SECONDHAND SMOKE

SMOKE-FREE HOUSING TOOLKIT

Your Guide to Implementing a Smoke-Free Policy at Your Vermont Property

802 QUITS

YOU CAN QUIT. WE CAN HELP.

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Created by the Vermont Department of Health

GETTING STARTED

SPECIAL CONSIDERATIONS FOR YOUR PROPERTY TYPE

Different types of housing have different rules for applying new amendments to the lease. Market rate housing, Public Housing Authorities (PHAs), and properties rented to Section 8 voucher holders are all subject to different rules. Below are brief summaries of the rules pertaining to certain smoke-free housing policies, organized by housing category.

Market Rate Housing
Creating a smoke-free multifamily housing policy is straightforward for the property manager of market-rate housing. To create a smoke-free policy, a property manager writes it into the lease either at the time an apartment is rented or when an existing lease is renewed. It is important to note that a property manager cannot add a smoke-free term to an existing lease before it comes up for renewal, unless the tenant agrees to the new term. This policy would fall into the lease just like a pet policy would.

Public Housing Authorities (PHAs)
U.S. Department of Housing and Urban Development (HUD) encourages, and will likely be requiring, PHAs to go smoke-free by revising their leases. A PHA has to give tenants at least 30 days to review and comment on any proposed changes to a lease. A notice of proposed lease changes has to be delivered directly or mailed to each tenant and posted in at least three conspicuous places in each building where the affected dwelling units are located, including a central business location within each building. The PHA has to consider residents' comments before the lease amendment can become effective.

In addition to amending the lease, the PHA has to update their local plan (which contains all PHA policies) to include the rules and standards that apply to public housing development that create smoke-free policies. When updating their local plan, a PHA has to provide a 45-day comment period and hold a hearing to discuss the plan changes. In preparing the smoke-free policy, the PHA also has to consider the recommendation of the public housing Resident Advisory Board.

Section 8 Voucher Program
Properties participating in the voucher program have to follow state and local legal requirements if they want to amend leases to include smoke-free policies. Just like with market rate housing, the property owner needs to wait for the lease to expire, and then the new smoke-free policy can be added to the lease upon renewal. With a month-to-month agreement, a property manager can add a smoke-free policy, making the policy effective no sooner than 30 days after providing this notice.

All Housing
No matter what type of multifamily housing is under consideration, the growing trend is to go smoke-free. Many organizations, including HUD, have recognized this trend and are in full support of comprehensive smoke-free housing. Smoke-free housing is legal, cost effective, and good for health. This toolkit is designed to help you through the process of going smoke-free and provide you with the resources you need.

STEPS FOR SUCCESS

GOING SMOKE-FREE DOESN'T HAVE TO BE A BIG TASK. WE'VE MADE IT EASIER.

With support from your office of local health and community coalition, these steps will help you have a better understanding of what needs to be done and provide resources to assist you along the way.

6 ← **SIXTH FLOOR:** IMPLEMENTATION AND ENFORCEMENT

5 ← **FIFTH FLOOR:** PROMOTE SMOKE-FREE POLICY

4 ← **FOURTH FLOOR:** INFORM RESIDENTS OF THE BENEFITS

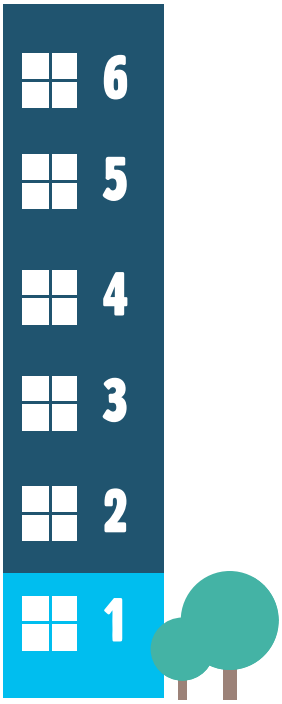
3 ← **THIRD FLOOR:** SET A TIMELINE FOR CHANGE

2 ← **SECOND FLOOR:** DRAFT A POLICY

1 ← **FIRST FLOOR:** GAUGING RESIDENT READINESS

STEPS FOR SUCCESS

FIRST FLOOR: GAUGING RESIDENT READINESS



One way to help better determine the type of policy that will work best for your property and residents is to conduct a survey.

Keep in mind when conducting a survey:

- Not all households with smokers allow smoking in the home
- Some nonsmokers may allow guests to smoke in their home
- The survey can help determine areas to be covered in the policy:

Individual units: Covering all residential units ensures that smoke cannot drift from one unit to another unit in the building.

Common areas: Common areas include places such as hallways, laundry rooms, underground garages, rental offices, building entrances, exercise rooms, indoor swimming-pool areas, and party rooms. In Vermont, all common areas must be smoke-free by state statute. No smoking at any time is allowed in these areas used by other residents.

Outdoor areas: Depending on your situation and location, you can choose to allow smoking in all outdoor areas, only allow smoking in designated outdoor areas, or prohibit smoking in all outdoor areas. Limiting or prohibiting smoking outdoors can help reduce smoke drifting into common areas and windows and reduce tobacco litter on your property.

STEPS FOR SUCCESS

SECOND FLOOR: DRAFT A POLICY

By now you should have a clear idea of what you want your smoke-free policy to include but keep in mind the questions below to ensure you don't miss anything. There is also an example policy in our Resources.

