

**Task Force on
Morningside Smoking Policy Implementation**

Final Report

May 2, 2014

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I. Executive Summary

The Task Force on Morningside Smoking Policy Implementation (Task Force) was formed in fall 2013 as a result of the May 3, 2013 University Senate Resolution to Adopt a Tobacco Products Reduction and Control Policy. The twelve-person Task Force (Attachment #1) included students, staff and faculty, smokers and non-smokers. The Task Force met four times between November 15, 2013 and March 27, 2014.

With a goal of implementation by July 1, 2014, the following proposals were discussed and agreed upon:

1. The creation of 14 Designated Smoking Areas (DSAs)
2. A prototype urn and signage to identify DSAs
3. Cessation program access information, affixed to each urn
4. A revision to the current Smoking Policy
5. Awareness campaign suggestions to notify the Columbia community of the new policy and DSAs

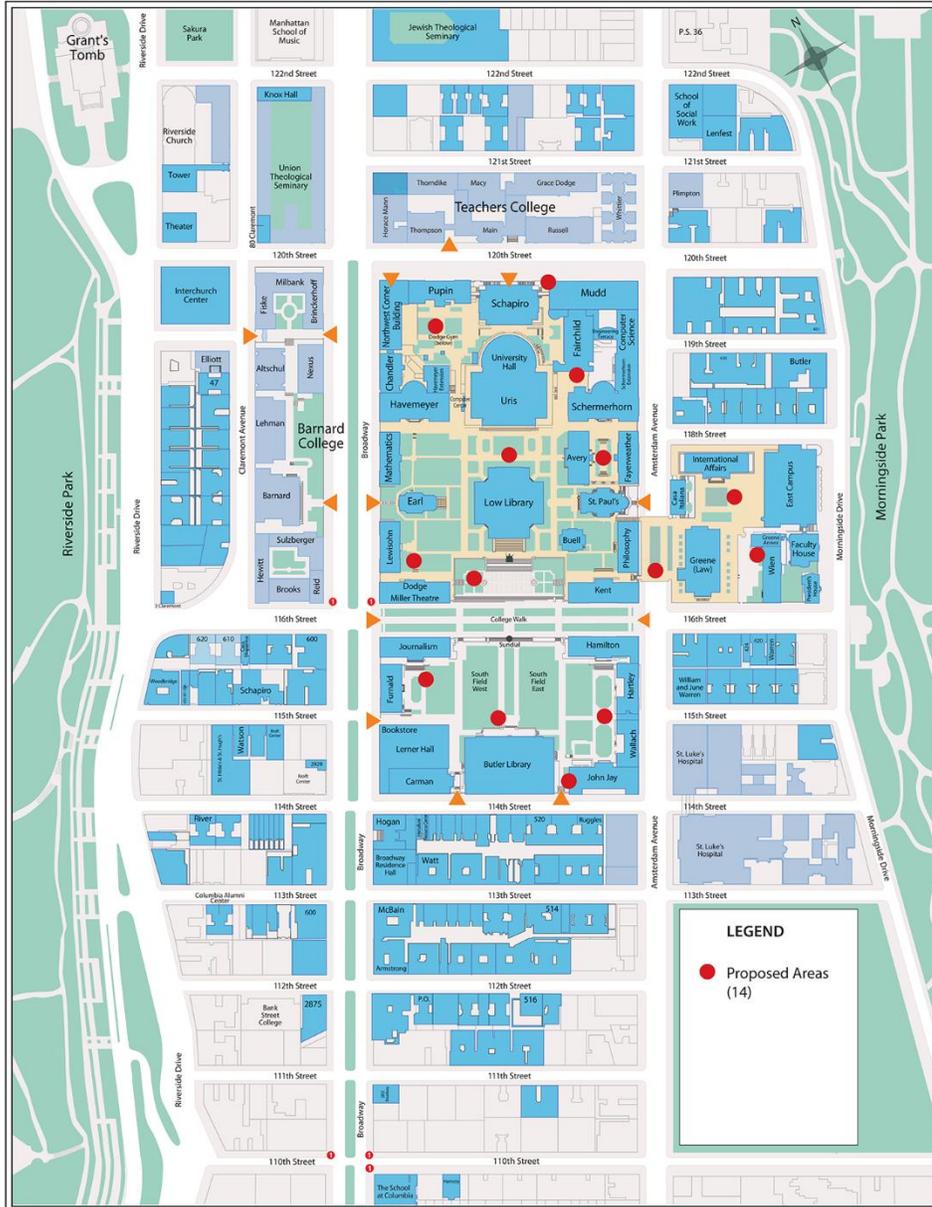
Fourteen urns, including signage and cessation language have been ordered and will be on site and in place on July 1, 2014. The Smoking Policy is presently under review by the policy sponsor, Human Resources, who intend to review the policy with the Administrative Policy Advisory Council in summer 2014.

