

Smoke/Tobacco – Free Workplace

POLICY:

Smoking and use of tobacco is prohibited in all facilities used to serve Head Start children.

This policy relates to [ACF Program Instruction #ACYF-PI-HS-95-04](#), and relates to [Head Start Performance Standards 45 CFR Part 1302.47](#)

PROCEDURE:

The Grantee certifies that it will provide a smoke and tobacco free workplace by:

1. Prohibiting smoking (including e-cigarettes) and the use of tobacco products in all buildings, offices, playgrounds, and classrooms. Administrative offices and classrooms located on school district properties must follow the tobacco free policy of the district if more restrictive policies are in place.
2. Requiring all employees, interns, and volunteers to only smoke or use tobacco products in designated areas outside the building, before or after work and during breaks and/or lunch.
3. Ensuring that employees will not smoke or use tobacco products when dealing in person with other employees, customers, prospective customers, or the general public while on the job.
4. Banning smoking and the use of tobacco products in agency vehicles and in personal vehicles when employees will be reimbursed for mileage.
5. Prohibiting smoking and tobacco use by staff during home visits. Staff may request that parents not smoke or use tobacco during home visits.
6. Providing educational materials regarding the effects of smoking, environmental tobacco smoke and smokeless tobacco to staff and parents that are culturally sensitive and appropriately written.