Who will the rule apply to?
In addition to residents, smoking should not be allowed by any resident tenant or guest on the property where the rule is in effect. This would include all staff as well as any outside vendors that may come to the property.

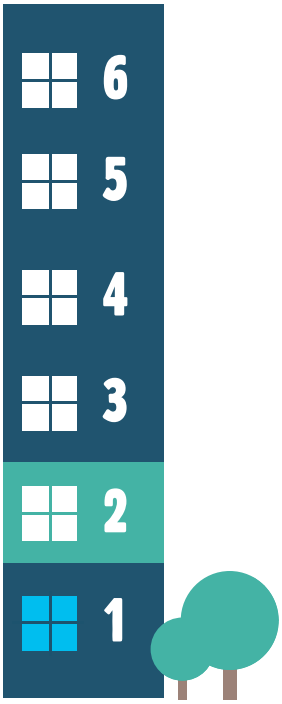
What is "smoking"?
"Smoking" should be defined broadly to ensure the policy is effective. You may define smoking as inhaling, exhaling, breathing, or carrying any lighted or heated cigar, cigarette, or other tobacco product or similar lighted or heated product in any manner or in any form. This definition would include all e-cigarettes and other Electronic Nicotine Delivery Systems (ENDS). Be sure to also define other key terms to ensure everyone has the same understanding.

When will it go into effect?
Determine when the rule will become effective and include the date or time frame in the rule.

Where is smoking restricted?
Clearly indicate which areas are designated smoke-free, if any. Indoor common areas are required to be smoke-free but you may want to include outdoor common areas or individual units. You may define an individual unit to include decks, patios, balconies, and other exclusive-use outdoor areas attached to the unit. You may also consider restricting smoking at least 25 feet of your building.

Designated smoking areas
If you choose to provide a designated smoking area, the access and area must comply with Americans with Disabilities Act (ADA) rules.

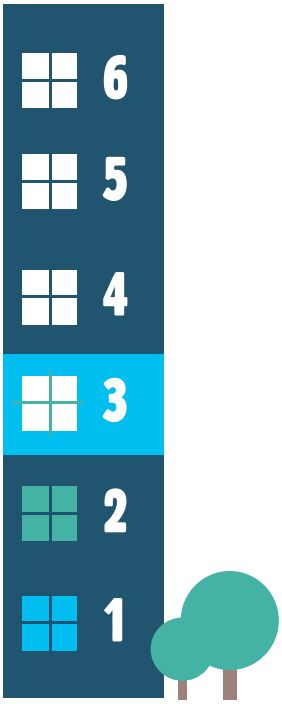
How will it be enforced?
The policy should include who is in charge of ensuring compliance and the consequences for an infraction. The best way to address this is to look at other policies your property might have such as a pet policy. A smoke-free policy should be looked at no differently.



Other Items
Also consider restricting all tobacco products including e-cigarettes and other Electronic Nicotine Delivery Systems. This will make it easier to enforce and to keep residents safe from these harmful products.

STEPS FOR SUCCESS

THIRD FLOOR: SET A TIMELINE FOR CHANGE



It is important that you notify the residents of the changes and give them enough time to prepare, and even quit using tobacco products if they want. Be willing to set up meetings with residents to discuss the reasoning for going smoke-free as well as what that will mean to them.

- What will be the changes contained in the Lease Addendum?
- Will there be designated smoking areas?
- Making sure all guests are informed
- Making sure that all vendors are informed
  - > *Any maintenance staff or cleaning crews that are third party*
  - > *Any delivery vendors (appliances, Meals on Wheels, etc.)*
  - > *Any health care workers (home health groups)*
  - > *Any religious groups that may visit residents*

The following pages contain a few examples of some timelines that you can use depending on the type of policy you draft.

Please feel free to reach out to the Vermont Tobacco Control Program for assistance with any steps in this process.

STEPS FOR SUCCESS

60 DAY NOTICE TIMELINE

(Policy is effective after 60 day notice is given)

DAYS 1-30: SURVEY RESIDENTS

- Survey residents about their experience with secondhand smoke exposure in the building and their interest in living in a smoke-free building or complex. View our sample survey in Resources.
- Contact the Vermont Tobacco Control Program to discuss the results and assist with policy options.

DAYS 31-60: DECIDE POLICY DETAILS

- Decide policy details to be included in the Smoke-free Lease Addendum. View our sample lease agreement in Resources.
- Consult with your legal representative to make sure the policy covers everything and fits the needs of your property.

DAYS 61-90: NOTIFY RESIDENTS

- Begin implementing policy with new residents by having them sign a Lease Addendum as they move in.
- Notify existing residents of policy change through letters and flyers. Inform them that the policy change will begin in a specific month.
- Offer cessation options to those residents who wish to quit. View our quitting and cessation options in Resources.

DAYS 91-120: EXISTING RESIDENTS BEGIN TO SIGN ON TO POLICY

- Invite your local tobacco control & prevention staff to present to residents regarding the policy change and cessation supports available.
- Send a friendly reminder notice to residents.
- Ask existing residents to sign the Lease Addendum by the 1st of the specified month.
- Order smoke-free signs to reinforce policy and/or health messaging. View our sign samples in Resources.
- Print smoke-free posters for messaging in your building(s).

DAYS 121-150: POLICY GOES INTO EFFECT

- Post smoke-free signs around property.
- List the building as smoke-free in any advertisements or rental publications.
- Host a smoke-free celebration or policy recognition event. These events can include quitting and cessation supports. See Resources.