An all-campus email has been drafted (Attachment #3), the Senate should identify a recommender sender. It is suggested that an email be sent prior to the close of spring term 2014, and again in September 2014. If financial support can be identified, the Task Force strongly recommends placing periodic advertisements in the on-line Columbia Spectator reinforcing the new policy and DSA protocol.

II. Designated Smoking Areas

The map below identifies the 14 proposed Designated Smoking Areas.

Proposed Designated Smoking Areas



Each of these areas were selected because they met the following criteria:

- ✓ Allows a clear path of travel to/from nearby buildings
- ✓ Are located a minimum of twenty feet from the closest campus building
- ✓ Are convenient and proximate to areas where previously observed smoking behavior occurred
- ✓ Are near seating and/or shelter wherever possible

III. Urn and Signage

The rendering below shows the proposed smoking urn and location signage.



The urn was designed by colleagues from Facilities Capital Project Management and Operations departments. The urn design and signage style matches the outdoor trash and recycling bins presently in use on the Morningside campus. By locating the signage on the urn we avoid the potential for misplacement or loss of free standing signs. This approach will also allow us to easily expand or contract the numbers of DSAs, or relocate DSAs, by simply relocating an urn.

IV. Cessation Program

The sign below will be affixed to each DSA urn.



The website and phone number will connect individuals with the New York State Department of Health Tobacco Control Program, where individuals can access information about cessation programs near their home or campus. It is important to note that when a caller identifies themselves as a Columbia student they will be referred to Columbia Health. The Columbia health smoking cessation program and related supplies are provided to students free of charge.

V. Smoking Policy

The recommended changes to the Administrative Policy Library Smoking Policy to support the Morningside campus transition from the Twenty Foot Rule to Designated Smoking Areas are:

- Edit first paragraph, second sentence. Replace “prohibited outdoors within twenty feet of all University buildings (including undergraduate housing)” with “prohibited outdoors unless in a Designated Smoking Area.”
- Add a link to a map of the 14 DSAs under the section, “Areas Where Smoking is Permitted.”

Please note, after considerable discussion the Task Force recommends no change to the current Smoking Policy enforcement language, which states, *“Enforcement of the policy is the responsibility of all members of the Columbia community.”*

As the responsible department for the smoking policy Human Resources reviewed our request for a policy change. HR plans to meet with the Administrative Policy Advisory Council in summer 2014 to review the policy and, if agreed, develop new text in support of Designated Smoking Areas.

Our suggested policy text is in Attachment #2.

VI. Awareness

To communicate the new policy and build awareness of the DSAs, we strongly recommend repeated messaging, virtual and hard copy resources, and a training session for HR Client Services staff who will likely receive policy questions.

Maps

- A virtual version of the map in section II has been built, all Morningside schools and departments will be asked to include a link to this map on their website. The map is available from Columbia Health.
- A sticker will be affixed to all campus maps stating, “Please smoke only in Designated Smoking Areas” alerting guests, visitors and others of the requirement.
- A small print version of the map will be created for distribution on request from various service desks such as the Lerner Welcome Desk and the Low Library Visitor Center.

Emails

- We recommend sending a blast email to all members of the Columbia community within the next two weeks alerting all of the July 1, 2014 change to Designated Smoking Areas.
- A follow up blast should be sent in early September, reinforcing the message for all new and returning members of the community.

Advertising

- If financially feasible, advertise (Attachments 4 and 5) in the online Spectator periodically throughout the year. Each placement will cost approximately \$300/week. We recommend monthly advertisements at a minimum.

