



1. Create a 100% Smoke-Free Workplace Policy

2. Distribute 802Quits Tobacco Treatment Resources



3. Incentivize Employee Tobacco Quit Attempts

## What You Can Do to Create a Tobacco-Free Workforce

Vermonters who use tobacco and nicotine products are trying to quit, but it often takes multiple tries before people can stay quit. There are several simple steps you can take to support employees who smoke, vape or use other tobacco products on their path toward living tobacco and nicotine free. These evidence-based tips and tools will help make your workplace a healthier environment for all employees.

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

Vermont [law](#) requires all indoor areas of buildings that serve as a workplace to be 100% smoke-free, including e-cigarettes. It is recommended that employers post signs to inform employees and visitors of the policy. Smoke- and vape-free building/property signs can be ordered at no cost at [HealthVermont.gov](https://www.healthvermont.gov).

Vermont's smoke-free laws do not cover outdoor areas of the workplace (e.g. doorways, parking lots, company vehicles and near building 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 Model Smoke-free Policy can be found in this resource, along with other resources, to help you develop a policy that works for your company.

### 2. Distribute 802Quits Tobacco Treatment Resources

802Quits is Vermont's tobacco treatment resource. Many people try to quit smoking and vaping on their own, but tobacco and nicotine products are highly addictive, making quitting difficult. The chances of success more than double when 802Quits counseling is paired with medication, all FREE with enrollment by phone, online, text or group workshop.

Vermonters may qualify for cash value gift card rewards – up to \$250! Visit [802Quits.org](https://www.802quits.org) for more information. 802Quits has a 90% satisfaction rate and has helped thousands of Vermonters end their tobacco addiction.

The Vermont Department of Health provides 802Quits materials at no cost to companies eager to support their employees on the path toward quitting. To order FREE 802Quits posters, rack cards and other materials, contact the Vermont Tobacco Control Program by emailing [tobaccovt@vermont.gov](mailto:tobaccovt@vermont.gov). To learn more about quit workshops, please visit [MyHealthyVt.org](https://www.myhealthyvt.org).

## Ideas for Distributing 802Quits Tobacco Treatment Information

Even if an employee who smokes, vapes or uses tobacco isn't ready to quit, they may be contemplating a future quit attempt or know someone else in need of help. Here are a few simple steps to show support:

- Post 802Quits posters in cafeterias, break areas, restrooms, etc.
- Post information and links in the company resource center/bulletin board. Include information in the company newsletter or blog.
- 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.
- Include information about the company's tobacco-free policy during orientation to exhibit the company's commitment to supporting employees on their path to living tobacco-free. Regularly reshare your policy with the workforce.
- If employees receive company sponsored health care benefits, provide 802Quits information with insurance news and updates.

### 3. Incentivize Employee Tobacco Quit Attempts

Smoking and other tobacco use can impact employers through higher health care costs, absenteeism and lost productivity. Consider incentivizing your employees to quit tobacco.

- Establish Wellness Breaks. Reframe what it means to take a break from work. Encourage employees to practice mindfulness, stretch or take a short walk to replace smoking/vaping.
- Organize a workplace support group. Data<sup>1</sup> show 37% of Vermonters tried quitting with support of a friend or family member in 2022. Peer support will keep motivation high and increase success rates among all participants.
- Host a group quit workshop at your workplace. Visit [MyHealthyVt.org](https://www.MyHealthyVt.org) or email [Tobaccovt@vermont.gov](mailto:Tobaccovt@vermont.gov) to learn more.
- Reward employees who complete quit classes/programs. Rewards can be monetary, material or symbolic.

---

<sup>1</sup> Behavioral Risk Factor Surveillance System, 2022, <https://www.healthvermont.gov/sites/default/files/document/HSI-BRFSS-2022-DataSummary.pdf>

## Employee Communications Templates

This section includes sample text for creating your own company email, memo, letter, website content or newsletter article.

### Email/Memo/Letter

Dear **[Insert employee name]**,

Whether you use tobacco or nicotine or know someone who does, quitting is possible. Nearly half of Vermonters who smoke tried at least one quit attempt last year. But like so many other things, quitting takes practice. You haven't failed, you just haven't finished yet.

**[Insert company name]** is partnering with 802Quits to support you on your path to living tobacco and nicotine free.

By quitting, you'll save money and realize the health benefits:

- Improves life expectancy.
- Improves oral health.
- Clearer skin and less wrinkling
- Decreases risk of cardiovascular diseases, cancer and COPD
- Healthier pregnancies and babies
- Reduces the risk of cognitive decline, including dementia.
- Protects friends, family and pets from secondhand smoke and vape emissions.