STEPS FOR SUCCESS

PHASE IN TIMELINE

(Policy becomes effective with lease renewals/lease signings)

DAYS 61-90: NOTIFY RESIDENTS

- Begin implementing the policy with new residents by having them sign a Lease Addendum as they move in.
- Notify existing residents of policy change through letters and flyers. Inform them that the policy change will happen during lease renewals beginning in a specified month.
- Create incentive to encourage existing residents to sign the Lease Addendum early.
- Offer cessation options to those residents who wish to quit. Use posters to message on the policy and its timeline.

DAYS 91-120: EXISTING RESIDENTS BEGIN TO SIGN ON TO POLICY

- Invite your local tobacco control and prevention staff to present to residents regarding the policy change, signage, resources available.
- Send a reminder notice to residents, if necessary.
- Order smoke-free signs. View our sign samples in Resources.

DAYS 121-150: POLICY GOES INTO EFFECT

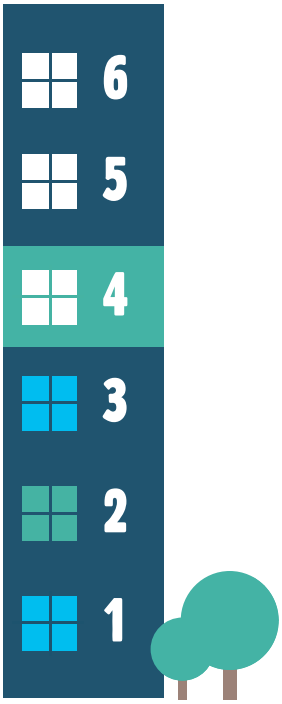
- Residents who renew their lease beginning in the specified month sign the Smoke-free Lease Addendum.
- Post smoke-free signs around property.
- List the building as smoke-free in any advertisements or rental publications.
- Host a smoke-free celebration or policy recognition event.

DAYS 151-365: BUILDING BECOMES COMPLETELY SMOKE-FREE

- Residents sign the Smoke-free Lease Addendum as they renew their lease.
- Assess how many residents still need to sign the Lease Addendum. (If residents voluntarily signed it early, then the building will be smoke-free sooner than expected.)
- All residents should be renting under the smoke-free policy by the end of the specified month.

STEPS FOR SUCCESS

FOURTH FLOOR: INFORM RESIDENTS OF THE BENEFITS

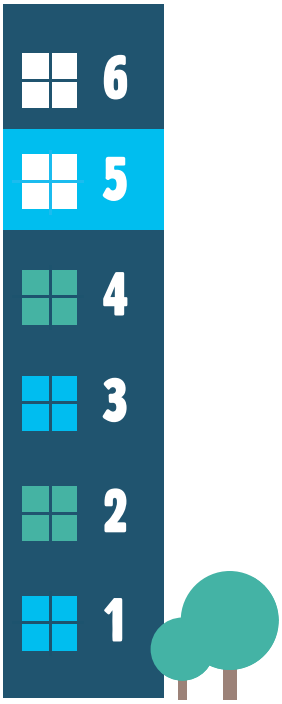


There are many reasons for multifamily housing to go smoke-free. Sharing the reasons why you decided to make this change is important to do with residents and staff. Earlier we provided some reasons to go smoke-free. Feel free to share that information with your residents so they understand why this policy is being put into place. Also, consider holding a complex-wide meeting to discuss the changes and address any questions that residents may have on the policy change. Remember to keep resources on hand to inform new residents of the benefits of the policy.

The Resources page contains additional information regarding cessation resources for those who are considering quitting or are seeking to help a family member.

STEPS FOR SUCCESS

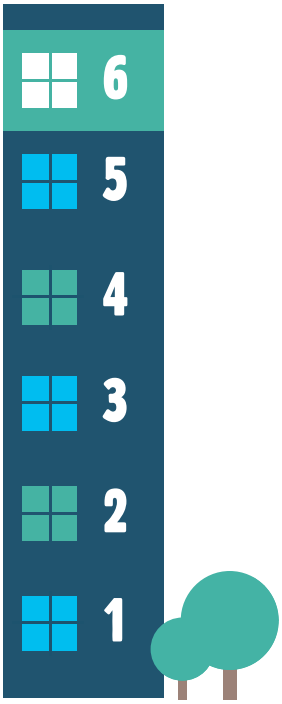
FIFTH FLOOR: PROMOTE SMOKE-FREE POLICY



- Make sure notices of the smoke-free policy are posted in public places for residents to see.
- Post signs on the grounds so visitors are aware that changes are being made.
- Provide cessation resources to residents that use tobacco.
- Be sure to advertise as a smoke-free complex, including your website and any renters guides or publications, so future residents are aware that it is a smoke-free property.
- Let the Vermont Tobacco Control Program know so that we can add you to our database of smoke-free properties across the state.

STEPS FOR SUCCESS

SIXTH FLOOR: IMPLEMENTATION AND ENFORCEMENT



Implementation
Implementing a smoke-free policy is very simple. Once you have decided on the date it will be effective, it is important to make sure residents are aware of the new policy and the guidelines for ensuring they adhere to the new rules. This can be done in various ways depending on how residents usually receive information from you.