VII. Attachments

Attachment #1

Smoking Policy Implementation Task Force 2013-2014

Administration	Scott Wright, CHAIR	Vice President, Campus Services	sjw91@columbia.edu
Administration	Fred Small	Manager, Operations, Facilities	whs5@columbia.edu
Administration	Samuel Seward	Associate Vice President/Medical Director for Health Services	sls2109@columbia.edu
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Student	Megan Murdock	Architecture	mlm2268@columbia.edu
Administration (Observer)	Deb Ndao	Director of Wellness, Office of Work/Life	dh493@columbia.edu

Attachment #2

UNIVERSITY SMOKING POLICY

Issued: October 26, 2005, Revised December 28, 2010

The University has adopted the following policy to assure compliance with applicable law and to promote the health and safety of its community.

Policy - Smoking Prohibited

Smoking is prohibited in any indoor area, in all University vehicles, and outdoor seating or viewing areas of sports arenas and recreational areas, such as those at Baker Field. Smoking is also prohibited outdoors unless in a Designated Smoking Area.

Without in any way limiting the general rule, smoking is specifically prohibited in the following areas at the University: auditoriums, classrooms, conference rooms, meeting rooms, laboratories and storage areas, employee or student lounges, theaters, clubhouses, elevators, hallways, stairwells, restrooms, undergraduate apartment buildings or residence halls, gymnasiums, swimming pools, employee or student medical facilities, rooms or areas containing photocopying or other equipment used by employees or students in common, food markets or other retail stores, restaurants, cafeterias and dining facilities (including the Faculty House), and bars or other places in which alcoholic or other beverages are served.

Notwithstanding the above descriptions of locations where smoking is prohibited or permitted, smoking is prohibited in any area with signage indicating that smoking is prohibited.

Employees at the Medical Center Campus are required to obey campus-specific smoking policies along with New York Presbyterian Hospital applicable to hospital premises. Violations of the hospital's policies by University employees will be considered violations of this policy.

This policy will also be applied to the Lamont-Doherty Earth Observatory and Nevis Laboratories unless local laws in those two locations were to require more restrictive practices.

Areas Where Smoking Is Permitted

Designated Smoking Areas, which can be found at xxx.columbia.edu.

Individual apartments, rooms or suites in University off-campus apartment buildings not considered to be Undergraduate Housing and occupied by graduate students, faculty, or staff are exempt from this policy.

- Institutional Real Estate policies can be found at:

<http://facilities.columbia.edu/housing/>

Addressing Questions, Problems or Complaints at the Departmental Level

Enforcement of the policy is the responsibility of all members of the Columbia community. Each department, School, and building manager shares the responsibility for publicizing and enforcing the policy. Questions, problems or complaints concerning smoking and this policy should, as much as possible, be resolved by the appropriate Dean, Vice President, building manager, director or department chairperson (or their delegate). Any employee having a question or problem of this nature should present it to his/her immediate supervisor. If the problem is not resolved

at that level, the employee should present the matter to the department head, who will resolve the dispute in a manner consistent with this policy. These individuals or their delegates will have the responsibility in the first instance of enforcing the policy in areas under their control.

No Retaliation

University policy prohibits employer retaliation against employees, or applicants for employment, who exercise, or attempt to exercise, any rights under this policy. Any complaints or grievances claiming retaliation may be addressed through the appropriate existing grievance procedures or the Ombuds office may be consulted.

Overall Responsibility for Following Up on Violations

Human Resources will assist with issues relating to employee and labor relations and with disciplinary action resulting from violations of the policy. Student violations will be the responsibility of the respective School or College. [See: Reporting Violations below]

Reporting Violations

Students

Witnessed violations of University policy may be reported to the building manager in or near which the violation takes place or the Dean's office for the school in which the student is enrolled. Any student who violates University policy will be subject to disciplinary action in accordance with University policy.

Officers of Administration and Support Staff:

Witnessed violations of University policy may be reported to the employee's manager, departmental administrator, building manager, or local human resources officer. The individual's manager, departmental administrator, building manager, or local human resources officer will be responsible for counseling the employee, in writing, about the requirement that the employee comply with University policy (see attached sample counseling letter). Any employee who thereafter violates University policy will be subject to disciplinary action in accordance with University policy and/or the applicable collective bargaining agreements (see sample letter to attend an investigatory meeting).

