREE CAMPUSES

OPERATIONAL PROCEDURES 07/01/2012

The language used in the University of South Carolina (USC) School of Medicine-Columbia Operational Procedures is not intended to create an employment contract between the faculty, staff, or administrative employee and the University of South Carolina. The procedures do not create any contractual rights or entitlements. The University of South Carolina reserves the right to revise the contents of the procedures, in whole or in part. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this document create any contract of employment. The University's Division of Human Resources has the authority to interpret the USC School of Medicine-Columbia Operational Procedures.

I. PURPOSE

USC School of Medicine-Columbia is committed to promoting a healthy, tobacco and smoke-free environment for its visitors and patients, employees, faculty, and students. The purpose of these operational procedures is to provide a healthy environment, minimize the negative effects of passive smoke and tobacco use, maximize fire safety and promote wellness and good health habits within all of the USC School of Medicine-Columbia.

II. OPERATIONAL PROCEDURES

A. Covered Individuals

The provisions of these procedures shall apply to all employees (including faculty and staff), patients, visitors, students, physicians and other healthcare trainees, volunteers, contractors and vendors unless otherwise noted.

B. Use of Tobacco Products

The use of any tobacco or related smoking products are prohibited in all buildings, grounds and spaces either leased or owned by the USC School of Medicine-Columbia. The USC School of Medicine-Columbia Operational Procedures Tobacco and Smoke-Free Campuses, includes, but is not limited to,



offices, classrooms, laboratories, elevators, stairwells, restrooms, shuttle buses, shuttle bus stops, sidewalks, parking areas, meeting rooms, hallways, lobbies, and other common areas. The use of tobacco products in USC School of Medicine-Columbia owned, operated or leased vehicles is prohibited. Use of tobacco products is also prohibited in personal vehicles parked on USC School of Medicine-Columbia properties. USC School of Medicine-Columbia also discourages the use of tobacco and smoking products by staff or visitors on properties adjacent to the campus.

C. List of Tobacco and Smoking Products

Tobacco and smoking products include, but not limited to, cigarettes, cigars, pipes, chewing tobacco, e-cigarettes and other smokeless tobacco products or substitutions.

D. Related Issues

Employees, students, volunteers, contractors and vendors are expected to adhere to professional standards of appearance and not have an odor of tobacco products on their clothing or person.

III. INFORMATION AND PROCEDURES

A. Faculty/Staff/Volunteers

1. Faculty, staff and volunteers are expected to comply with the Tobacco and Smoke-Free Campus Operational Procedures and assist with sharing information about the procedures.
2. New employees and volunteers will be informed of the Tobacco and Smoke-Free Campus Operational Procedures during new hire orientation.
3. Enforcement of the procedures rests with the appropriate supervisory staff, deans, department heads and administrative officials.
4. When employees or volunteers observe violations of the operational procedures, they should politely remind the offender of the procedures and request that they dispose of tobacco materials.
5. If the employee or volunteer continues to violate the procedures, the location and time of the violation should be reported to the appropriate supervisory staff, department official, administrative head, or dean. USC



School of Medicine-Columbia Human Resources may be contacted to report violations.

6. Violation patterns will be assessed and appropriate action initiated. Employees who are found to be in violation will be disciplined in accordance with the USC HR Policy 1.30 Disciplinary Action and Termination for Cause.

B. Patients

1. Faculty, staff and clinical staff with patient care responsibilities are responsible for communicating and ensuring compliance with the Tobacco and Smoke-Free Operational Procedures.
2. Upon admission/check-in, new patients will be informed of the operational procedures and a copy will be provided upon request.
3. Patients violating the operational procedures will be asked to dispose of tobacco materials.