- Flyers in common areas
- Notices to each unit
- Notices included in rent statements
  - > *Set up a meeting to discuss the policy.*
  - > *Present the decision to adopt a smoke-free policy and the reasons why.*
  - > *Share information on secondhand smoke health effects.*
  - > *Provide the survey results.*
  - > *Introduce and explain each item in the smoke-free policy.*
  - > *Inform residents of the implementation plan and anticipated timeline.*
  - > *Explain the cessation resources that will be available.*
  - > *Open the meeting up for comments and questions.*

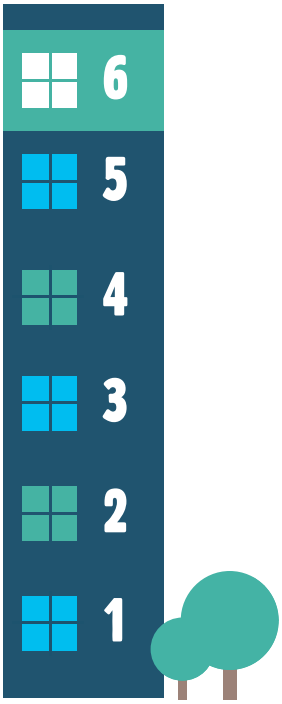
Train your staff to go through the proper procedures if they observe a violation as well as discuss ways to address questions or concerns about the policy that residents or other vendors may ask them. See our Resident's FAQ resource.

Enforcement
Smoke-free policies are largely self-enforcing just like any other policies you may have for residents. If residents complain, it is important to take down the complaint and make sure it is addressed with that resident in a timely manner. Having a consistent response to violations will make sure current and future residents as well as staff understand that this policy is clear and being handled just like any other policy would be. Enforcement becomes more difficult if you decide to grandfather people, because the other residents will not know who is grandfathered and who is not.

The following page contains tips for enforcing your smoke-free policy.

STEPS FOR SUCCESS

SIXTH FLOOR: IMPLEMENTATION AND ENFORCEMENT



Tips to Follow (may change depending on your policy)

1. Signage speaks to and supports being a smoke-free property. Free signage is available through the Vermont Tobacco Control Program. You can select your signage from the Signage Order Form available in this toolkit (page 20).
2. Start with a verbal meeting with the resident who is violating the policy. A resident complaint may prompt a "knock and talk." The resident does not have to answer the door, nor do they have to let you in, but if the door opens, it is an opportunity to have a friendly talk about the no-smoking policy. Document the visit and whether or not you smelled smoke inside the unit.
3. Follow up the visit with a letter acknowledging the conversation and the outcome. See our sample of a friendly warning letter in our Resources.
4. If the problem repeats, send a First Written Violation letter to the resident. See our sample of a First Written Violation letter in our Resources.
5. Depending on the circumstances, another repeat violation may result in a Final Written Violation letter.
6. If the violation persists, you can issue a termination notice. If the situation is remedied by the resident to avoid eviction but the smoking problem begins again, depending on your policy they can be immediately terminated or served an eviction notice if another violation is noted within a certain time frame. Refer to your policy for more detail.

RESOURCES: FACT SHEET

SECONDHAND SMOKE
SMOKE-FREE HOUSING

REASONS TO EXPLORE SMOKE-FREE HOUSING

WHY PURSUE SMOKE-FREE HOUSING?

This document is for property owners, landlords, and property managers who are interested in exploring a smoke-free policy for their multiunit buildings. Read on if you are interested in a policy that can help you save money, reduce tenant complaints, improve the health of your tenants, and increase your market share.

Smoke-free apartment policies are quickly becoming the standard for multiunit housing in the U.S. A smoke-free policy is simple and straightforward. There is no federal or state law that prohibits a property owner from implementing a smoke-free policy for their buildings or grounds, and instituting a policy does not preclude someone who smokes from living in the building. It simply requires that all tenants abide by the policy while on the property. Going smoke-free in your multiunit buildings is one of the best moves you can make for your tenants and your bottom line.

FAST FACTS

→ ***Reduced Operating Expenses***
Apartment turnover can be two to seven times greater when smoking is allowed, compared to the cost of maintaining and turning over a smoke-free unit.

→ ***Tenants Prefer Smoke-free Housing***
Many statewide surveys from across the United States demonstrate that as many as 78% of tenants, including smokers, would choose to live in a smoke-free complex.

→ ***Secondhand Smoke Is Deadly***
Secondhand smoke is a leading trigger of asthma attacks and other respiratory problems, and a known cause of Sudden Infant Death Syndrome (SIDS).

Resources:
Smoke-Free Housing Coalition of Maine. 2004–2006 Surveys. (Portland, ME: 2007).
Washington State Department of Health, Tobacco Prevention and Control Program. 2003 Tenant Surveys. (Olympia, WA: 2003).
Oregon Smoke Free Housing Project, 2006 Market Surveys. American Lung Association of Oregon. (Tigard, OR: 2006).
United States, Office of the Surgeon General. The Health Consequences of Involuntary Exposure to Tobacco Smoke. (Atlanta, GA: Department of Health and Human Services, 2006).

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802Quits.org

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HTTP://BIT.LY/SFH_FACTSHEET

RESOURCES: TENANT SURVEYS

SAMPLE TENANT SURVEY

Date

Dear Residents of (building/complex/community):

To protect residents from hazards of secondhand smoke, many residential buildings and property sites are adopting no-smoking policies. In Vermont, an increasing number of workplaces and numerous recreational facilities have successfully become smoke-free. In order to ensure a healthy living environment where everyone can live and breathe smoke-free air, (name of property) will be addressing the potential adoption of a no-smoking policy.

Please respond to the questions below so that we may review this issue with your input.

Please slide responses under the office door (or provide other means of response) by the evening of (due date) so we can consider your comments.

