

## **General Personnel Policy Statement**

### **TOBACCO-FREE WORK PLACES**

The School Board of Dade County seeks to foster the health and safety of all Dade County Public Schools employees, students and visitors.

Tobacco products pose a significant risk to the health of the user. Additionally, in sufficient concentrations, side-stream smoke can be hazardous to nonsmokers in the work environment.

Use of tobacco products is prohibited in areas where students are located or where there is sensitive or hazardous material, and in other places designated herein.

Use of tobacco products will be prohibited on School Board owned/leased properties and vehicles. The district shall achieve this status by July 1, 1991.

All employees and applicants will be informed of the Dade County Public Schools tobacco-free work place policy.

Each facility shall conduct a vote of all staff members by October 1 of each school year to determine whether the facility shall be designated as tobacco-free.

Smoking cessation workshops will be made available to employees, free of charge. Additional information on smoking cessation programs in the community will also be provided to those employees who choose to seek outside assistance, as described in the Dade County Public Schools **Tobacco-Free Work Places Technical Guide**, which is incorporated by reference into this rule, and made a part thereof.

### **PHASE ONE**

#### **Prohibited Areas as of September 1, 1989**

Use of tobacco products is not permitted:

- in areas where students are located
- in areas with sensitive equipment, computer systems or where records and files are kept
- in areas where combustible fumes can collect, such as garages, storage areas, areas where chemicals are used and stored, woodshops and areas where flammable products are stored
- in confined areas of general access such as: libraries, clinics, elevators, restrooms, stairwells, copy rooms, lobbies, waiting rooms and switchboard areas

- in classrooms, main offices, conference rooms, auditoriums, cafeterias, corridors and hallways
- in any new facility
- on school buses
- in any facility where the staff has voted by two-thirds majority that the facility be tobacco-free. Special consideration will be provided to transfer requests of employees who use tobacco products and are assigned to facilities which have achieved tobacco-free status as a result of a vote.

### **Designated Smoking Areas as of September 1, 1989**

- Smoking/tobacco use will be permitted in Dade County Public Schools vehicles, (except buses, on which smoking is prohibited by law) only when there is no objection from one or more of the occupants.
- Smoking in private (enclosed) offices is left to the discretion of the person occupying the office. If he/she chooses to designate his/her office as a smoking area, a sign should be posted to that effect; the office door shall remain closed while smoking occurs; and meetings with nonsmokers may be held elsewhere.
- Separate area(s) shall be designated as smoking area(s) in facilities not voted or designated tobacco-free.

### **PHASE TWO**

Dade County Public Schools will achieve a totally tobacco-free status by July 1, 1991. Visitors will be politely informed that Dade County Public Schools is tobacco-free.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 386.204 F.S.

**History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA**

New: 8-23-89