**Template of a Best Practice 100 % Smoke-Free Policy**RATIONALE

(Organization) is dedicated to providing its children, staff, parents and visitors with a safe and healthy smoke-free environment.

POLICY STATEMENT

(Organization) recognizes that secondhand and thirdhand smoke are detrimental to the health and safety to everyone, particularly infants and children. For this reason, (Organization) has become a 100% smoke-free facility, effective (date). Tobacco smoke is defined as the smoking of cigarettes, cigars, and all electronic smoking devices (such as electronic cigarettes and personal vaporizers). This policy prohibits smoking:

* Within all enclosed areas of the facility.
* On all facility grounds, including playgrounds and parking lots, including personal vehicles parked on (organization) property.
* In facility-owned or leased vehicles and employee personal vehicles being used in the course of work.

To reduce exposure to the contaminants in thirdhand smoke, employees will:

* Leave the (organization) facility before smoking
* Wear coverage over their clothing and hair (coat, hat, etc) while smoking.
* Thoroughly wash hands before returning to work.

PROCEDURES

Everyone is required to comply with (organization’s) 100% smoke-free policy. Enforcement of this policy will follow the standard procedures of the facility.

TOBACCO TREATMENT SUPPORT

Tobacco treatment information is available for those interested in quitting, including about the Maine QuitLink (1-800-QUIT-NOW or MaineQuitLink.com). The Maine QuitLink offers a variety of phone- and web-based quit service options that are free, friendly, and confidential.