Please circle "yes" or "no" and add comments at the bottom.

Are you a smoker? (i.e. cigarettes, e-cigarettes, or vape pens)	Yes	No
If yes, do you smoke in your unit?	Yes	No
Do you allow guests/family members or others to smoke in your unit?	Yes	No
Can you smell tobacco smoke from other units when in your apartment?	Yes	No
Can you smell tobacco smoke when in the hallway/common areas?	Yes	No
Would you be in favor of a smoke-free policy for this building? (meaning smokers can still live in the building but cannot smoke in the building)	Yes	No

Comments:

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HTTP://BIT.LY/SFH_TENANTSURVEY

RESOURCES: TENANT SURVEYS

SAMPLE TENANT SURVEY

Dear Valued Tenant:

The (name of building management or property) is interested in the safety and comfort of tenants, and providing an enjoyable living experience for all. There is a growing body of evidence, summarized in the 2006 U.S. Surgeon General report on secondhand smoke, which confirms there is no risk-free level of exposure to secondhand smoke. According to the Surgeon General, secondhand smoke exposure can be particularly dangerous to children, adults and children with asthma, and people with heart or breathing problems. Exposure to secondhand smoke is linked to higher rates of obesity and diabetes, and puts people at a greater risk for strokes.

We have decided to review our smoking policy to determine if it should be revised in light of these findings. We value your tenancy and would appreciate your input so that we can design a policy that is equitable to our residents and provides guidelines as to where smoking will or will not be permitted. We believe a policy will reduce complaints from tenants and between neighbors about drifting secondhand smoke. All answers will be kept confidential.

Please fill in the blanks and circle "yes" or "no" where appropriate.

1. Number of years you have been a resident _____
2. Number of children living in your unit _____
3. Number of people who smoke that live in your unit _____
4. Are visitors or workers allowed to smoke in your unit? Yes No
5. Have you experienced secondhand tobacco smoke drifting into your unit? Yes No
   If yes: Please describe where smoke is coming from, for example: hallway, adjacent patio, adjoining apartment, etc._____
6. Would you favor a policy that would make this building smoke-free? Yes No
   (meaning smokers can still live in the building but there will be no smoking in any indoor area including common areas and private units)
7. Should there be a designated smoking area outside? Yes No
8. Please list other areas of the building or grounds that you would like to see designated smoke-free: _____

_____

Name (please print): _____

Unit Number: _____

Thank you.

Please slip completed forms under the management office door (or provide another method for return).

CLICK TO DOWNLOAD THIS RESOURCE
HTTP://BIT.LY/SFH_TENANTSURVEY

RESOURCES: LETTERS TO RESIDENTS

SAMPLE VIOLATION WARNING LETTER

****The following warning letter can be used as a model to write your own letters to tenants who are violating the terms of your smoke-free policy. Please note that the letter is intended to be tailored according to the specifics of your smoke-free policy and the penalties associated with violating the contract.****

Date

Dear (name of resident),

It has been brought to our attention that secondhand smoke has been drifting out of your apartment into common areas and/or others' apartments (OR staff noticed a strong odor of cigarettes in your unit). I would like to remind you that, as stated in your lease agreement, (property name) has a smoke-free policy that states (insert non-smoking policy). This decision was made to protect the health of all tenants from the adverse effects of secondhand smoke, a known health hazard associated with lung cancer and heart disease. The decision was also made to promote safety in our building and for our tenants by reducing damage to units and risk of fire.

Tenants who violate the terms of their lease are subject to the penalties outlined in the lease agreement. If you violate the terms of the lease again, we may take appropriate action, including issuing a monetary fine or terminating your lease. (Include further details about your enforcement procedures of warnings, fines, etc.)

(If you have an outdoor designated smoking area, provide details on where it is and ask the tenant to smoke only in the designated area[s].)

Thank you for your cooperation in this matter. Please don't hesitate to contact us at (insert contact information) if you have questions or concerns.

If you are interested in quitting smoking, help is available through the Vermont Quitline (1-800-QUIT-NOW or www.802Quits.org). Services are free and include information, counseling, a personalized quit plan, local quit coaches, nicotine replacement therapy (patches, gum, lozenges), and quit kits that contain pedometers and other stress relievers to boost success.

Sincerely,

Name

Title

Company

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RESOURCES: LEASE ADDENDA

SAMPLE LEASE AGREEMENT

****The portions of this addendum that have been included in parentheses may be adjusted depending upon the scope of your smoke-free policy.****

Resident and all members of the resident's family or household are parties to a written lease with Property Owner/Manager (the Lease). This addendum states the following additional terms, conditions, and rules that are incorporated into the lease. A breach of the lease addendum shall give each party the rights contained herein, as well as the rights provided for in the lease.