C. Visitors

1. Visitors will be informed of the operational procedures and asked to comply while they are on USC School of Medicine-Columbia properties.
2. Signage will be posted throughout USC School of Medicine-Columbia buildings and grounds; stating this facility is a tobacco and smoke-free campus.
3. All employees and volunteers are encouraged to assist with the education of visitors regarding our operational procedures.
4. Employees are expected to help enforce the operational procedures with visitors by requesting that they dispose of tobacco materials and respect the USC School of Medicine-Columbia healthcare mission and tobacco and smoke-free campuses.
5. If a visitor is observed repeatedly violating our operational procedures after being advised of the procedures, staff should note the location and time of



the violation and contact their respective manager, department head, or human resources office.

D. Students

1. New students will be informed of the Tobacco and Smoke-Free Campuses Operational Procedures during orientation.
2. Enforcement of the procedures rests with the Office of the Associate Dean for Medical Education and Academic Affairs
3. When students observe violations of the procedures, they should remind their fellow students of the procedures regarding tobacco use on campus and ask them to dispose of the tobacco materials.
4. If the student continues to violate the operational procedures, the location and time of the violation should be reported to the Office of Student Services.
5. Violation patterns will be assessed and appropriate action initiated.
6. Affiliation agreements will include the Tobacco and Smoke-Free Campuses Operational Procedures so that students from other schools will be advised of the procedures for the USC School of Medicine-Columbia.

E. Physicians or other Healthcare Trainees

1. New physicians or other healthcare trainees will be informed of the Tobacco and Smoke-Free Campuses Operational Procedures during orientation.
2. Enforcement of the procedures rests with the respective program supervisor.
3. When physicians or other healthcare trainees observe violations of the procedures, they should remind their fellow physician or other healthcare trainee of the procedures regarding tobacco use on campus and ask them to dispose of the tobacco materials.



4. If the physician or other healthcare trainees continue to violate the operational procedures, the location and time of the violation should be reported to the respective program supervisor.
5. Violation patterns will be assessed and appropriate action initiated.
6. Affiliation agreements will include the Tobacco and Smoke-Free Campuses Operational Procedures so that physicians or other healthcare trainees from other schools will be advised of the procedures for the USC School of Medicine-Columbia.

F. Contractors/Vendors

1. A provision will be inserted in all contracts, e.g. construction and/or maintenance, to prohibit the employees of contractor/vendors from using tobacco materials on property owned or leased by USC School of Medicine-Columbia.
2. Failure by the contractor/vendor or their employees to comply with the provisions of these operational procedures could result in the termination of the contract.

IV. ENFORCEMENT

- A.** The monitoring and enforcement of these operational procedures is the responsibility of ALL USC School of Medicine faculty, employees, students, and volunteers. Each individual should consistently and politely bring any infractions of these procedures to the attention of the person or persons observed violating the operational procedures for a Tobacco and Smoke-Free Campus.
- B.** The USC School of Medicine faculty, staff and students will assist in the enforcement of this policy by reporting violations to the appropriate manager or supervisor. Employees are also expected to assume leadership roles by adhering to the operational procedures provisions and by reminding others who aren't in compliance of the operational procedures provisions.



V. RESOURCES

USC School of Medicine-Columbia will direct interested persons to resources and support to tobacco users in abstaining from tobacco use on campus and in supporting users who desire to quit using tobacco. Resources are outlined on the USC School of Medicine website at <http://hr.med.sc.edu/SMOKING%20CESSATION%20RESOURCES%20revision.pdf>

VI. EXCEPTIONS

Currently there are no exceptions. In the future, should there be a smoking research and/or treatment program at USC School of Medicine-Columbia, permission to smoke in designated smoking areas that are physically separated from care, treatment and service areas could be considered and granted approval.

Approved:

University of South Carolina
School of Medicine

Behalf Dean *Haggman* by

[Handwritten Signature]

Signature

For Dean by

Assoc Dean

Title

3/31/12

Date

USC School of Medicine
Educational Trust

[Handwritten Signature]

Signature

Secretary/Treasurer

Title

3/31/12

Date

