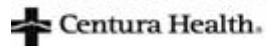


# Centura Health At Home



*This message is intended for all Centura Health at Home associates. This message was sent by Erin Denholm, CEO. If you have any questions, please contact Erin at 303.561.5061 or [erindenholm@centura.org](mailto:erindenholm@centura.org).*

At the earliest possible time, please share the following information with your staff. Also, ask that they share the information with their staffs.

## **Here's What's Happening...**

Centura Health at Home is committed to promoting a healthy and safe environment for all our associates, residents and patients. In late July, a Values Impact Analysis (VIA) was held to assess whether all Centura Health at Home campuses and buildings should move to being smoke and tobacco free and also review our current smoking and tobacco policies. Key stakeholders from senior living communities, home care and hospice participated in the VIA. At Centura Health at Home our workplace not only includes the buildings we work, but it also includes our patients' and residents' homes. With that in mind, it was the driving value of respect for our associates, residents and patients that led participants to propose a smoke and tobacco free workplace policy. The policy was then reviewed and approved by the executive and director teams.

Many of our hospitals and medical campuses across Centura Health have already implemented a smoke and tobacco free workplace policy. One component of Centura Health's 2020 Vision is keeping our associates healthy as part of our Moving Upstream strategy and Code You initiative. This new policy facilitates a healthy workplace environment by eliminating the risks of smoke and second hand smoke which is known to have adverse effects on health and also helps us meet our mission to nurture the health of our communities.

## **Highlights of the Policy**

We encourage all associates to thoroughly read the new smoke and tobacco free workplace policy (**attached**) and be familiar with the upcoming changes. Here are several highlights of the policy:

- All associates are expected to report to work free of the smell of smoke and to remain smoke-free during their entire work shift.
- All associates, volunteers, physicians, contract labor, business associates and physician staff are prohibited from smoking or using tobacco products in our Centura Health at Home buildings or anywhere on our campuses and communities including parking lots, cars, surrounding sidewalks and any buildings owned or leased by Centura Health at Home.
- Failure to comply with this policy is cause for disciplinary action up to and including separation of employment or for volunteers, inactivation from our volunteer program.

### **Who This Applies To**

The new policy applies to associates, volunteers, physicians, contract labor, business associates and physician staff at all seven senior living communities statewide, all home care and hospice offices statewide including Denver Parkway office, Colorado Springs, Pueblo, Canon City, Durango, Pagosa Springs and Frisco and Porter Hospice at The Johnson Center.

This policy does not apply to patients, residents and their visitors; however they will be required to smoke in designated areas on our campuses.

### **How it will be Enforced**

If an associate witnesses another associate smoking or smelling of smoke during their work shift, they may contact their direct supervisor, local Human Resources representative or call the HR Help Desk at 1-888-443-7267 to make a report.

If an associate refuses to comply with the policy, their direct supervisor and representative from Human Resources will then take the appropriate disciplinary action.

### **Effective Date**

This policy will be in effect starting January 1, 2012.

### **Smoking Cessation Offerings**

We understand quitting smoking is very challenging and is a major lifestyle change. In an effort to support our associates, we will be providing smoking cessation resources at all our locations. Associates who are interested in taking advantage of these offerings need to please contact Carol Williams at [carolwilliams@centura.org](mailto:carolwilliams@centura.org) or 303.561.5618 by Friday, October 14th. Carol will be coordinating smoking cessation classes and resources for all associates statewide.

### **Here's Why...**

In keeping with our value of respect, this new smoke and tobacco free policy will promote a healthy and safe environment for all our associates, residents and patients.

**BUSINESS LINE:** All

**SECTION:** Leadership

**TITLE: Smoke/Tobacco Free  
Workplace Policy**

**PURPOSE:**

1. Centura Health at Home (CHAH) is committed to promoting a healthy and safe environment for all.
2. To set forth a policy regarding smoking in order to promote a safe and healthy working and healing environment, by maintaining clean air, reducing fire hazards associated with smoking and to comply with state and local regulations.
3. Recognizing that smoking-related illnesses are preventable, it is our responsibility to take a leadership role to reduce and encourage cessation of smoking.
4. The Smoke/Tobacco Free policy facilitates a healthy environment within and around the CHAH facilities and surrounding areas. The policy is intended to eliminate the risks of smoke and second hand smoke which is known to have adverse effects on health while also helping us to meet our mission to nurture the health of our community.

**POLICY:**

1. Centura Health at Home, its campuses and facilities are a smoke/tobacco free workplace environment. As such, associates, volunteers, business associates, contract labor staff and physician staff are prohibited from smoking or using tobacco products in the facility or anywhere on the campus including parking lots, cars, surrounding sidewalks and any buildings owned by the CHAH.
2. This policy strictly prohibits smoking and the use of tobacco products within the CHAH facility and on the campus.
3. Failure by associates to comply with this policy is cause for disciplinary action up to and including separation of employment. If the associate(s) refuses to comply with the policy, the associate's direct supervisor will be notified. The supervisor along with Human Resources will then take the appropriate disciplinary action.
4. Failure by volunteers to comply with this policy is cause for disciplinary action up to and including inactivation of the volunteer from the volunteer program. If the volunteer(s) refuses to comply with the policy, the Volunteer Coordinator will be notified. The Volunteer Coordinator along with Human Resources will then take the appropriate action.
5. Any occurrence of failure to comply with the policy will be referred to the appropriate administrative representative for resolution.
6. Associates are expected to report to work free of the smell of smoke and to remain smoke-free during their entire work shift.
7. The sale of tobacco or tobacco products is prohibited on any Centura Health at Home property.