1. **Purpose of Smoke-Free Housing:** The parties' desire to mitigate (i) the irritation and known health effects caused by secondhand smoke; (ii) the increased maintenance, cleaning, and redecorating costs from smoking; (iii) the increased risk of fire from smoking; (iv) the cost of fire insurance for non-smoke-free buildings.
2. **a. Definition of Smoking:** "Smoking" means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other smoking device for using tobacco.

   b. Definition of Electronic Cigarette: The term "electronic cigarette" means any electronic device that provides a vapor of liquid nicotine and/or other substance to the user as she or he simulates smoking. The term shall include such devices whether they are manufactured or referred to as e-cigarettes, e-cigars, e-pipes, or under any product name.
3. **Smoke-Free Complex:** Resident agrees and acknowledges that the premises to be occupied by Resident and members of Resident's household have been designated as a smoke-free living environment. Resident and members of Resident's household shall not smoke anywhere in the unit rented (or owned, if coop or condo) by Resident, in the building where the Resident's dwelling is located, or in any of the common areas or any adjoining grounds, terraces, balconies, or other parts of the residential community, nor shall Resident permit any guest or visitors under the control of Resident to do so. The use of vaping devices, including e-cigarettes is also prohibited in all mentioned areas as well.
4. **Resident to Promote No-Smoking Policy and Alert Landlord of Violations:** Resident shall inform Resident's guests of the smoke-free policy. Further, Residents shall promptly give Property Manager/Owner written statement of any incident where secondhand smoke is migrating into the Resident's unit from sources within the building.
5. **Property Manager/Owner to Promote No-Smoking Policy:** Property Manager/Owner shall post no-smoking signs at the entrances and exits, common areas, and hallways (and in conspicuous places on the grounds of the building/complex).

(continued on following page)

RESOURCES: LEASE ADDENDA

6. **Property Manager/Owner Not Guarantor of Smoke-Free Environment:** Resident acknowledges that Property Manager/Owner's adoption of the smoke-free living environment, and the efforts to designate the residential building/complex as smoke-free, do not make the Property Manager/Owner or any of its managing agents the guarantor of Resident's health or of the smoke-free condition of the Resident's unit and the common areas. However, Property Manager/Owner shall take reasonable measures to enforce the smoke-free terms of its leases and to make the (designated areas of the) building/complex smoke-free. Property Manager/Owner is not required to take steps in response to smoking unless Property Manager/Owner knows of said smoking or has been given written notice of said smoking.
7. **Effect of Breach and Right to Terminate Lease:** A breach of this Lease Addendum shall give each party all the rights contained herein, as well as the rights provided for in the Lease. A material breach of this Addendum by the Resident shall be material breach of the Lease and grounds for termination of the Lease by the Property Manager/Owner. Property Manager/Owner acknowledges that in declaring the building (or portion of the building and outdoor areas) to be smoke-free, the failure to respond by Property Manager/Owner to a complaint filed by the Resident shall be treated as equivalent to failure to respond to request for maintenance.

Paragraph for existing residential communities that adopt smoke-free policies and phase in the policy:

8. **Effect on Current Residents:** Residents acknowledge that current residents residing in the complex under a prior lease will not be immediately subject to the smoke-free policies. As current residents terminate occupancy, or enter into new leases, the smoke-free policy will become effective for those units.

_____

Resident Date

_____

Property Manager/Owner Date

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HTTP://BIT.LY/SFH_LEASEADDENDA

RESOURCES: SIGNAGE ORDER FORM

These signs are available in two sizes (8.5x11in. or 12x18in.) and can be customized with your organization or business's logo. Additionally, sign 6 includes a smoking "buffer zone" which you can customize with distance and structure type.

Please fill out the information listed below. If you want to add your own logo, please attach a high-quality image.

We will pay for a maximum of 5 signs unless you have special approval. To seek special approval, contact: tobaccovt@vermont.gov or fax to 802-651-1634

OFFICE USE ONLY: Approval granted for additional signs. ☐

Send your completed order forms and logos to: tobaccovt@vermont.gov or fax to 802-651-1634

Contact Person: _____

Phone: _____

Email: _____

Address: _____

_____

_____

This Signage is for (Business/Organization): _____

Phone: Email: _____

_____

Delivery Address (if different): _____

_____

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HTTP://BIT.LY/SFH_SIGNAGE

RESOURCES: SIGNAGE ORDER FORM

Sign 1

Smoke-Free building policy with intention of reducing tobacco use.

Quantity of 8.5"x11": _____

Quantity of 12"x18": _____

Logo? ☐

No Logo? ☐

Please email high-resolution logo to ***tobaccovt@vermont.gov***

Sign 2

Tobacco-Free building policy with intention of reducing tobacco use.

Quantity of 8.5"x11": _____

Quantity of 12"x18": _____

Logo? ☐

No Logo? ☐

Please email high-resolution logo to ***tobaccovt@vermont.gov***

Sign 3

Smoke-Free zone with intention of reducing exposure.

Quantity of 8.5"x11": _____

Quantity of 12"x18": _____

Logo? ☐

No Logo? ☐

Please email high-resolution logo to ***tobaccovt@vermont.gov***

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RESOURCES: SIGNAGE ORDER FORM

Sign 4

Tobacco-Free zone with focus on reducing tobacco use.

Quantity of 8.5"x11": _____

Quantity of 12"x18": _____

Logo? ☐

No Logo? ☐

Please email high-resolution logo to ***tobaccovt@vermont.gov***

Sign 5

Tobacco-Free buffer, showing support for quit attempts.

Quantity of 8.5"x11": _____

Quantity of 12"x18": _____

Logo? ☐

No Logo? ☐

Please email high-resolution logo to ***tobaccovt@vermont.gov***

*Please fill in blanks: "within _____ of this _____"

Sign 6

Tobacco-Free intention with desire to support quit attempts.

Quantity of 8.5"x11": _____

Quantity of 12"x18": _____

Logo? ☐

No Logo? ☐

Please email high-resolution logo to ***tobaccovt@vermont.gov***

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RESOURCES: POSTERS

SECONDHAND SMOKE
SMOKE-FREE HOUSING

TIPS TO QUIT TOBACCO

MAKE A QUIT PLAN AND KNOW YOUR TRIGGERS.
The Vermont Quitline, 1-800-Quit-Now, can refer you to a quit coach who can help you with your plan. Even if you don't have a plan, strategies like taking a walk or eating a piece of fruit can help you feel better right away.

