

QUIT NOW



Quit  
NOW



# WHY QUIT NOW?

---



**“Tobacco causes more deaths than AIDS, alcohol abuse, automobile accidents, illegal drugs, fires, homicide and suicide combined.”**

## **ISSUE**

Cigarette smoking is the number one preventable cause of death in the United States. It is responsible for one in every five American deaths. Tobacco use in any form is not only harmful for the person using the product, but also for non-smokers and other people in the environment.

## **HEALTH CONSEQUENCES**

Some of the proven health consequences of tobacco use include premature death, disability and disease including heart disease, stroke, several cancers (including cancer of the lung, larynx, pharynx, mouth, stomach, pancreas, bladder, cervix and esophagus), chronic bronchitis and emphysema. Tobacco use is also a cause of SIDS as well as intrauterine growth retardation leading to low birth weight babies and is a probable cause of unsuccessful pregnancies.

## **SECONDHAND SMOKE**

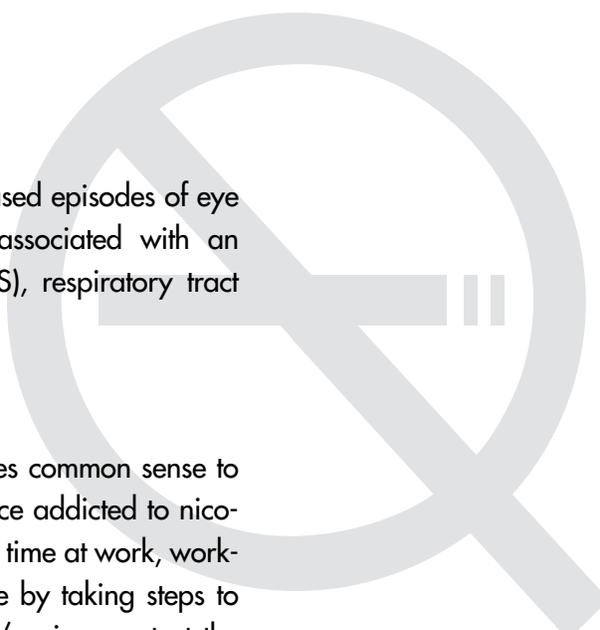
Secondhand Smoke (SHS; also referred to as environmental tobacco smoke or passive smoke), which is a combination of smoke exhaled by the smoker and the smoke that comes from the burning end of a cigarette, cigar or pipe, can also have adverse health consequences for non-smokers. Secondhand smoke is a cause of lung cancer and can cause heart attacks in non-smokers

at risk for heart disease. It is also responsible for increased episodes of eye irritation among allergic persons. In children it is associated with an increased risk of sudden infant death syndrome (SIDS), respiratory tract infections and asthma.

## RATIONALE

In view of the above mentioned health hazards it makes common sense to quit the use of tobacco. However, it is also true that once addicted to nicotine it is not easy to quit. Since employees spend a lot of time at work, worksites can help interested employees to quit tobacco use by taking steps to make the worksite tobacco-free. A tobacco-free policy/environment at the worksite can be a huge incentive to help employees quit, AND it is the number one reason why people quit the use of tobacco.

Your worksite wellness committee can take steps to protect all employees from the harmful effects of tobacco use and provide cessation support to smokers who want to quit. The following sections of this workbook provide suggestions and guidelines for implementing several such options.



**Tobacco products:** includes cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff and any other items containing or reasonably resembling tobacco or tobacco products.

**Tobacco use:** includes smoking, chewing, dipping or any other use of tobacco products.

Adapted from Centers for Disease Control and Prevention: Office on Smoking and Health, U.S. Department of Health and Human Services, Wellness Councils of America, American Cancer Society. *Making Your Workplace Smoke Free: A Decision Maker's Guide*. 1996.

# TABLE OF CONTENTS

---

<b>I. Quit Now HealthStart Activity</b>	1
<b>II. Quit Now Individual and Group Resources</b>	5
Individual Resources	6
Group Resources	8
<b>III. Quit Now Resources for Worksite Policies</b>	11
Quit Now Policies for Worksites	12
How Do You Develop a Successful Tobacco-free Policy?	14
Sample Tobacco-free Worksite Policies	17
<b>IV. Quit Now Resources for Worksite Environments</b>	19
Literature Racks	20
Posters	21
Designated Smoking Space	22
<b>V. Quit Now Additional Resources</b>	23
<b>VI. Appendices</b>	29
Appendix A: Free Resources for Individuals in North Carolina Wanting to Quit the Use of Tobacco	30
Appendix B: Smoking Policies—100% Smoke-Free and Separately Ventilated Areas	31
Appendix C: Smoke Report Card	32
Appendix D: Worksite Survey-Secondhand Smoke Exposure	34
Appendix E: Worksite Survey-Support for Smoke-Free Policy	35
Appendix F: Sample Petition-Proposing a Smoke-Free Policy	36
Appendix G: Models of Smoke-Free Policies	37
Appendix H: Handouts and Fact Sheets	39
Appendix I: Posters	54
Appendix J: Motivational Quotes	57
Appendix K: Assessing a Group Cessation Program	59
Appendix L: Pledge Card	60
Appendix M: Pocket Card	61
Appendix N: Certificate of Achievement	62
Appendix O: The “I Quit” Announcement Poster	63
Appendix P: The “I Quit” Sign-up Sheet	64
Appendix Q: The “I Quit” Pledge Card	65



# SECTION I

## **HealthStart Activity**



**Quit  
NOW**

# Quit Now HealthStart Activity

**THE HEALTHSTART QUIT NOW ACTIVITY** includes ready-to-use materials (such as announcements, posters, handouts, etc.) that can be used by the worksite wellness committee to jumpstart wellness programs. Success with these activities will help to increase management support and employee interest in future, long-term programs.

The activity outlines the purpose, materials needed and action steps for completing the activity. The “Extra” section of the activity discusses some things that are not required for the activity to

be successful but will greatly assist in improving employee morale for participation in wellness activities.

Even though this activity promotes participation of individual employees, the committee should strive to accomplish changes in worksite policies and environments that support a healthy lifestyle. These changes will make it easier for employees to adopt healthy behaviors, make healthier lifestyle choices at work and reduce the risk for long-term chronic diseases.

## The “I Quit” Challenge

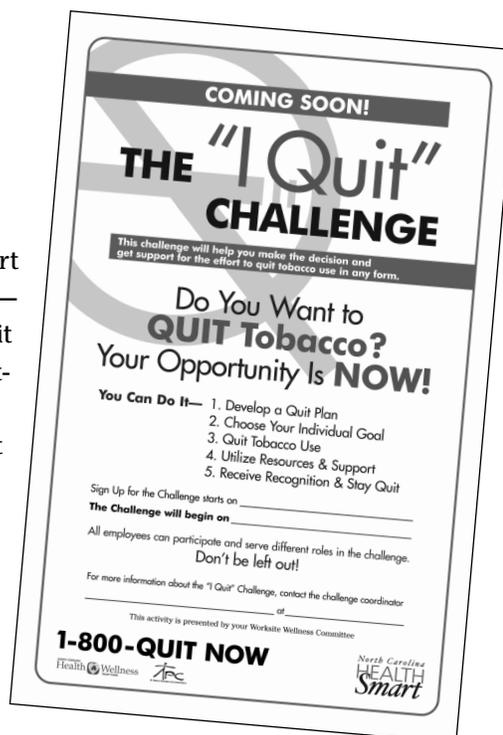
### PURPOSE

The “I Quit” challenge will encourage employees to make an effort to quit tobacco use and achieve better health. See **Appendix A—Free Resources for Individuals in North Carolina Wanting to Quit the Use of Tobacco**. This handout can be downloaded and printed for employees.

The ultimate aim of the activity is to help tobacco users quit completely. However, nicotine is very addictive and it may not be easy for tobacco users to quit for good. Therefore, this activity allows participants to choose their own time frame for quitting the use of tobacco. The challenge will provide participants with support materials and encouragement to stay quit.

### MATERIALS

- Flyer to announce the activity (**Appendix O**)
- “I Quit” sign up sheet (**Appendix P**)
- Motivational posters/signs (**Appendix I**)
- Smoker’s Pledge Card (**Appendix Q**)
- Quit Now handouts (**Appendix H**)
- “You Can Quit” pocket card (**Appendix M**)
- Certificate of Recognition (**Appendix N**)



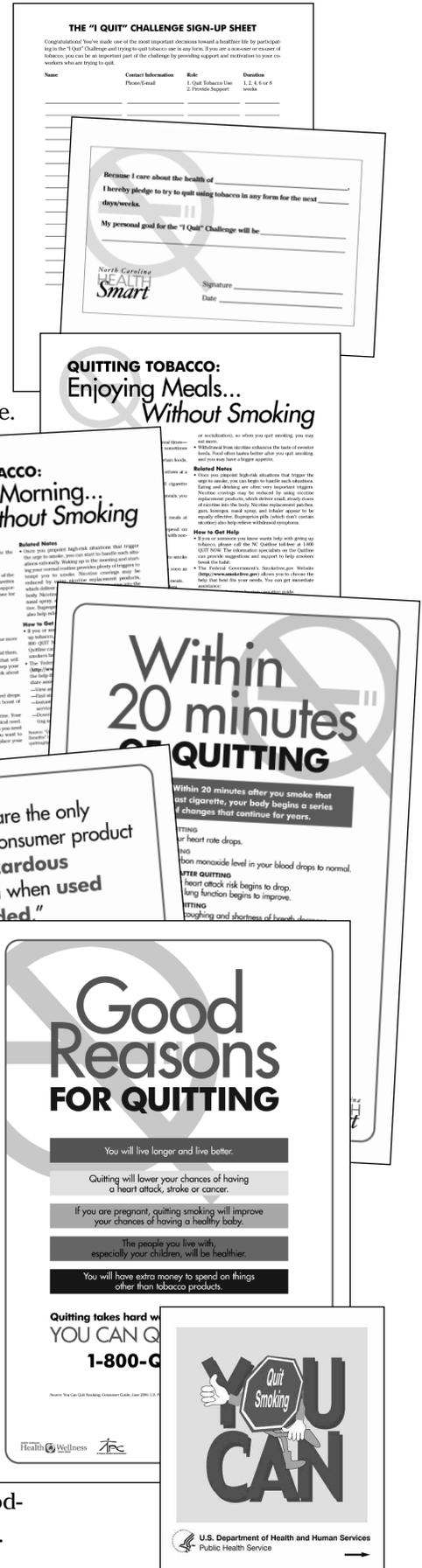
# ACTION ITEMS FOR THE "I QUIT" CHALLENGE:

1. Select the "I Quit" Challenge Coordinator(s) \_\_\_\_\_ (May be more than one person depending upon the size of the worksite.)
2. Announce the "I Quit" challenge to employees by posting notices at several places in the worksite including employee notice board, rest-room, lunch/break room, etc.
3. The announcement should be made at least one to two weeks prior to the start date. This will give tobacco-users some time to assess their readiness to quit and make a decision to participate in the challenge.
4. Post sign up sheet for employees to participate in the "I Quit" challenge. All employees, whether current smokers/tobacco users, non-smokers and ex-smokers can participate. The non-smokers and ex-smokers can serve to provide support and encouragement to employees actively trying to quit.
5. Allow the participants to choose their own time frame during which they would make an effort to quit using tobacco in any form. This may be a week, two weeks, a month or more. Setting a quit date within a month's time is recommended.

