

# QUIT@WORK

## What Can You Do for Your Employees?


Vermont's tobacco users are trying to quit – approximately half of them made a quit attempt in the last year<sup>1</sup> – but it often takes multiple quit attempts before people are able to quit for good. There are several simple steps you can take to support employees who are using tobacco or e-cigarettes on their path toward quitting. Here are some tips and tools for your company.

### 1 Create a 100% Smoke-Free Workplace Policy

### 2 Distribute Quitting Resources

### 3 Be Ready When Employees Are Ready to Quit

#### 1. Workplace Smoking Policy



Vermont law requires all indoor areas of buildings that serve as a workplace to be 100% smoke-free, including e-cigarettes and vapor products. It is recommended that employers post signs to inform employees and visitors of the policy. Free smoke-free building/property signs can be ordered by emailing [tobaccovt@vermont.gov](mailto:tobaccovt@vermont.gov) .

Vermont's smoke-free laws do not cover outdoor areas of the workplace (e.g. doorways, parking lots, company vehicles and near air vents), although employers may choose to designate these areas as smoke-free.

If you would like to update your policy to include outdoor areas, a sample smoking policy can be found in this packet ("Model Smoke-Free Policy"), along with the Vermont's smoke-free laws fact sheet and other materials to help you develop a policy that works for your company.

#### 2. Distribute Resources

Many people who want to quit tobacco try to do it on their own, but your chances of success are doubled when you combine nicotine replacement therapy, like patches, gum or lozenges, with quit counseling. 802Quits offers free quit help for all Vermonters, including free nicotine replacement therapy, and quit help online, by phone or in-person.

The Vermont Department of Health provides a range of materials to help companies alert employees to these free services and resources. To order free 802Quits posters, rack cards and Vermont Quit Partner brochures, contact the Vermont Tobacco Control Program by emailing [tobaccovt@vermont.gov](mailto:tobaccovt@vermont.gov) . Visit [our website](#)  for more information about 802Quits and the services offered.

## IDEAS FOR DISTRIBUTING INFORMATION

Post 802Quits posters in cafeterias, break areas, restrooms, etc.

Post information and links in company resource center/bulletin board.

Include information in company newsletter.

Distribute a memo or send an email to employees.

Send a personalized letter to every employee's home.

Include information with paychecks.

Hold a company meeting to share information and discuss issues and ideas or make it part of an existing meeting.

To learn more about in-person quit help, call a Vermont Quit Partner near you to schedule a site visit with managers and/or employees. **Find your local Quit Partner!** 

Include information in new employee orientation about the company's tobacco-free policy and commitment to supporting employees on their path to living tobacco-free.

### This packet includes the following samples to help you get the word out:

Sample text for company memo, letter, e-mail, newsletter and intranet  
("Employee Communications Templates")

## 3. Be Ready When Employees Are Ready to Quit

Some of your employees may not be ready to quit right away but may decide to quit two days or two months from now.

Having information on-hand and easily available year-round can be the key to supporting the quit attempts of employees. Even employees who don't use tobacco may have friends and family members who would find the information helpful.

### Here's a list of simple ideas to keep the message alive:

Provide quit resources and other health information regularly.

If employees receive healthcare benefits, provide 802Quits information with insurance premium and benefit updates.

Schedule a regular time to update or restock resources such as posters or rack cards.

Make certain all new employees receive information about the benefits of quitting tobacco using 802Quits, along with clarification of the company's commitment to supporting quit attempts.

## Employee Communications Templates


This section includes sample text for creating your own company e-mail, memo, letter, intranet page and a newsletter article.

### E-mail/Memo/Letter

Dear employee,

You may not use tobacco, but you may know someone who does. Nearly half of Vermonters who smoke tried at least one quit attempt last year. But like so many other things, quitting takes practice – most people who smoke find it takes a few tries to quit for good. **[Insert company name]** is partnering with 802Quits to support you on your path to living tobacco free.

#### **[Company smoke free policy]**

A summary of free 802Quits services is attached, or for more information on tips, tools and advice, visit **802quits.org** . If you don't use tobacco, please pass this on to someone who does.

Tobacco use is the #1 preventable cause of death. With customizable plans from 802quits, you can quit your way.

If you have any questions about 802Quits services available to you, or the company's smoke-free policy, please contact me at

**[insert contact information]**.


Sincerely,

**[insert name]**

### Staff Resource Center/Bulletin Board

It may surprise you to learn that nearly half of Vermonters who smoke tried at least one quit attempt last year. But like so many other things, quitting takes practice – most people who smoke find it takes a few tries to quit for good. Wherever you are on your path to quitting, 802Quits can help.

Many people who want to quit tobacco try to do it on their own, but your chances of success are doubled when you combine nicotine replacement therapy, like patches, gum or lozenges, with quit counseling. 802Quits offers free quit help for all Vermonters, including free nicotine replacement therapy, and quit help online, by phone or in-person.