GETTING HELP THROUGH NICOTINE REPLACEMENT THERAPIES,
such as patches and gum or lozenges, greatly improves your chances of success. In fact, you can start out by using the patch to help reduce craving, even if you continue to smoke. Wearing the patch early on before starting to quit contributes to successfully ending tobacco use.

HAVING A CRAVING? DELAY!
If you feel like you're going to give in to a craving, tell yourself that you have to wait 10 more minutes. Then do something to distract yourself. Most cravings only last a couple of minutes. Stock up on oral substitutes (gum, carrot sticks, hard candy, cinnamon sticks, coffee stirrers, straws, toothpicks) to distract yourself.

GET ACTIVE!
Start being active at least 2 weeks before your quit date. It will help relieve any stress you're going through and can help prevent weight gain. Exercise also helps you feel better.

IF YOU SLIP UP, THAT'S OKAY.
It takes most people multiple times to quit successfully. Each quit attempt can provide valuable lessons to help you eventually quit for good.

REMEMBER: IT IS NEVER TOO LATE TO QUIT!

802 QUITS YOU CAN QUIT. WE CAN HELP.

802Quits.org

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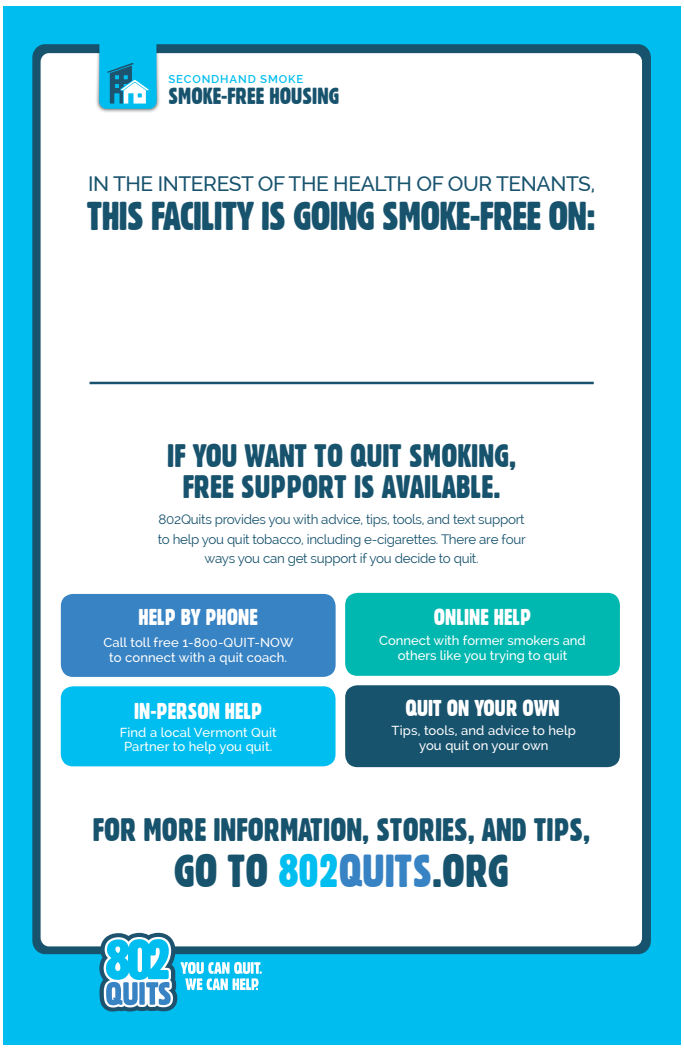
HTTP://BIT.LY/SFH_POSTERTIPS

RESOURCES: POSTERS



SECONDHAND SMOKE
SMOKE-FREE HOUSING

IN THE INTEREST OF THE HEALTH OF OUR TENANTS,
THIS FACILITY IS GOING SMOKE-FREE ON:

_____

IF YOU WANT TO QUIT SMOKING,
FREE SUPPORT IS AVAILABLE.

802Quits provides you with advice, tips, tools, and text support to help you quit tobacco, including e-cigarettes. There are four ways you can get support if you decide to quit.

HELP BY PHONE
Call toll free 1-800-QUIT-NOW to connect with a quit coach.

ONLINE HELP
Connect with former smokers and others like you trying to quit

IN-PERSON HELP
Find a local Vermont Quit Partner to help you quit.

QUIT ON YOUR OWN
Tips, tools, and advice to help you quit on your own

FOR MORE INFORMATION, STORIES, AND TIPS,
GO TO 802QUITS.ORG

802 QUITS YOU CAN QUIT. WE CAN HELP.

Feel free to use any of the posters included or contact us and we can connect you to someone in your area who can help with local cessation resources.

CLICK TO DOWNLOAD THIS RESOURCE
HTTP://BIT.LY/SFH_POSTERFACILITY

RESOURCES: RESIDENT FAQ

SECONDHAND SMOKE
SMOKE-FREE HOUSING

RESIDENT FAQ

COMMON RESPONSES TO RESIDENTS OR OTHERS ABOUT A SMOKE-FREE POLICY

****These responses may change depending on what your specific policy includes.****

Excuse me, sir (ma'am). All (property name) property, grounds, and parking areas are smoke-free. You may only smoke in the designated area. Would you please extinguish your cigarette now? Thank you.