## SUPPORT MATERIALS FOR EMPLOYEES TRYING TO QUIT

On the start date of the "I Quit" challenge, the coordinator should make the following support materials available for all participants who are trying to quit tobacco use.

- Display motivational signs and posters at several prominent places in the worksite to encourage employees to quit tobacco.
- Ask the participants to sign a personal pledge card and display it in their office and home during the challenge. The pledge card should specify—
  - a. the quit duration,
  - b. the motivating factor for quitting (may be personal health reasons, health of children or another reason) and
  - c. the personal goal. (Some smokers may wish to begin by decreasing the number of cigarettes smoked per day and others may wish to set a quit date in the near future and become tobacco free on that date.)
- A sample pledge card is provided with this activity packet. It can be modified according to the personal pledges that participants wish to make.



- Give the participants information on how to get support during their efforts to quit tobacco use. Inform them of the co-workers (non-smokers and ex-smokers) who are participating in the challenge to provide support and motivation. Sample handouts are also provided with the activity packet. Copy and distribute these to the participants.
- A personal “You Can Quit” pocket card may be beneficial for some employees to encourage and remind them of their commitment to quit tobacco use. A sample pocket card is provided in **Appendix M**.
- Present a “Certificate of Achievement” to all employees who are successful in staying quit during the chosen quit duration. Encourage them to continue their efforts to stay quit and get immediate help if they feel the urge to go back to using tobacco.



### **EXTRA:**

Depending upon the level of support from upper management and the availability of resources/funds for wellness activities at your worksite, the wellness committee may incorporate the following as an add on to the activity.

- **Management Input**—Request someone in the top management to personally sign on the certificate of achievement that is presented to the employees who participate in the challenge.
- **Incentives**—If funding is available for incentives, it makes the most sense to use those dollars to provide nicotine replacement therapy (NRT) for those trying to quit. NRT can double quit rates. NRT should not be offered as an “incentive” but rather as a form of treatment, and should be offered to everyone except those who are pregnant, have had a heart attack within two weeks, have on-going arrhythmias or who have ongoing heart disease-related chest pain.

# SECTION II

## Individual and Group Resources

Quit  
NOW



**YOUR WORKSITE MAY OFFER SUPPORT** to employees who are interested in quitting the use of tobacco through self-help materials and/or group behavior modification programs. This is particularly true if your worksite wellness committee is considering implementing a tobacco-free policy for the workplace. (See Section III—Quit Now Policies for Worksites.)

A tobacco-free policy at your worksite may be a motivating factor for such employees and encourage them to quit. If the worksite also offers support for employees to quit the use of tobacco, it reassures them that the policies are meant to be anti-tobacco only and not anti-tobacco users.

# Individual Resources

**MANY EMPLOYEES AT YOUR WORKSITE** may prefer to use individual-based programs during their quitting efforts because these provide privacy and the flexibility to use at one's own convenience.

Listed below are a few ways to share resources to individual employees that are interested in quitting the use of tobacco.

- Be sure that all employees know about the toll-free quitline—1-800 QUIT NOW. 1-800 QUIT NOW is a telephone tobacco use quitline where trained tobacco cessation counselors provide comprehensive assistance to help the tobacco user quit. The tobacco user may call as often as he/she likes, and services are available in English or Spanish.
- Share the guide *Free Resources for North Carolinians Wanting to Quit the Use of Tobacco* (see **Appendix A**) with employees who want to quit the use of tobacco.
- For resources directly related to quitting the use of spit and/or chew tobacco, visit the following websites:

Centers for Disease Control—CDC TIPS  
<http://www.cdc.gov/tobacco/spit.htm>

American Dental Association  
[http://www.ada.org/public/topics/tobacco\\_faq.asp](http://www.ada.org/public/topics/tobacco_faq.asp)

American Cancer Society  
[http://www.cancer.org/docroot/PED/content/PED\\_10\\_13x\\_Quitting\\_Smokeless\\_Tobacco.asp?sitearea=PED](http://www.cancer.org/docroot/PED/content/PED_10_13x_Quitting_Smokeless_Tobacco.asp?sitearea=PED)

Quit Now NC!  
<http://www.quitnownc.org>

**QUIT NOW NC!** Quit Now NC! is a statewide tobacco cessation initiative, which fosters partnerships, influences policies, conducts trainings, and develops resources for a healthier North Carolina.

### Free Resources for North Carolinians Wanting to Quit the Use of Tobacco

**County Resources:** Quit Now NC! has developed an online county directory of tobacco use cessation programs and resources. <http://www.ncgoodhealthdirectory.com>

**State Resources:** Quit Now NC! has a website with extensive information and resources for people interested in learning more about quitting. [www.quitnownc.org](http://www.quitnownc.org)

**National and State Resources Available to ALL NC Citizens:**

**TOLL-FREE STATE QUITLINE**  
**1-800-QUIT NOW (1-800-784-8669)**

- Available M-F from 9:00 am-4:30 pm.
- Counseling is available in both English and Spanish.
- People can talk to counselors, who will then call to support you through the quitting process.
- Materials can be sent to one's home.

**TOLL-FREE NATIONAL QUITLINE**  
**1-866-487-3278 (for pregnant smokers)**

- Available M-F from 9:00 am-8:00 pm, Sat (9:00 am-1:00 pm).
- Counseling is available in English and Spanish.
- Materials can be sent to one's home.
- A counselor will stay in touch with the caller and check in with them from 1 to 9 times to support their quitting effort.

**NATIONAL CESSATION WEBSITES**  
[www.smokefree.gov](http://www.smokefree.gov)

- Counseling is available through Instant Messaging.
- Cessation information especially aimed at pregnant smokers is available.

**Cessation Resources Available Through Public and Private Health Insurers:** NC Prevention Partners provides information about all the NC health insurers and what tobacco use cessation benefits and products are offered. Visit <http://www.ncpreventionpartners.org/preventionforbusinesses/pltable.htm>

**For more information about Quit Now NC! contact:**  
 NC Prevention Partners  
 Email: [info@quitnownc.org](mailto:info@quitnownc.org)  
 Web: [www.quitnownc.org](http://www.quitnownc.org)

**Other web resources:**  
 National Cancer Institute  
[www.endcancer.gov](http://www.endcancer.gov)  
 American Legacy Foundation  
[www.americanlegacy.org](http://www.americanlegacy.org)

**1-800-QUIT NOW**  
 Health @ Wellness

**North Carolina HealthSmart**

- Several hospitals and local health departments across North Carolina offer tobacco cessation programs. A complete listing of smoking cessation resources available in your local area may be accessed at <http://www.ncgoodhealthdirectory.com>. (See additional resources list.)
- Be sure to check with your health benefits representative to determine if there are on-site resources available to employees seeking a cessation program. Employees should also meet with their healthcare provider for counseling and pharmaceutical advice.
- Many voluntary, local and national organizations and health departments have also developed self-help guides for individuals to use in their efforts to quit the use of tobacco. Most of these self-help materials are available as an online tool or in the form of booklets, audio or videotapes. Most of these materials are also free or available at a nominal charge. **Appendix A** provides a list of free resources available to individuals for obtaining support for quitting the use of tobacco.

“Of current smokers, an estimated 32 million smokers (about 70% of all smokers) report that they want to quit smoking completely.”

—Centers for Disease Control and Prevention.  
Cigarette smoking among adults—United States. 1994  
Mortality and Morbidity Weekly Report 1996.

- Incentives for employees who have made successful quit attempts can be a big motivating factor for these employees to stay quit and also serve as encouragement for others to quit. Depending upon the resources and budgetary constraints of your worksite, incentives can range from cash bonuses to free give aways or even a simple recognition on the bulletin board, in the newsletter or as a paycheck insert.
- Individual employees can be motivated to quit for their own health, as well as for the health of their children and/or grandchildren. See **Appendix L** for a “Pledge Card” that can be distributed among employees who want to quit because of family reasons. Also included in **Appendix M** is a “Pocket Card” that can be printed and distributed to motivate employees to keep up in their efforts to quit.
- Simple, easy-to-read smoking cessation materials in English and Spanish, for individual use can be downloaded and printed from the US Department of Health and Human Services website. These materials can also be ordered through the order form available at the website listed below. One hundred copies of most materials are free of charge to order.

<http://www.ahrq.gov/consumer/tobacco>

**A SMOKER'S PLEDGE**

Because I love my children and want to protect them from the dangers of second-hand smoke, I hereby pledge to try to provide a smoke free home and vehicle.

So that \_\_\_\_\_ (names of children), can be healthier and breathe better, I promise to forbid smoking in my vehicle and in my home.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Check your reasons:  For the health of my family  
 For the health of my children  
 To be a good role model  
 So my family will have fewer illnesses  
 For my health  
 To protect friends and family that visit

North Carolina  
**HEALTH**  
*Smart*

Source: "The ETS Policy Manual: An Act to Encourage for Community Change," University of North Carolina School of Medicine Department of Family Medicine

# Group Support/ Resources

NO SMOKING  
This area.

**STRUCTURED GROUP PROGRAMS** provide the guidance and support needed by many individuals to succeed in their efforts to quit tobacco use. Members of a group often provide support and counsel one another. This service can either be contracted to outside providers or the employees can be given a listing of available programs in the community. Employees who are trying to quit tobacco use may also form peer groups among themselves and provide encouragement to each

other, especially when cravings and other withdrawal symptoms occur.