If you would like to take the next step on your path to living tobacco free, find out more about 802Quits services or get information for a friend, visit **802quits.org** .

## Newsletter

### Vermont Offers a Range of Services for Tobacco Users Who Want to Quit


It may surprise you to learn that nearly half of Vermonters who smoke tried at least one quit attempt last year. But like so many other things, quitting takes practice – most people who smoke find that it takes a few tries to quit for good.

If you've tried it on your own and want a little help from a coach, would like to get self-help tools or want to log on to an online community of Vermonters like you, check out the following options:


#### Quit Help by Phone

Call **1-800-QUIT-NOW (1-800-784-8669)** for information or to register for quit coaching and support via email or text message.

#### In-Person Quit Help

Locate your local Vermont Quit Partner to join a workshop in your community at [802quits.org](https://802quits.org) 

#### Online Quit Help

Sign up for email reminders and tips, and talk to others about their quit experiences using Quit Online. Get started today at [802quits.org](https://802quits.org) .

#### Resources for Vermonters Who Are Pregnant

Vermonters who are pregnant can access special assistance to quit by enrolling with the Vermont Quitline at **1-800-QUIT-NOW (784-8669)**. Participants can earn \$5 or \$10 gift cards for each completed counseling call (up to \$65) during and after pregnancy. In addition to incentives, a dedicated quit coach and tailored services are available to support success.

#### Free Nicotine Replacement Therapy


All Vermonters who receive coaching through 802Quits can access free nicotine replacement therapy like patches, gum and lozenges.

Take advantage of these free services and remember when it comes to quitting tobacco or e-cigarettes, **You Can Quit; We Can Help!**



**VERMONT DEPARTMENT OF HEALTH**  
1-800-QUIT-NOW [802quits.org](https://802quits.org)

## Setting Your Workplace Smoking Policy

The smoke-free workplace law adopted July 1, 2016, creates a ban on smoking and vaping in any and all buildings that serve as a place where employees work for their employer. [See Vermont's Smoke-Free Laws fact sheet](#)  for more information.

### Reasons for a 100% Smoke-free Worksite:

- This arrangement complies with all Vermont laws and ordinances
- It reduces exposure to secondhand smoke and thirdhand smoke (chemical residue on objects)
- Separate ventilation systems do not fully eliminate secondhand smoke
- Decreases maintenance costs
- May reduce the number of cigarettes smoked by employees and encourage them to quit
- Research shows that creating a tobacco-free workplace is one of the most effective things you can do to help employees stop smoking<sup>2</sup>


### Ideas for Implementing Policy:

- Many companies find it helpful to involve employees in the process of creating policy, so you may want to ask several employees to create a team to jointly develop and communicate your smoking policy.
- Those who smoke will be affected the most, so try to get them involved with shaping and communicating the policy. Some companies have even found “champions” among employees who smoke.
- Give the process time – employees need time to adjust to change, especially one that may affect their daily routine. You may need three to six months, or even more, to change your policy.

### Setting Distance from Worksite Buildings:

- Vermont law does not designate that smoking take place at a specific distance from public buildings and worksites, but you may choose to include this in your own smoking policy.
- State and many private buildings in Vermont require smoking to be up to 50 feet from the building so that smoke does not re-enter the building through entrances or ventilation systems, and so it doesn't affect visitors or other employees.

### For More Information

If you would like additional information about smoke-free laws or to order smoke-free building/property signs, contact the Vermont Department of Health's Tobacco Control Program by emailing [tobaccovt@vermont.gov](mailto:tobaccovt@vermont.gov) .

## Smoke-Free Policy Template

It is the policy of [insert company name] to provide a tobacco-free environment for all employees and visitors. This policy covers smoking of any tobacco product, the use of smokeless or “spit” tobacco and the use of e-cigarettes or other vape products. The policy applies to employees and visitors.

### Definition

Vermont law prohibits smoking tobacco or e-cigarette products within workplace buildings at any time.

If smoking occurs outside the building, it must be at least [insert distance] feet from the main entrance to ensure that the smoke does not enter the building. All materials used for smoking, including cigarette butts and matches, must be extinguished and disposed of in appropriate containers.

**(For a smoke-free building and grounds) There will be no smoking of tobacco or e-cigarette products within the building or on the grounds at any time.**

There will be no smoking in any [insert company name] vehicles at any time.

There will also be no tobacco use in personal vehicles when transporting persons on [insert company name]-authorized business or if the vehicle is parked on company premises.

### Procedure

1. Visitors will be informed of this policy through signs, and it will be reinforced by management.
2. [Insert company name] will help employees who wish to quit tobacco by providing information about 802Quits free services.
3. Any violations of this policy will be handled through the standard disciplinary procedure.
4. For questions about Vermont’s Smoking in the Workplace law, or to file a complaint with the Department of Health, call **(toll-free) 1-866-331-5622**.