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

802Quits offers FREE, evidence-based treatment services by phone at 1-800-QUIT-NOW (1-800-784-8669), online at [802Quits.org](https://www.802quits.org) or Quit Workshop at [MyHealthyVt.org](https://www.MyHealthyVt.org). Enroll for customizable quit plans, counseling, medications, text support and tips and tools.

802Quits has a 90% satisfaction rate and can significantly increase your chance of success.

### **[Add optional text about company incentives.]**

If you have questions about 802Quits services, or the company's smoke-free policy, please contact **[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 multiple tries to quit and stay quit. 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 more than double when you pair counseling with nicotine replacement therapy, like patches, gum or lozenges – all FREE with 802Quits. Get help by phone, online, text or group workshop.

You may also qualify to earn cash-value gift card rewards for completing counseling calls – up to \$250.

Take the first step on your path to living tobacco and nicotine free by visiting [802Quits.org](https://802Quits.org) or calling 1-800-QUIT-NOW (1-800-784-8669).

## Newsletter Content

### Vermont Offers Free Tobacco Treatment Services

Are you finding it difficult to quit smoking, vaping or other tobacco use? Like so many other things, quitting takes practice. You haven't failed, you just haven't finished yet. Try 802Quits. It's FREE, and it works!

The nicotine in cigarettes, vapes and other tobacco products is highly addictive, making quitting hard. 802Quits offers evidence-based support, tailored quit plans, counseling and medications to increase your chance for success.

### Quit 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. Or text Start to 300500 to enroll directly.

### Quit Online

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

### Quit Workshops

Join others looking for support and motivation to become – and stay – tobacco free. To join a workshop in your community, go to [MyHealthyVt.org](https://MyHealthyVt.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 (1-800-784-8669). Participants can earn up to \$250 in cash value gift cards for each completed counseling call during and after pregnancy. In addition, tailored services and a dedicated quit coach are available to support success, without judgment.

## Resources for Medicaid or Uninsured Vermonters

Vermonters who are Medicaid insured or uninsured can access special assistance to quit by enrolling with the Vermont Quitline at 1-800-QUIT-NOW (1-800-784-8669). Participants can earn up to \$150 in cash value gift cards for each completed counseling call. In addition, a dedicated quit coach, nicotine replacement therapy and tailored services are available to support success.

## Resources for Vermonters using Menthol Tobacco

Vermonters who use menthol tobacco products can access special assistance to quit by enrolling with the Vermont Quitline at 1-800-QUIT-NOW (1-800-784-8669). Participants can earn up to \$150 in cash value gift cards for each completed counseling call. In addition, a dedicated quit coach, nicotine replacement therapy and tailored services are available to support success.

## Resources for Vermonters with Behavioral Health Conditions

Vermonters who have behavioral health conditions can access special assistance to quit by enrolling with the Vermont Quitline at 1-800-QUIT-NOW (1-800-784-8669). Participants can earn up to \$150 in cash value gift cards for each completed counseling call. In addition, a dedicated quit coach, nicotine replacement therapy 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 patches, gum and lozenges. Call the Vermont Quitline at 1-800-QUIT-NOW (1-800-784-8669) or visit [802Quits.org](https://www.802quits.org).

Get FREE help to increase your chance of success, and remember, when it comes to quitting tobacco or e-cigarettes, **You Can Quit; We Can Help!**

## 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.

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

- This arrangement complies with all Vermont laws and ordinances.
- It reduces exposure to secondhand smoke and vape emissions 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:

Involve employees in the process of creating policy. Ask several employees to create a workgroup to jointly develop and communicate the company's smoking policy. Those who smoke, vape or use tobacco products will be affected the most, so try to get them involved. 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 at no cost, contact the Vermont Department of Health Tobacco Control Program by emailing [tobaccovt@vermont.gov](mailto:tobaccovt@vermont.gov).

---

<sup>2</sup> Hopkins DP, Razi S, Leeks KD, Priva Kalra G, Chattopadhyay SK, Soler RE, et al. Task Force on Community Preventive Services. Smoke-Free Policies to Reduce Tobacco Use: A Systematic Review. American Journal of Preventive Medicine 2010;38(2 Suppl): S275-89 [cited 2014 Apr 25]

## 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 or vaping occurs outside the building, it must be at least **[insert distance]** feet from the main entrance to ensure that the smoke or emissions do not enter the building. All materials used for smoking, including cigarette butts and matches, must be extinguished and disposed of in appropriate containers. E-cigarettes should only be disposed of at a household hazardous waste collection site.

**(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 policy will be reinforced by management.
2. **[Insert company name]** will help employees who want to quit tobacco by providing information about 802Quits FREE services by phone, online, text and group workshop.
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, email [Tobaccovt@vermont.gov](mailto:Tobaccovt@vermont.gov).