If your worksite decides to contract with an outside provider for offering tobacco cessation support to employees, it might be useful to screen such providers for their services. Refer to **Appendix K** for a checklist that can be used in assessing a group program. An online North Carolina county specific directory of tobacco cessation programs and resources is also available at <http://www.ncgoodhealthdirectory.com>

- The worksite wellness committee may organize “Lunch & Learn” sessions to provide information to employees using videotape or a PowerPoint presentation. Select a video/presentation that is suited for adults and fits the lunch time period. Videotapes related to several smoking cessation topics are available at no cost from Tobacco Information and Prevention Source, Centers for Disease Control and Prevention.  
<http://www.cdc.gov/tobacco/pubs1.htm#Videotapes>
- The American Legacy Foundation along with supporting partners offers a free online group support program called “Circle of Friends—Uniting to be Smoke Free.” Individuals (smokers trying to quit and former smokers) can register for free. Members provide and seek support from other members through stories, messages boards, e-cards and instant messaging. Employees at your worksite interested in this type of group support can join the Circle of Friends by calling 1-800-243-7000 or by visiting <http://www.join-the-circle.org>.
- The U.S. Food and Drug Administration has approved six first-line medications to help smokers quit. Five of these are nicotine replacement therapies relieve withdrawal symptoms and one is a non-nicotine medication. All six relieve withdrawal symptoms. Check with your health insurance plan to find out if it provides coverage for these pharmacological aids and if it does, inform the employees accordingly.

## Checklist—Assessing a Group Cessation Program

1. How long has the organization been in existence? How long has it been providing smoking cessation programs?
2. How many people have gone through the program?
3. Will the approach be appropriate for the employees?
  - a. What methods are used to help smokers quit?
  - b. How is maintaining abstinence from smoking addressed?
  - c. What resources are provided to help promote the program among company employees and stimulate participation?
4. Have others been satisfied with the program?
  - a. Will they provide a list of clients, specifically other employees?
  - b. Will they provide references so you can check for satisfaction and success rates?
5. What are the qualifications of the instructors? What training have they received? What is their cessation counseling experience?
6. Are printed materials appropriate for the educational level of the employees? Are they attractive and motivational?
7. Will the structure of the program accommodate the needs of the employees? Can they
  - a. accommodate all shifts?
  - b. provide on-site and off-site programs?
  - c. structure flexible program formats?
  - d. provide audio or visual equipment?
8. Is the program provider willing to provide ongoing assistance and follow-up once the formal program ends?
9. Does the program incorporate participants' support systems? For example, peers and family members?
10. Does the program offer any form of guarantee? For example, can employees repeat the program for free or at a lower cost?
11. Can the program provider provide evidence of six-month and one-year success rates of previous clients? [A range of 20 (1 year)-80% (6 months) is realistic.]
12. Remember: if it sounds too good to be true, it probably is.
13. How much does the program cost per employee? Are group discounts available?

Source: Centers for Disease Control and Prevention; Office on Smoking and Health, U.S. Department of Health and Human Services; Wellness Councils of America; American Cancer Society. "Making your Workplace Smoke Free: A Decision Maker's Guide." 1996.

North Carolina  
HEALTH  
Smart

Insurance coverage of tobacco-use cessation treatment increases both the use of effective treatment and the number of successful quit attempts. For more information on the why, what and how of coverage for tobacco use cessation treatments, read the article available at the Centers for Disease Control, Atlanta, Georgia. [http://www.cdc.gov/tobacco/educational\\_materials/cessation/index.html](http://www.cdc.gov/tobacco/educational_materials/cessation/index.html)

- The worksite wellness committee may also organize a one to three month competition among employees trying to quit. All the interested employees may be divided up into two teams and the members can keep a check on the other team members relapses. The team with the most members who stay quit at the end of the designated time period can be recognized or awarded.
- The worksite wellness committee may try to identify ex-smokers at the worksite who can serve as role models/mentors for other employees trying to quit. Employees who want to quit can gain a lot of benefit and support from a co-worker who has been successful in his/her quit attempt.

**The worksite wellness committee may encourage a “Buddy System” among employees who are interested in quitting. Two employees can team up during their quitting effort. This can greatly increase their motivation, provide support during times of relapse and help overcome cravings.**





# SECTION III

## Resources for Worksite Policies

Quit  
NOW

# Quit Now Policies for Worksites



No Smoking

## What is meant by a policy?

**A POLICY CAN BE A LAW OR A REGULATION.** It can be a written rule, or a common practice. Policies can support healthy behaviors and lead to decisions for employees to lead healthier lifestyles.

A policy can be written at any level. Organiza-

tions such as worksites, and communities such as a school district, can have policy. On a higher level, state law can be policy. Policies can create change in our surroundings that help us live healthier lives.

## Why do we need tobacco-free policies in the workplace?

Multiple scientific sources, including the U.S. Surgeon General, the National Cancer Institute, the Centers for Disease Control and Prevention and the Environmental Protection Agency have concluded that:

1. The number one reason why people quit the use of tobacco is when their worksite goes tobacco-free,
2. Secondhand smoke is a cause of disease, including lung cancer and heart disease in healthy non-smokers, resulting in the death of more than 65,000 non smoking Americans every year and

3. The simple separation of smokers and non-smokers within the same air space does not eliminate the exposure of non-smokers to smoke.

There is no known safe level of secondhand smoke exposure, and evidence suggests that even short-term exposure may increase the risk of experiencing a heart attack among non-smokers at risk for heart disease. Increased adoption, communication and enforcement of tobacco-free policies by worksites can help to protect the health of employees and also provide a supportive environment for employees who want to quit.

# Benefits of becoming tobacco-free

Tobacco-free workplaces benefit both the employees and the employer. There are many benefits to employees and employers that accrue from having a tobacco-free workplace. Here are a just few:

## **PUBLIC SUPPORT FOR WORKPLACE POLICIES**

As the public has become more aware of the risks associated with exposure to secondhand smoke, support for smoke-free policies has steadily increased. According to Gallup polls, Americans not only know about the risks posed by secondhand smoke, but also favor efforts to reduce exposure to it. The percentage of Americans who favor some type of restriction on workplace smoking increased from 81% in 1983 to 94% in 1992.

## **INCREASED EMPLOYEE MORALE**

Adopting a smoke-free policy sends a clear message to your employees and the community: *“We care about the health and safety of our employees.”* The employer’s concern for the health of employees is especially clear in the case of employees who have conditions that make them vulnerable to secondhand smoke, like employees who are pregnant, have heart disease or have breathing problems. Offering quitting support for employees who want to quit sends a straightforward message that the company cares about all employees, including smokers.

## **INCREASED PRODUCTIVITY**

A tobacco-free workplace enhances productivity by reducing the health effects of secondhand smoke on nonsmokers, and by reducing smoking-related absenteeism among smokers who are motivated to quit as a result of the tobacco-free policy.

## **REDUCED MEDICAL COSTS**

A smoker who quits could save his or her employer an estimated \$1,429 in excess illness costs each year. Persons who quit smoking before age 65 are estimated to save from 45% to 67% of the lifetime excess medical costs of persons who continue to smoke.

## **IMPROVED IMAGE**

Many organizations implement tobacco-free policies in part to influence consumers’ opinions of the company. With non-smokers accounting for about 75% of adult consumers of goods and services, a company’s decision to go tobacco-free can influence their appeal to consumers in the marketplace. Adopting a tobacco-free workplace policy can improve a worksite’s image in hiring as well. Companies that demonstrate concern for the health and well being of their employees are more likely to be able to recruit and retain high-quality employees.

The following pages of this section will provide your worksite wellness committee with basic guidelines on developing successful tobacco-free policies and some sample policies that you can adopt to make your worksite tobacco-free.

## **REFERENCES**

1. Centers for Disease Control and Prevention: Office on Smoking and Health, U.S. Department of Health and Human Services, Wellness Councils of America, American Cancer Society. *Making your Workplace Smoke Free: A Decision Maker’s Guide*. 1996.
2. Center for Health Promotion and Publications. *The Dollar (and sense) Benefits of Having a Smoke Free Workplace*. Lansing, Michigan. Michigan Tobacco Control Program. 2000.

# How Do You Develop a Successful Tobacco-Free Policy?

**DECIDING TO ADOPT A TOBACCO-FREE** workplace policy is a big step - much thought and effort will likely go into the development of a policy that will work for your worksite. These guidelines are

intended to help you work through that process, and can also be used as counterpoints to objections by some.

## Steps to developing a successful tobacco-free workplace policy

### 1. Decide on Specific Goal for Policy Change

There are several types of tobacco-free workplace policies that a worksite can implement to gain the benefits of being a tobacco-free environment. Each has its own advantages and disadvantages, both to the employees and the employer. Before deciding on what kind of tobacco-free policy would best suit your worksite (See **Appendix A**), you may want to consider the following questions:

- a. Given your employees' interests, health and work environments, which policy will provide them with the most protection?
- b. Which policy will offer the greatest benefits to the company at the lowest cost?
- c. Which policy will the management be most supportive of?
- d. What community ordinances exist governing smoking in public places or workplaces?
- e. What are the customers' or the community's expectations regarding secondhand smoke?

While the range of policy options is broad they can be classified into two types for easier decision-making—100% tobacco-free and smoking in

separately ventilated areas. See Appendix A for a comparison of the two different policy options and the pros and cons of each.

### 2. Conduct Strategic Assessment

- a. What is your organization's current policy regarding smoking/tobacco use and exposure to secondhand smoke at the workplace? **Appendix B** provides a detailed tool that can be completed by the worksite wellness committee to grade the worksite based on its current secondhand smoke policy, if one exists. A quick survey to find out how prevalent secondhand smoke is at your worksite is also included, in case the worksite wellness committee does not wish to complete the detailed tool.
- b. What are the current city/county/state secondhand smoke regulations in your area?
- c. Identify your organization's strengths and weaknesses that would effect implementing the policy.
- d. Have realistic expectations and rely on other smoke-free workplaces' experiences.
- e. Conduct a survey to assess staff attitudes about secondhand smoke and the adoption of

a smoke-free workplace policy. A sample survey is included in **Appendix C**. The responses to this survey would help the worksite wellness committee members assess the readiness of employees for tobacco-free policies at the worksite and the anticipated support from employees and management.