Officers of Instruction, Research or Libraries:

Violations of University policy may be reported to the appropriate Dean, building manager, or to the University Librarian, or Vice President. The Dean, University Librarian, or building manager will be responsible for investigating the matter and counseling the employee, in writing, about the requirement that the employee comply with University policy. Any employee who thereafter violates University policy will be subject to disciplinary action in accordance with the Faculty disciplinary procedures.

Related Violation Letters

Cessation Support

According to reports issued by the Surgeon General, smoking presents risks of certain cancers, coronary artery disease, emphysema, gastric ulcers, stroke, and fetal injury. In general, smokers die from a variety of ailments at a rate twice as high as nonsmokers.

For Employees

Smoking cessation programs for employees are supported by Columbia through health insurance benefits and the Employee Assistance Program. Residents of New York City may also contact 311 to access community-based tobacco cessation programs. Because quitting smoking decreases most risks to health, and because most people who smoke would quit if they could, Columbia urges its employees to take advantage of all available programs.

For Students

Smoking cessation programs for students are offered by Columbia Health (<http://health.columbia.edu/services/pcms/tobacco-cessation>) on the Morningside campus and Smoke-Free CUMC (<http://cumc.columbia.edu/smokeFree/quit.html>) on the Medical Center campus. Residents of New York City may also contact 311 to access community-based tobacco cessation programs. Because quitting smoking decreases most risks to health, and because most people who smoke would quit if they could, Columbia urges its students to take advantage of all available programs.

Attachment #3

DRAFT 4.21.14

**FOR RELEASE: DESIGNATED SMOKING AREAS ON MORNINGSIDE CAMPUS TAKE EFFECT
7/1/2014**

On May 3, 2013, the University Senate adopted a resolution to limit smoking to designated areas on the Morningside campus. **The designated areas will go into effect July 1, 2014.**

Smoking will be permitted at 14 locations on the Morningside campus as outlined via a campus map [provide link] and available in print at key locations like Lerner Hall, the Visitor's Center, and Public Safety guard booths.

Following the Senate resolution, a task force comprised of students, faculty, and staff, including both smokers and non-smokers, was created to determine the implementation plan, including the designated smoking areas. The areas reflected in the map were carefully chosen to respect the rights of smokers and the well-being of non-smokers.

Key designated smoking areas on lower campus include outside Butler Library, as well as undergraduate residence halls Wien, Hartley, Wallach and Fernald. On upper campus, locations include outside Lewisohn Hall, between Avery and Fayerweather, Low Library, Uris Hall, and other select locations.

All designated places are at least 20 feet from building entrances, but still provide smoking areas near highly trafficked campus locations, with shelter when possible, or along commonly used travel routes.

Smoking urns will be installed in each area, making it easy to identify the appropriate location and to ensure that cigarettes are disposed of in the proper waste receptacle. Information regarding New York State's smoking cessation program (1-866-NY-QUITS) will be posted on all smoking urns.

All members of the Columbia community, as well as visitors, are expected to voluntarily comply with the smoking policy. Mutual respect for individual rights and recognition of personal responsibility are paramount to the success of the implementation.

This replaces the resolution originally implemented in 2010, when the Senate limited smoking to within 20 feet of a building entrance. The new resolution was introduced as a compromise between parties both for and against a smoke-free Morningside campus. In 2009, a [smoke-free policy](#) was implemented on all CUMC property, both indoors and outdoors.

The University smoking policy is currently maintained by Human Resources and will be updated accordingly with the Senate resolution.

Questions regarding the smoking policy should be directed to Human Resources Client Services.



[VIEW LOCATIONS](#)

AS OF JULY 2014

Designated smoking areas in effect on Morningside campus



Please be respectful of fellow
Columbia community members
and observe this new policy

Attachment #5



AS OF JULY 2014
Designated smoking areas in effect on Morningside campus
Please be respectful of fellow Columbia community members and observe this new policy



COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

[VIEW LOCATIONS](#)