Where am I allowed to smoke? Only in the designated smoking area (if policy allows). (property name) has a smoke-free property policy that does not allow smoking in any indoor areas including units and common areas. You must now smoke only (outside of the XX-foot perimeter; or areas not covered by smoke-free policy; or in the areas marked as designated smoking areas). We appreciate your help in protecting the health of everyone on the property.

Why can't I smoke in my apartment? For your health and the health of others, (property name) is a smoke-free property. Secondhand smoke has been proven to be deadly. (property name) feels it is important to provide all residents, guests, and employees an environment free from the effects of secondhand smoke.

I smoked last time I was here, why can't I smoke now? In an effort to promote health and for your benefit and others around you, we no longer allow smoking on any (property name) property. Smoking is only permitted (outside of the _____ foot perimeter; or in areas not covered by smoke-free policy; or in the areas marked as designated smoking areas).

Are you saying I have to quit smoking? You do not have to quit smoking, however you can't smoke in the common areas or in an apartment. Smoking is only permitted in the outdoor designated smoking area (or as policy permits). Smoking is not allowed in any indoor area. If you would like to quit, I have information for free help to quit.

802 QUITS YOU CAN QUIT. WE CAN HELP.

802Quits.org

CLICK TO DOWNLOAD THIS RESOURCE
HTTP://BIT.LY/SFH_FAQ

RESOURCES: THE YEAR AFTER GUIDE

IN THE BEGINNING

What you may experience:

- Smokers start complaining.
- Resident champions offer enthusiastic support.

Recommended actions:

- Announce smoking cessation classes or other ways to support people who want to quit.
- Follow up on all complaints and don't ignore violations.

AFTER 3-6 MONTHS

What you may experience:

- Smokers no longer complain.
- Nonsmokers' vocal support and enthusiasm begin to wane.
- Things quiet down; there are regular violators; nonsmokers are quiet except when they complain about the smokers.
- Reasonable accommodation requests may be received from smokers interested in continuing to smoke in their units.

Recommended actions:

- Continue to communicate about the policy. Celebrate small successes in newsletter stories or other communications.
- Highlight stories of residents who changed their smoking behavior or quit.
- Meet with residents who resist complying with the policy.
- Enforce the policy fairly, uniformly, and with compassion.
- Announce smoking cessation classes or other ways to support people who want to quit.
- Address every request for reasonable accommodation according to your policies. Smoking is not a protected behavior.

AFTER 6-12 MONTHS

What you may experience:

- Resident complaints make enforcement feel challenging.
- Enforcement process is put to the test. Although housing providers do not like the idea of pursuing an eviction, at this point there may be a resident with multiple violations. Remember that presenting a solid eviction case depends on evidence that a fair and consistent multistep enforcement process was followed.

RESOURCES: THE YEAR AFTER GUIDE

AFTER 6-12 MONTHS (CONTINUED)

Recommended actions:

- Management and staff need to talk about staying focused, and to be diligent and consistent in enforcement. Remind staff that this is a culture change that takes adaptation; there is no quick solution.
- Continue to schedule and attend resident meetings to build support for the policy. Ask residents for help with peer-to-peer encouragement.
- Announce smoking cessation classes or other ways to support people who want to quit.

FIRST YEAR ANNIVERSARY

What you may experience:

- A subculture of healthier living led by staff and resident champions encourages compliance.
- News about issued violations gets around; residents realize the consequences are real and seek help with behavior modification if they are worried about being able to comply.

Recommended actions:

- Host a celebration event to mark each anniversary of being a smoke-free building or property.
- Announce smoking cessation classes or other ways to support people who want to quit.
- Conduct a survey about the smoke-free policy to determine:
  - > *Are residents happy with the policy?*
  - > *Is the policy being followed?*
  - > *For smoking residents, have they quit smoking or decreased the number of cigarettes they smoke since implementation of the policy?*
  - > *For nonsmoking residents, has unwanted exposure to secondhand smoke decreased since implementation of the policy?*
  - > *Have residents detected any health improvements as a result of the policy?*
- Try to calculate the cost savings from unit turnovers and consider using a percentage of the savings in a visible manner that will directly benefit residents, such as making improvements to common areas or on the grounds, based on resident suggestions.

CLICK TO DOWNLOAD THIS RESOURCE
HTTP://BIT.LY/SFH_YEARAFTER

RESOURCES: OTHER SMOKE-FREE HOUSING INITIATIVES

SMOKE-FREE HOUSING NEW YORK

http://bit.ly/SmokeFreeNY

TOBACCO POLICY CENTER

http://bit.ly/Tobacco_Policy_Center

MINNESOTA SMOKE-FREE HOUSING

http://bit.ly/SmokeFreeMN

HUD SMOKE-FREE HOUSING TOOLKIT

http://bit.ly/SmokeFreeHUD

OREGON SMOKE-FREE HOUSING PROJECT

http://bit.ly/SmokeFreeOR

SECONDHAND SMOKE

SMOKE-FREE HOUSING

CONTACT

VERMONT DEPARTMENT OF HEALTH

P.O. Box 70
108 Cherry Street
Burlington, VT 05402

T 800-331-5622
F 802-651-1634
E tobaccovt@vermont.gov

This toolkit was adapted with permission from Smoke-Free Housing Indiana.

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802Quits.org

VERMONT DEPARTMENT OF HEALTH

HealthVermont.gov/prevent/tobacco/