### **3. Develop a Working Coalition for Policy Change**

- a. The worksite wellness committee may itself serve as the working coalition for policy change or may develop a separate group with different employee members.
- b. Involve all people who are potentially affected—staff, management, smokers and non-smokers. The worksite wellness committee may want to circulate a petition among the employees to gain support for implementing a tobacco-free policy at the worksite. See **Appendix D** for a sample petition.
- c. Choose a point person, someone who is well respected and who has a genuine concern about secondhand smoke as a health issue. Getting the support for tobacco cessation from someone in the top management is crucial to the success of policy and environmental change efforts.

### **3. Clarify your Strategy**

- a. Determine a timetable for policy development and implementation.
- b. Acknowledge the need for cessation programs and be prepared to provide resources before policy is enacted (literature and referral) to those employees interested in quitting. (*See section on Individual and Group Resources in the toolkit for specific ideas.*)
- c. Decide what kind of support your organization will offer to employees who smoke in their efforts to quit, such as providing access to the NC Quitline (1-800-QUIT NOW), information regarding nicotine replacement therapy (NRT) and pharmaceuticals. (*See section on Individual and Group Resources in the toolkit for specific ideas.*)

- d. Develop incentives for employees who are trying to quit.
- e. Draft the policy statement. Be sure to include:
  - i. Where and when policy takes effect
  - ii. Procedures for policy violations
  - iii. Who is effected by the policy (visitors, staff, supervisors)
- f. All employees should receive a personal letter notifying them of the new policy 4-6 weeks prior to the implementation date. The letter should be signed by the level of management most appropriate, such as department head, personnel director or most senior worksite supervisor. Additionally, posters announcing the new policy, effective date and smoking cessation support available should be visible in high traffic areas of the worksite.

### **5. Decide on Roles and Responsibilities**

- a. Who will be primarily responsible for implementing and enforcing the policy?
- b. Who will be in charge of posting signs and notices?
- c. Who will communicate with unhappy employees?
- d. How will the policy be enforced? What are the consequences?

### **6. Enact your Plan**

- a. Meet with managers and likely opponents to gain support.
- b. Communicate plan to staff through:
  - i. Personal letters
  - ii. Newsletters
  - iii. Paycheck stuffers
  - iv. Signs
  - v. Posters/Flyers

Communicating with employees is important in the interest of allaying any misconceptions. The core message is “A tobacco-free workplace is for the health of everyone.” Make sure that employees understand that by adopting a tobacco-free policy no one is making a judgment about smokers as individuals or saying that people who use tobacco are not welcome. The policy means that

that they may not use tobacco while at work, due to the health risk it poses to their co-workers and to themselves. Help them see that the worksite will become a place where they will be encouraged and supported to quit the use of tobacco.

## 7. Enforce and Defend your Policy

- a. Enforce the policy as you would any other policy.
- b. Train managers to deal with opposition and complaints.

Adapted from “Make It Happen—Steps to Developing A Successful Smoke Free Policy.” Tobacco Prevention and Control Branch. North Carolina Department of Health and Human Services. Available at <http://www.workingsmokefree.com>

To get more information on legal options and advocacy efforts related to tobacco use see *The ETS Policy Manual: An A to Z Toolbox for Community Change* available at <http://www.smokefreenc.org/toolbox.htm>.

Also a summary of legal options can be found at [http://www.smokefreenc.org/pdf\\_pages/legal\\_summary.pdf](http://www.smokefreenc.org/pdf_pages/legal_summary.pdf).

## REFERENCES

1. Centers for Disease Control and Prevention: Office on Smoking and Health, U.S. Department of Health and Human Services, Wellness Councils of America, American Cancer Society. *Making your Workplace Smoke Free: A Decision Maker's Guide*. 1996
2. University of North Carolina School of Medicine Department of Family Medicine. *The ETS Policy Manual: An A to Z Toolbox for Community Change*.



# Sample Tobacco-free Workplace Policies

ONCE YOUR WORKSITE WELLNESS COMMITTEE has decided on the type of tobacco-free policy that will be best suited for your worksite, the following sample policies can be used to serve as a guide to draft a policy statement.

## **SAMPLE POLICY #1— 100% TOBACCO-FREE INDOORS**

Policy: Effective *(date)*, smoking and/or tobacco use is not allowed anywhere indoors at *(worksite name)*. Tobacco use is strictly prohibited within the building(s), including offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, and community areas. Smoking must be confined during meal breaks and to the outside, designated smoking area only. This policy applies to all employees, clients, contractors and visitors. All individuals share in the responsibility for adhering to and enforcing the policy. Any problems should be brought to the attention of the appropriate supervisor and handled through the normal chain of command.

## **SAMPLE POLICY #2— 100% TOBACCO-FREE INDOORS AND VEHICLES**

Policy: Effective *(date)*, smoking and/or tobacco use is not allowed anywhere indoors at *(worksite name)* or in *(worksite name)* owned vehicles used by this work unit. Tobacco use is strictly prohibited within the building(s), including offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, community areas, and vehicles. Smoking must be confined to meal breaks and to the outside, designated smoking area only. This

policy applies to all employees, clients, contractors and visitors. All individuals share in the responsibility for adhering to and enforcing the policy. Any problems should be brought to the attention of the appropriate supervisor and handled through the normal chain of command.

## **SAMPLE POLICY #3— 100% TOBACCO-FREE INDOORS AND BUFFER ZONE**

Policy: Effective *(date)*, smoking and/or tobacco use is not allowed anywhere indoors or within 50 feet of the buildings at *(worksite name)*. Tobacco use is strictly prohibited within or immediately outside of the building(s), including offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, community areas, and entrances and exits to buildings. Breaks will be granted to all employees in accordance with state personnel policies. Smoking must be confined to these breaks (including meal break) and to the outside, designated smoking area only. This policy applies to all employees, clients, contractors and visitors. All individuals share in the responsibility for adhering to and enforcing the policy. Any problems should be brought to the attention of the appropriate supervisor and handled through the normal chain of command.

## **SAMPLE POLICY #4— 100% TOBACCO-FREE INDOORS AND PROTECTED AIR INTAKE SOURCES**

Policy: Effective *(date)*, smoking and/or tobacco use is not allowed anywhere indoors at *(worksite*

*name*). Tobacco use will be strictly prohibited within or immediately outside of company-owned or leased buildings, including offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, community areas, and entrances and exits to buildings. Smoking and/or tobacco use will only be allowed outside of the building (at least 50 away from the main entrance, handicapped entrance and any areas where smoke can leak into the building via intake vents, windows, and doors) or employee's own cars. Breaks will be granted to all employees in accordance with state personnel policies. Smoking must be confined to these breaks (including meal break) and to the outside, designated smoking areas only. This policy applies to all employees, clients, contractors and visitors. All individuals share in the responsibility for adhering to and enforcing the policy. Any problems should be brought to the attention of the appropriate supervisor and handled through the normal chain of command.

### **SAMPLE POLICY #5— 100% TOBACCO-FREE INDOORS AND ON COMPLETE CAMPUS**

Policy: Effective (*date*), smoking and/or tobacco use is not allowed anywhere indoors and on the complete campus at (*worksite name*). Tobacco use will be strictly prohibited within or immediately outside of company-owned or leased buildings, including offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, community areas, and entrances and exits to buildings. Smoking and/or tobacco use will only be allowed outside of the building

(at least 50 away from the main entrance, handicapped entrance and any areas where smoke can leak into the building via intake vents, windows, and doors) or employee's own cars. Breaks will be granted to all employees in accordance with state personnel policies. Smoking must be confined to these breaks (including meal break) and to the outside, designated smoking areas only or off-campus. This policy applies to all employees, clients, contractors and visitors. All individuals share in the responsibility for adhering to and enforcing the policy. Any problems should be brought to the attention of the appropriate supervisor and handled through the normal chain of command.

### **SAMPLE POLICY #6— VALUE STATEMENT**

Policy: Effective (*date*) it is the policy of (*worksite name*) to create a workplace environment which encourages employees to maintain a tobacco-free lifestyle and which values a smoke-free work environment as an essential part of both personal and corporate well-being.

See **Appendix F** for different examples of detailed, model smoke-free policies for worksites and schools that decide to become 100% tobacco-free. These can be used as written or modified to suit the specific needs of your individual worksite.

Also, a complete listing of North Carolina smoke-free workplaces can be found at <http://www.workingsmokefree.com>. If your workplace adopts such a policy, it can be easily added to this listing too by using the contact information at the website.

# SECTION IV

## Resources for Worksite Environments

Quit  
NOW



**LITERATURE RACKS** are a convenient way to keep the Quit Now message visible in the workplace and to motivate employees to stop using tobacco. Commercial literature racks are available from office and library supply stores. Simple and inexpensive literature holders can be made from attractive plastic or ceramic flowerpots, baskets and other office/household items.

Use an attractive holder in a highly visible location to hold handouts/one-pagers, brochures and pamphlets on the benefits of quitting tobacco use. Several ready-to-use handouts are included in **Appendix H**. These handouts are also included in the toolkit CD-ROM for printing.

Brochures, booklets and pamphlets on several other topics related to tobacco use and smoking can be downloaded for free or ordered for charge from the list of related links in Section V—Quit Now Additional Resources.

### Five Keys for QUITTING

These five steps will help you quit and quit for good. You have the best chance of successfully quitting if you follow all of the steps.

- 1. Get Ready**
  - Set a quit date, preferably one within a month's time.
  - Change your environment.
  - Get rid of all cigarettes, ashtrays and all tobacco products in your home, car and place of work.
  - Don't let people smoke or contribute to your home.
  - Review your past attempts to quit. Think about what worked and what did not.
  - Once you quit, don't smoke—NOT EVEN A PUFF! And don't use any other tobacco products.
- 2. Get Support and Encouragement**
  - Tell your family, friends, and coworkers that you are going to quit and want their support. Ask them not to smoke or use other tobacco products around you and not to leave out cigarettes or other tobacco products.
  - Talk to your health care provider (for example, doctor, dentist, nurse, pharmacist, psychologist, or smoking counselor). Ask about quitting medicines and nicotine replacement therapy (NRT).
  - Get individual, group or telephone counseling. The more counseling you have, the better your chances are of quitting. Programs are given at local hospitals and health centers. Call the NC Quitline at 1-800-QUIT-NOW.
- 3. Learn New Skills and Behaviors**
  - Try to distract yourself from urges to smoke or to use any tobacco products. Talk to someone, go for a walk, or get busy with a task.
  - When you first try to quit, change your routine. Use a different route to work. Break tea instead of coffee. Eat breakfast in a different place.
  - Do something to reduce your stress. Take a hot bath, exercise, or read a book.
  - Think something enjoyable to do every day.
  - Drink a lot of water and other fluids.
  - Call 1-800-QUIT-NOW for help.
- 4. Get Medication and Use It Correctly**
  - The U.S. Food and Drug Administration (FDA) has approved six medications to help you quit smoking:

**1-800-QUIT-NOW**  
Health Wellness

### QUITTING TOBACCO: Facing Boredom... Without Smoking

**What to Expect**

- You may feel very bored when waiting for something or someone (a bus, your spouse, your kids).

**Related Notes**

- You may be very bored when taking a break. You will need to replace a smoke break with something else. Nicotine cravings may be reduced by using nicotine replacement products, which deliver small, steady doses of nicotine into the body. Nicotine replacement patches, gum, lozenges, nasal spray, and inhaler appear to be equally effective. Bupropion pills (which don't contain nicotine) also help relieve withdrawal symptoms.

**How to Get Help**

- If you or someone you know wants help with giving up tobacco, please call the NC Quitline toll-free at 1-800-QUIT-NOW. The information specialists on the Quitline can provide suggestions and support to help smokers break the habit.
- The Federal Government's Smokefree.gov Website (<http://www.smokefree.gov>) allows you to choose the help that best fits your needs. You can get immediate assistance:
  - View an online step-by-step cessation guide.
  - Find state quitline telephone numbers.
  - Instant message an expert through NCI's **LiveHelp** service.
  - Download, print, or order publications about quitting smoking.

**QUIT NOW**

Source: "Quitting Tobacco: Challenge, Strategies and Benefits." <http://www.cancer.gov/cancerinfo/nci/quitline/>

---

### Five Keys for QUITTING

These five steps will help you quit and quit for good. You have the best chance of successfully quitting if you follow all of the steps.

- 1. Get Ready**
  - Set a quit date, preferably one within a month's time.
  - Change your environment.
  - Get rid of all cigarettes, ashtrays and all tobacco products in your home, car and place of work.
  - Don't let people smoke or contribute to your home.
  - Review your past attempts to quit. Think about what worked and what did not.
  - Once you quit, don't smoke—NOT EVEN A PUFF! And don't use any other tobacco products.
- 2. Get Support and Encouragement**
  - Tell your family, friends, and coworkers that you are going to quit and want their support. Ask them not to smoke or use other tobacco products around you and not to leave out cigarettes or other tobacco products.
  - Talk to your health care provider (for example, doctor, dentist, nurse, pharmacist, psychologist, or smoking counselor). Ask about quitting medicines and nicotine replacement therapy (NRT).
  - Get individual, group or telephone counseling. The more counseling you have, the better your chances are of quitting. Programs are given at local hospitals and health centers. Call the NC Quitline at 1-800-QUIT-NOW.
- 3. Learn New Skills and Behaviors**
  - Try to distract yourself from urges to smoke or to use any tobacco products. Talk to someone, go for a walk, or get busy with a task.
  - When you first try to quit, change your routine. Use a different route to work. Break tea instead of coffee. Eat breakfast in a different place.
  - Do something to reduce your stress. Take a hot bath, exercise, or read a book.
  - Think something enjoyable to do every day.
  - Drink a lot of water and other fluids.
  - Call 1-800-QUIT-NOW for help.
- 4. Get Medication and Use It Correctly**
  - The U.S. Food and Drug Administration (FDA) has approved six medications to help you quit smoking:

**1-800-QUIT-NOW**  
Health Wellness

### QUITTING TOBACCO: Short-term and Long-term Health Benefits

The positive effects of quitting begin very soon after you stop using tobacco and continue long after you've quit.

**Short-term Benefits**

- Your blood pressure, pulse, and body temperature, which were abnormally elevated by nicotine, return to normal. *Persons taking blood pressure medication should continue doing so until advised by their physician.*
- Your body starts to heal itself. Carbon monoxide and oxygen levels in your blood return to normal.
- Your chance of having a heart attack goes down.
- Nerve endings start to regrow. Your ability to taste and smell improves.
- Your breathing passages (bronchial tubes) relax, lung capacity goes up, and your breathing becomes easier.
- Your circulation improves and your lungs become stronger, making it easier to walk.
- In your lungs, the cilia (hairlike structures on the lining) begin to regrow, increasing the ability of your lungs to handle mucus to clear themselves, and to reduce infection. Coughing, sinus congestion, fatigue, and shortness of breath decrease. Your overall energy level increases.

**Long-term Benefits**

- As a former smoker, your chance of dying from lung cancer is less than it would be if you continued to smoke. Your chance of getting cancer of the throat, bladder, kidney, or pancreas also decreases.

**1-800-QUIT-NOW**  
Health Wellness

Source: "Quitting Tobacco: Challenge, Strategies and Benefits." <http://www.cancer.gov/cancerinfo/nci/quitline/>

20

NORTH CAROLINA HEALTHSMART WORKSITE WELLNESS TOOLKIT



**HEALTH MESSAGES** displayed in high traffic areas can both inform employees of the facts and reinforce their behavior. Place posters and signs at your worksite that praise the health benefits of a tobacco-free workplace.

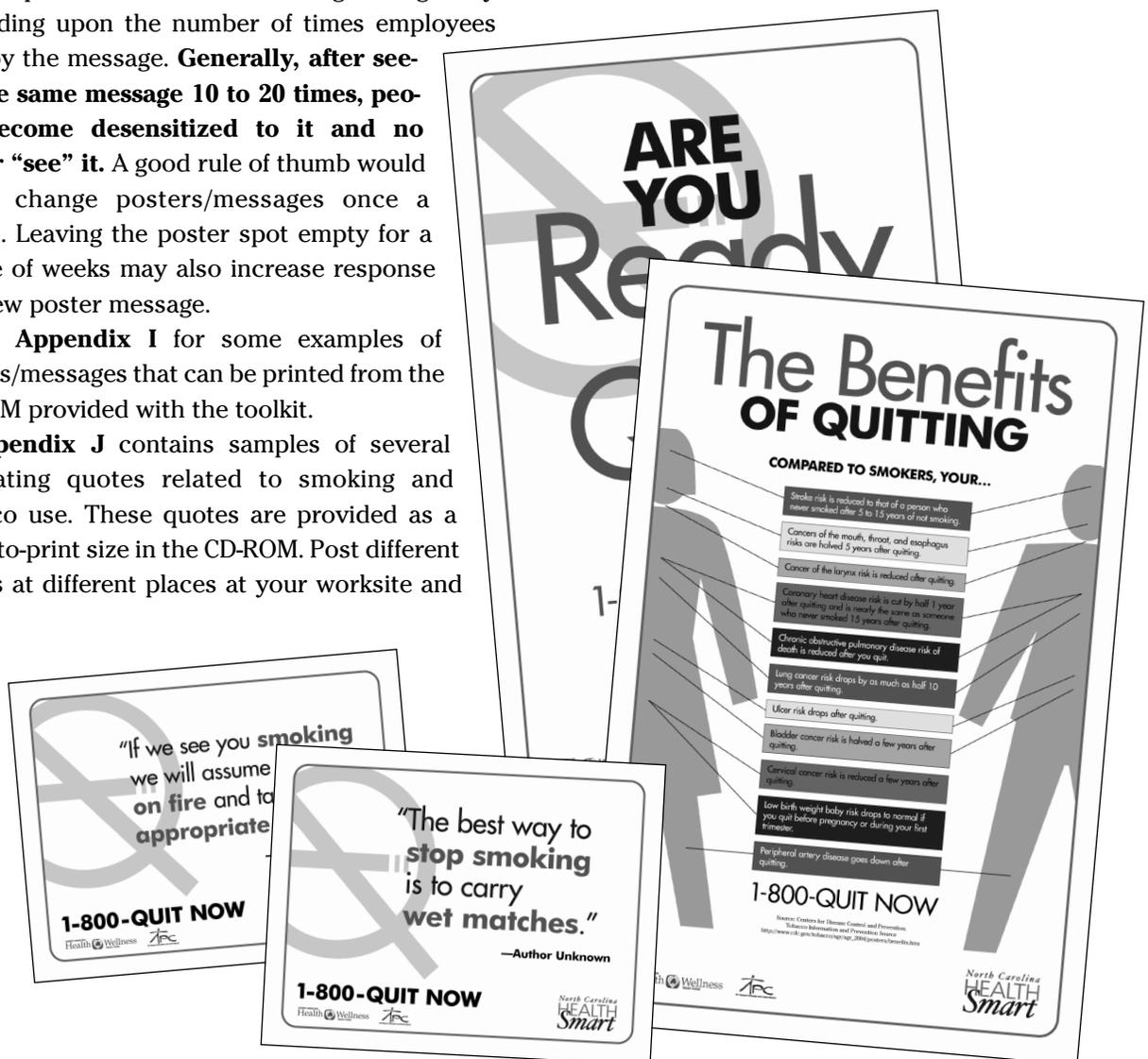
The posters should be changed regularly depending upon the number of times employees pass by the message. **Generally, after seeing the same message 10 to 20 times, people become desensitized to it and no longer “see” it.** A good rule of thumb would be to change posters/messages once a month. Leaving the poster spot empty for a couple of weeks may also increase response to a new poster message.

See **Appendix I** for some examples of posters/messages that can be printed from the CD-ROM provided with the toolkit.

**Appendix J** contains samples of several motivating quotes related to smoking and tobacco use. These quotes are provided as a ready-to-print size in the CD-ROM. Post different quotes at different places at your worksite and

switch around every week or post the same quote at several places and change it after 1-2 weeks.

Posters/signs on smoking and tobacco use can also be downloaded or ordered for charge as listed in Section V—Quit Now Additional Resources.





# Designated Smoking Space

**IF YOUR WORKSITE HAS DECIDED** to allow smoking outside the workplace building, then the worksite wellness committee in collaboration with appropriate management can try to do the following:

- Make provisions for a safe and sheltered place for employees where they can smoke or use other tobacco products.
- Make sure that this designated place meets the policy guidelines for distance from doors, windows and air intake vents.
- Provide appropriate receptacles for cigarettes and other tobacco products.

Remember that tobacco-free workplaces are not against employees who smoke or use tobacco and are not trying to punish them, but they are to protect all employees from the dangers of secondhand smoke.

# SECTION V

## Additional Resources



Quit  
NOW

# Additional Resources

THE FOLLOWING IS A LISTING of some organizations/programs that provide useful information on quitting smoking and other tobacco products.

## AMERICAN ACADEMY OF FAMILY PHYSICIANS

The “Tobacco Prevention and Cessation” section of the American Academy of Family Physicians provides links to several useful information sources including a free, online self-help guide that walks individuals through five key steps to kicking the nicotine habit. It also provides links to AAFP patient education materials on smoking, National Network of Tobacco Cessation Quitlines and the North American Quitline Map (list of state/local quitline phone numbers, websites and other services) from the North American Quitline Consortium. Website: <http://www.aafp.org/x27811.xml>

## AMERICAN CANCER SOCIETY



American Cancer Society provides detailed facts on tobacco use and smoking. It also provides resources and support for individuals interested in quitting, information on the Great American Smokeout event, guidelines for creating smoke free communities and an overview of which states are doing what to restrict tobacco use, sales, advertising, etc.

For resources directly related to quitting the use of spit and/or chew tobacco, go to [http://www.cancer.org/docroot/PED/content/PED\\_10\\_13X\\_Quitting\\_Smokeless\\_Tobacco.asp?sitearea=PED](http://www.cancer.org/docroot/PED/content/PED_10_13X_Quitting_Smokeless_Tobacco.asp?sitearea=PED). Website: <http://www.cancer.org>



## AMERICAN DENTAL ASSOCIATION

American Dental Association provides information on statewide coalitions that exist to reduce tobacco use, news and facts on tobacco, research articles related to tobacco and links to other resources. The ADA also provides resources for quitting the use of spit and/or chew tobacco at [http://www.ada.org/public/topics/tobacco\\_faq.asp](http://www.ada.org/public/topics/tobacco_faq.asp).

Website: <http://www.ada.org/prof/resources/topics/tobacco>

## AMERICAN LEGACY FOUNDATION



American Legacy Foundation is a nonprofit organization that campaigns to reduce tobacco use in the United States. The organization is dedicated to building a world where young people reject tobacco and anyone can quit. The website provides information on tobacco-use prevention, cessation, research findings, technical assistance and training and information on programs designed to reduce tobacco use among priority populations.

Website: <http://www.americanlegacy.org>

The foundation also provides a specially-designed website and resources for pregnant smokers who are trying to quit: [www.americanlegacy.org/great-start/html/home.html](http://www.americanlegacy.org/great-start/html/home.html).

## AMERICAN LUNG ASSOCIATION

The “Quit Smoking” section of the American Lung Association website provides detailed information and links to smoking cessation support, tobacco control news and reports, state legislated actions, etc. It also offers a free, online 7-module smoking cessation program called “Freedom From Smoking.” The modules cover readiness to quit, stress management skills, substitute (for smoking) behaviors to avoid relapse, recovery symptoms, long term strategies and maintenance.

Website: <http://www.lungusa.org>



## AMERICANS FOR NONSMOKERS' RIGHTS

Americans for Nonsmokers' Rights is the leading national lobbying organization dedicated to nonsmokers' rights, taking on the tobacco industry at all levels of government to protect nonsmokers from secondhand smoke and youth from tobacco addiction. The website provides detailed information and resources on second-hand smoke, legal issues, becoming smoke free and several other topics.

Website: <http://www.no-smoke.org>

## CENTERS FOR DISEASE CONTROL AND PREVENTION



The Office on Smoking and Health (OSH) of the Centers for Disease Control and Prevention (CDC) is responsible for leading and coordinating strategic efforts aimed at preventing tobacco use among youth, promoting smoking cessation among youth and adults, protecting nonsmokers from environmental tobacco smoke and eliminating tobacco-related health disparities. The Tobacco Information and Prevention Source web page provides extensive information and links to how to quit, educational materials, reports, research data, tobacco control program guidelines, campaign and events, etc. Several resources are available in Spanish language also.

For resources directly related to quitting the use of spit and/or chew tobacco, go to <http://cdc.gov/tobacco/spit.htm>.

Website: <http://www.cdc.gov/tobacco>

## COMMITTED QUITTERS

This program is sponsored by GlaxoSmithKline (GSK) and is designed to help smokers who have purchased GSK nicotine replacement products to craft an individualized smoking cessation plan. The individualized plan provides each user with helpful hints to overcome individual barriers to quitting smoking, ongoing information to help stay committed and e-mails and newsletters to help manage the exact triggers that one might face while breaking smoking habits.

Website: <http://committedquitters.quit.com>

## FAMILYDOCTOR.ORG

This Website is operated by the American Academy of Family Physicians (AAFP), a national medical organization. The website provides relevant and up to date health information including topics related to smoking and quitting tobacco. Some of the materials are also available in Spanish.

Website: <http://familydoctor.org>

## HABITROL

HABITROL TAKE CONTROL



It is a website sponsored by Novartis Consumer Health that provides support and guidance for smokers choosing to quit using a nicotine replacement therapy. The website also provides a free, online “Smoke Free Program” that helps change the habits that lead to smoking and provides a support system with resources needed to beat tough cravings and avoid high-risk situations.

Website: <http://www.habitrol.com>



## NATIONAL CANCER INSTITUTE

The tobacco section of the National Cancer Institute's website provides extensive information about cigarettes and other tobacco products, environmental tobacco smoke, links to websites, fact sheets, and publications with information about

smoking cessation and prevention, information about clinical trials for tobacco-related cancers and for tobacco use, tobacco related research, statistics and literature.

Website: <http://cancer.gov/cancertopics/tobacco>



## NATIONAL WOMEN'S HEALTH INFORMATION CENTER

This is a project of the U.S. Department of Health and Human Services, Office on Women's Health and provides extensive information on women's health related issues including smoking cessation. The website provides information on several reasons to quit, how to quit along with links to Surgeon General's Reports and latest news on smoking and tobacco. Most materials are available in Spanish also.

Website: <http://www.4women.gov/quitsmoking>

## NORTH CAROLINA PREVENTION PARTNERS

The NC Prevention Partners website provides the NC Good Health Directory, a directory of statewide resources, including healthcare providers, programs, hospitals and clinics to assist individuals to be physically active, eat healthy and quit all tobacco use. To support good health at home and at the workplace, individuals and businesses can sign up for the Prevention 1st Challenge on NC Prevention Partners website.

Website: [www.ncpreventionpartners.org](http://www.ncpreventionpartners.org)  
<http://www.ncgoodhealthdirectory.com>

The logo for quit.com consists of a solid black speech bubble pointing to the right, with the text 'quit.com' in white lowercase letters inside it.

## QUIT.COM

This website is sponsored by GlaxoSmithKline and is intended to give hints, suggestions and solutions to help smokers quit and maintain a smoke-free lifestyle. The program offers support for quitting smoking that combines solid solutions for dealing with the three-sided urges stemming from -mind, body and habit. The website also incorporates information about nicotine replacement therapies.

Website: <http://www.quit.com/splash.aspx>

## QUITNET® QUITNET

QuitNet is a large online community for people who are trying to quit smoking. Sponsored by the Boston University School of Public Health and the American Legacy Foundation, QuitNet offers lots of resources for people trying to quit, information about ways to quit, and lots of support like chat rooms and bulletin boards on various subjects.

Website: <http://www.quitnet.com>

## QUIT NOW NC!



Quit Now NC! is a statewide tobacco cessation partnership that promotes awareness, develops resources and conducts trainings to help North Carolinians successfully quit tobacco. The website offers links to a variety of resources including a smoking cessation referral directory, the NC toll-free quitline, 1-800-QUIT NOW, cessation website, information for health professionals and families and additional topics.

Website: <http://www.quitnownc.org>

## S.A.V.E.

S.A.V.E (Survivors and Victims of Tobacco Empowerment) is a project of NC GASP (North Carolina Group to Alleviate Smoking Pollution). This program encourages survivors of tobacco related illnesses and their families to come forward and tell their stories about what has happened to them as a result of using tobacco products.

Website: <http://www.tobaccosurvivors.com>

## SMOKE FREE FAMILIES

Smoke-Free Families is a national program supported by The Robert Wood Johnson Foundation working to discover the best ways to help pregnant smokers quit, and spread the word about effective, evidence-based treatments.

Website: <http://www.smokefreefamilies.org>



SMOKE-FREE FAMILIES

## SMOKEFREE.GOV

This website was created by the Tobacco Control Research Branch of the National Cancer Institute (NCI), with important contributions from other nationally recognized agencies and organizations such as the Centers for Disease Control and Prevention and the American Cancer Society. The website offers immediate assistance to someone wanting to quit in the form of an online step-by-step cessation guide, publications, which may be downloaded, printed, or ordered, local and state telephone quitlines, NCI's national telephone quitline and NCI's instant messaging service.

Website: <http://www.smokefree.gov>

## SMOKEFREENC.ORG

This is a website sponsored and maintained by the EnTER (Environmental Tobacco Smoke Training, Education and Research) Program of the University of North Carolina, Department of Family Medicine. The website provides information such as facts on tobacco use in North Carolina, toolbox for advocacy, guidelines for smoke free businesses and links to several statewide and national advocacy sources and health and research agencies.

Website: <http://www.smokefreenc.org>

## TOBACCO PREVENTION AND CONTROL BRANCH, NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES



NC Tobacco Prevention and Control Branch

The Tobacco Prevention and Control Branch works to improve the health of North Carolina residents by promoting smoke-free environments and tobacco-free lifestyles.

Branch programs build capacity of diverse organizations and communities to carry out effective, culturally-appropriate strategies to prevent youth tobacco use and access, promote and support quitting among tobacco users, reduce disparities by improving health related norms of special populations more adversely affected by tobacco use and promote smoke-free environments.

Website: <http://www.communityhealth.dhhs.state.nc.us/tobacco.htm>



## U.S. ENVIRONMENTAL PROTECTION AGENCY

The U.S. Environmental Protection Agency provides information on smoke as an environmental asthma trigger and links to other resources. Also it offers publications in Spanish language about smoke.

Website:

<http://www.epa.gov/iaq/asthma/shs.html>

Website:

<http://www.epa.gov/smokefree/pubs/humo.html>

## WORKINGSMOKEFREE.COM

This website is offered by the Tobacco Prevention and Control Branch, Division of Public Health, NC Department of Health and Human Services. It is dedicated to helping North Carolina businesses achieve smoke-free workplaces. It provides information about making and implementing the decision to adopt a smoke-free workplace policy, the health and financial reasons to become a smoke-free workplace, resources to develop and implement a smoke-free policy and success stories from North Carolina businesses that have already made a successful switch to a smoke-free workplace.



Website: <http://www.workingsmokefree.com>



# APPENDICES



Quit  
**NOW**

## APPENDIX A: Free Resources for North Carolinians Wanting to Quit the Use of Tobacco



*Quit Now NC! is a statewide tobacco cessation initiative, which fosters partnerships, influences policies, conducts trainings, and develops resources for a healthier North Carolina.*

# Free Resources for North Carolinians Wanting to Quit the Use of Tobacco

**County Resources:** *Quit Now NC!* has developed an on-line county directory of tobacco use cessation programs and resources.

<http://www.ncgoodhealthdirectory.com>

**State Resources:** *Quit Now NC!* has a website with extensive information and resources for people interested in learning more about quitting.

[www.quitnownc.org](http://www.quitnownc.org)

### National and State Resources Available to ALL NC Citizens:

#### TOLL-FREE STATE QUITLINE

1-800-QUIT NOW (1-800-784-8666)

- Available M–F from 9:00 am–4:30 pm.
- Counseling is available in both English and Spanish.
- People can talk to counselors, who will then call to support you through the quitting process.
- Materials can be sent to one's home.

#### TOLL-FREE NATIONAL QUITLINE

1-866-667-8278 (for pregnant smokers)

- Available M–F from 8:00 am–8:00 pm; Sat (9:00 am–4:00 pm).
- Counseling is available in English and Spanish.
- Materials can be sent to one's home.
- A counselor will stay in touch with the caller and check in with them from 6 to 8 times to support their quitting effort.

#### NATIONAL CESSATION WEBSITES

[www.smokefree.gov](http://www.smokefree.gov)

- Counseling is available through Instant Messaging.
- Cessation information especially aimed at pregnant smokers is available.

### Cessation Resources Available Through Public and Private Health Insurers:

NC Prevention Partners provides information about all the NC health insurers and what tobacco use cessation benefits and products are offered.

Visit <http://www.ncpreventionpartners.org/preventionforbusinesses/phtable.htm>

### For more information about Quit Now NC! contact:

NC Prevention Partners  
Email: [info@quitnownc.org](mailto:info@quitnownc.org)  
Web: [www.quitnownc.org](http://www.quitnownc.org)

### Other web resources:

National Cancer Institute  
[www.smokefree.gov](http://www.smokefree.gov)  
American Legacy Foundation  
[www.americanlegacy.org](http://www.americanlegacy.org)

# 1-800-QUIT NOW

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
NC Tobacco Prevention and Control Branch

North Carolina  
HEALTH  
Smart

## APPENDIX B: Smoking Policies—100% Smoke Free and Separately Ventilated Areas

### Smoking Policies— 100% Smoke Free and Separately Ventilated Areas

Policy	Pros	Cons
<b>SMOKE FREE</b>		
<p>Smoking is not allowed inside any building or company vehicle. Smoking occurs only at designated outdoor smoking locations. Policy can be extended to prohibit smoking on company grounds. Then, employees who smoke will need to refrain from smoking throughout the workday or leave company grounds to smoke.</p>	<ul style="list-style-type: none"><li>• Complies with all laws and ordinances</li><li>• Greatly reduces smoke exposure for all employees</li><li>• Provides best health and safety benefits for employees</li><li>• May reduce the number of cigarettes smoked by employees; may encourage employees to quit smoking</li><li>• Decreases maintenance costs</li><li>• Sends a clear message to employees</li><li>• Easier to administer and enforce</li><li>• Low cost to implement</li></ul>	<ul style="list-style-type: none"><li>• Requires smokers to modify their behavior</li><li>• Some costs may be incurred if outside smoking shelters are constructed</li><li>• Employee smoking directly outside building impacts image</li><li>• Inconvenience to employees who smoke</li><li>• If not properly managed, smokers may be disproportionately absent from their workstations.</li></ul>
<b>SEPARATELY VENTILATED AREAS</b>		
<p>Smoking is allowed only in dedicated smoking rooms. The rooms have separate ventilation systems designed to prevent smoke from leaking into other areas of the building.</p>	<ul style="list-style-type: none"><li>• Complies with most laws and ordinances</li><li>• Reduces nonsmokers' exposure to smoke</li><li>• Allows smokers to stay indoors</li></ul>	<ul style="list-style-type: none"><li>• May have adverse effects on smokers' health</li><li>• Building and maintaining separately ventilated lounges is expensive</li><li>• Requires space</li><li>• Ventilation systems do not adequately protect nonsmokers from smoke exposure</li></ul>

Source: Centers for Disease Control and Prevention: Office on Smoking and Health, U.S. Department of Health and Human Services, Wellness Councils of America, American Cancer Society. "Making your Workplace Smoke Free: A Decision Maker's Guide". 1996

North Carolina  
**HEALTH**  
*Smart*

# Smoke Report Card



Utilize the following tool to Grade your worksite based on its secondhand smoke (SHS) policy.

Name of the Worksite \_\_\_\_\_

Category	Grade Determinants	Possible Scores	Your Score
<b>Policy</b>	SHS Free on entire worksite campus, in worksite owned vehicles and at worksite sponsored events.	40	
	SHS Free inside worksite, but smokers are allowed to smoke outside, away from windows and entrances.	35	
	SHS Free in most of the building with separately ventilated rooms for smokers.	30	
	SHS Free in most of the building; smoking sections in lounges and lobbies.	20	
	Smokers are allowed to smoke anywhere in the building.	0	
<b>Partners In Policy</b>	Everyone, including employees, managers, owners, customers and guests are prohibited from smoking.	10	
	Employees are prohibited from smoking but guests are allowed to smoke in prohibited areas.	5	
	Employees and guests are allowed to smoke anywhere.	0	
<b>Enforcement</b>	Policy is strictly enforced by both employees and managers who respect the policy.	20	
	Policy is reluctantly enforced by managers, leaving the work to employees who feel strongly about the policy.	10	
	The policy is not enforced by employees or managers.	0	
<b>Cessation</b>	Any employee who expresses an interest in quitting is provided with cessation resources, positive incentives to quit and breaks on the costs of quitting.	20	
	Employees who are smokers and who want to quit have access to cessation pamphlets and are compensated by their insurance for cessation aids.	15	
	Employees who are smokers are encouraged to quit through education as well as by peers.	10	
	Employees who want to quit are encouraged to look for cessation resources when they are not at work.	5	
	There are no cessation resources offered.	0	

## APPENDIX C: Smoke Report Card, page 2

Category	Grade Determinants	Possible Scores	Your Score
Community	Worksite sponsors community events that educate people about SHS and smoking and offers advice to worksites that are changing their ETS policies.	10	
	Sponsors some community events as long as they are tax deductible and promote the business' logo.	5	
	Does not sponsor community events and is not willing to talk to other worksites about ETS policy.	0	

Tally Your Score for Final Grade \_\_\_\_\_

Completed by \_\_\_\_\_

Date \_\_\_\_\_

Compare the score for your worksite with the following grades to determine a grade for your worksite secondhand smoke policy.

Grade	Score
A: Outstanding	85 to 100 points
B: Above Average	71 to 84 points
C: Average	56 to 70 points
D: Below Average	41 to 55 points
F: Failing	40 or less

Source: "The ETS Policy Manual: An A to Z Toolbox for Community Change".  
University of North Carolina School of Medicine Department of Family Medicine

North Carolina  
**HEALTH**  
*Smart*

## APPENDIX D: Worksite Survey—Secondhand Smoke Exposure

# Worksite Survey—Secondhand Smoke Exposure

The following survey can be used as a quick means to decide how prevalent secondhand smoke is at your worksite. Consideration should be given whether to go smoke-free or tobacco-free.

Name of the Worksite \_\_\_\_\_

Question	Yes	No	Can't Tell
Is smoking tobacco prohibited on premises?			
Are no-smoking signs posted?			
Is the smoking section separately ventilated?			
Are people smoking only within a designated smoking section?			
Are employees protected from high levels of smoke?			
Are children free from exposure to secondhand smoke?			

**Score:** 1 = Yes 0 = No

Give a score of 1 for each “Yes” response and a 0 for each “No” response. Add up your total score. Compare the final score with the guide below to assess secondhand smoke exposure at your worksite.

- 0–1 Grave danger; needs serious improvement
- 2–3 Danger, needs improvement
- 4–5 Good job—keep it up
- 6 Congratulations—you have a model secondhand smoke policy

Completed by \_\_\_\_\_

Date \_\_\_\_\_

Source: “The ETS Policy Manual: An A to Z Toolbox for Community Change”. University of North Carolina School of Medicine Department of Family Medicine



## **Worksite Survey: Support for Smoke Free Policy**

1. Please indicate the extent to which you are bothered by secondhand smoke.

- Frequently bothered
- Occasionally bothered
- Seldom bothered
- Never bothered

2. If you are bothered by secondhand smoke at work, in what way are you bothered? (Check all that apply)

- Eye, nose and throat irritation
- Headaches
- Concern for your long term health
- Pregnancy related concerns
- Interference with work performance
- Other, please specify \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What is your opinion of secondhand smoke?

- Definitely harmful
- Probably harmful
- Not harmful
- Not sure

4. What is your opinion of a smoking policy for the workplace?

- Worksite premises should be entirely smoke free
- The building should be entirely smoke free
- Smoking should be allowed in rooms with separate ventilation, dedicated only to smoking. Please specify a location  
\_\_\_\_\_  
\_\_\_\_\_

5. Would you support the implementation of a smoke free policy for the worksite?

- Yes
- No
- Not sure

6. Please indicate your current smoking status

- Currently smoke cigarettes
- Currently smoke pipe/cigar
- Used to smoke
- Never smoked

**For current smokers only**

7. Would you attend a worksite-sponsored program to help to stop smoking?

- Yes
- No
- Maybe

8. If smoking were banned in the workplace, how would this affect the amount you currently smoke?

- It would not affect it
- I would smoke more at home
- I would smoke less
- I would try to quit

Please return the completed survey to

\_\_\_\_\_  
by \_\_\_\_\_.

**Thank you for your cooperation.**

Adapted from “The ETS Policy Manual: An A to Z Toolbox for Community Change”.  
University of North Carolina School of Medicine Department of Family Medicine





## **Model Smoke Free Policy #1**

*(Worksite name)* is dedicated to providing a healthful, comfortable and productive work environment for our employees, clients and visitors.

The U.S. Surgeon General, in the 1989 report, *Reducing the Consequences of Smoking*, concluded that:

- Secondhand smoke is a cause of disease, including lung cancer, in healthy non-smokers, and
- The simple separation of smokers and non-smokers within the same air space may reduce, but does not eliminate, the exposure of non-smokers to secondhand smoke.

In addition, the U.S. Environmental Protection Agency and the National Cancer Institute concluded that passive smoking causes cancer and heart disease, including approximately 3,000 lung cancer deaths and more than 30,000 heart disease deaths annually among non-smoking adults.

In light of these findings, *(worksite name)* shall be entirely smoke free, effective *(date)*.

Smoking will be strictly prohibited within or immediately outside of company-owned or leased buildings, including offices, hallways, waiting rooms,

restrooms, lunch rooms, elevators, meeting rooms and all community areas, entrances and exits to the buildings. This policy applies to all employees, clients, contractors and visitors.

Breaks will be granted to all employees in accordance with the *(worksite name)* Personnel Policies. Smoking must be confined to these breaks (and the \_\_\_ minute lunch break for full time employees) and to the outside, designated smoking area only.

Adoption of this policy is being announced three months in advance of the effective date to allow a smooth transition to a smoke free workplace. Those employees who smoke and would like to take this opportunity to quit smoking are invited to participate in stop-smoking programs/resources offered by this company.

All individuals share in the responsibility for adhering to and enforcing the policy. Any problems should be brought to the attention of the appropriate supervisor and handled through the normal chain of command. Employees who violate this policy will be subject to the same disciplinary actions that accompany infractions of other company rules.

---

*(Signature)*

---

*(Date)*

Source: "The ETS Policy Manual: An A to Z Toolbox for Community Change".  
University of North Carolina School of Medicine Department of Family Medicine

North Carolina  
**HEALTH**  
*Smart*

## Model Smoke Free Policy #2

### POLICY

Due to the acknowledged hazards arising from exposure to environmental tobacco smoke, it shall be the policy of *(worksite name)* to provide a smokefree environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of smokeless or “spit” tobacco and applies to both employees and non-employee visitors of *(worksite name)*.

### DEFINITION

1. There will be no smoking of tobacco products within the facilities at any time.
  - The decision to provide or not provide designated smoking areas outside the building will be at the discretion of management or other decision-making body.
  - The designated smoking area will be located at least 20 feet from the main entrance.
  - All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.

[For a policy that extends smokefree to include company property, substitute the following: There will be no smoking of tobacco products within the facilities or on the property of *(worksite name)* at any time.]

2. There will be no smoking in any *(worksite name)* vehicle.
  - There will be no smoking in *(worksite name)* vehicles at any time.
  - There will be no tobacco use in personal vehicles when transporting persons on *(worksite name)*-authorized business.
3. Breaks  
Supervisors will discuss the issue of smoking breaks with their staff. Together they will develop effective solutions that do not interfere with the productivity of the staff.

### PROCEDURE

1. Employees will be informed of this policy through signs posted in *(worksite name)* facilities and vehicles, the policy manual, and orientation and training provided by their supervisors.
2. Visitors will be informed of this policy through signs, and it will be explained by their host.
3. The *(worksite name)* will assist employees who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials.
4. Any violations of this policy will be handled through the standard disciplinary procedure.

Source: Centers for Disease Control and Prevention: Office on Smoking and Health, U.S. Department of Health and Human Services, Wellness Councils of America, American Cancer Society. “Making your Workplace Smoke Free: A Decision Maker’s Guide”. 1996



# Five Keys for QUITTING

These five steps will help you quit and quit for good. You have the best chance of successfully quitting if you follow all of the steps.

## 1. Get Ready

- Set a quit date, preferably one within a month's time.
- Change your environment.
  - Get rid of ALL cigarettes, ashtrays and all tobacco products in your home, car, and place of work.
  - Don't let people smoke or use tobacco in your home.
- Review your past attempts to quit. Think about what worked and what did not.
- Once you quit, don't smoke—NOT EVEN A PUFF! And don't use any other tobacco products

## 2. Get Support and Encouragement

- Tell your family, friends, and coworkers that you are going to quit and want their support. Ask them not to smoke or use other tobacco products around you and not to leave out cigarettes or other tobacco products.
- Talk to your health care provider (for example, doctor, dentist, nurse, pharmacist, psychologist, or smoking counselor). Ask about quitting medicines and nicotine replacement therapy (NRT).
- Get individual, group or telephone counseling. The more counseling you have, the better your chances are of quitting. Programs are given at local hospitals and health centers. Call the NC Quitline at 1-800-QUIT NOW.

## 3. Learn New Skills and Behaviors

- Try to distract yourself from urges to smoke or to use any tobacco products. Talk to someone, go for a walk, or get busy with a task.
- When you first try to quit, change your routine. Use a different route to work. Drink tea instead of coffee. Eat breakfast in a different place.
- Do something to reduce your stress. Take a hot bath, exercise, or read a book.
- Plan something enjoyable to do every day.
- Drink a lot of water and other fluids.
- Call 1-800-QUIT NOW for help

## 4. Get Medication and Use It Correctly

- The U.S. Food and Drug Administration (FDA) has approved six medications to help you quit smoking:

- Zyban—Available by prescription.
  - Nicotine gum—Available over-the-counter.
  - Nicotine inhaler—Available by prescription.
  - Nicotine nasal spray—Available by prescription.
  - Nicotine patch—Available by prescription and over-the-counter.
  - Nicotine lozenge—Available over-the-counter.
- Ask your health care provider for advice and carefully read the information on the package.
  - Any of these medications will double your chances of quitting and quitting for good. Pick the medication or medications that work best for you.
  - Everyone who is trying to quit may benefit from using a medication. If you are pregnant or trying to become pregnant, nursing, under age 18, smoking fewer than 10 cigarettes per day, or have a medical condition, talk to your doctor or other health care provider before taking medications.

## 5. Be Prepared for Relapse or Difficult Situations

Most relapses occur within the first three months after quitting. Don't be discouraged if you start smoking again. Remember, most people try several times before they finally quit. Here are some difficult situations to watch for:

- Alcohol. Avoid drinking alcohol. Drinking lowers your chances of success.
- Other smokers. Being around smoking can make you want to smoke.
- Weight gain. Many smokers will gain weight when they quit, usually less than 10 pounds. Eat a healthy diet and stay active. Don't let weight gain distract you from your main goal—quitting smoking. Some quit-smoking medications may help delay weight gain.
- Bad mood or depression. There are a lot of ways to improve your mood other than smoking.

Source: *You Can Quit Smoking*. Consumer Guide, June 2000. U.S. Public Health Service.  
<http://www.surgeongeneral.gov/tobacco/consquits.htm>

# 1-800-QUIT NOW

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
ATPC  
NC Tobacco Prevention and Control Branch

North Carolina  
HEALTH  
Smart

# BENEFITS OF Second-Hand Smoke Free ENVIRONMENT

## IMPROVES HEALTH

Second-hand smoke is the third leading preventable cause of death; for every eight smokers (who die from tobacco), one non-smoker will also die from exposure to second-hand smoke.

*(Circulation 1991)*

Second-hand smoke causes 30 times more lung cancer deaths than all regulated air pollutants.

*(Environmental Protection Agency 1993)*

The lifetime risk from passive smoking is more than 100 times higher than the estimated effect of 20 years of exposure to asbestos.

*(British Journal of Cancer 1993)*

## ELIMINATES EXPOSURE

Smoke-filled rooms can have up to 6 times the air pollution as a busy highway.

*(Centers for Disease Control and Prevention 1993)*

Nonsmoking sections do not eliminate non-smoker's exposure to second-hand smoke; the smoke knows no boundaries.

*(Health Consequences of Involuntary Smoking 1986)*

Science has not demonstrated any safe level of exposure to second-hand smoke. National ventilation standards (ASHRAE 62-1999) do not allow for smoking in the vast majority of public venues. At best, ventilation technology only removes the smoke odor and irritation.

*(American's for Nonsmokers' Rights 1996)*

## MAKES ECONOMIC SENSE

Even in the number one tobacco producing state in the U.S., second-hand smoke regulations present no adverse economic impact, and there is no need for expectations to the ordinances based on such fears.

*(North Carolina Medical Journal 1998)*

Second-hand smoke exposure is associated with 24% more hospitalizations and 43% more lost school days.

*(9th World Conference on Tobacco and Health 1994)*

A patient with asthma won a \$85,000 damage settlement because of 13 years of passive smoke exposure which worsened her condition.

*(Lancet 1993)*

Source: "The ETS Policy Manual: An A to Z Toolbox for Community Change." University of North Carolina School of Medicine Department of Family Medicine

# 1-800-QUIT NOW

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
ITPC  
NC Tobacco Prevention and Control Branch

North Carolina  
HEALTH  
Smart

# QUITTING TOBACCO: Facing the Morning... *Without Smoking*

## What to Expect

- Expect that your morning coffee will not taste the same without a cigarette.

## Did You Know?

- For many smokers, lighting up is the first event of the day. Part of many people's dependence on cigarettes evolves from a routine built mostly on making opportunities to smoke. The morning can set the tone for the rest of the day.

## What to Do

- Plan a different wake-up routine.
- Take your attention off smoking right away.
- Be sure no cigarettes are available.
- Begin each day with deep breathing and one or more glasses of water.
- Make a list of early morning triggers, and avoid them.
- Begin each day with a preplanned activity that will keep you busy for an hour or more. It will keep your mind and body busy so that you don't think about smoking.

## Nicotine and Your Body and Mind

- After 6 to 8 hours of sleep, your nicotine level drops and your body develops a need for a quick boost of nicotine when you wake up.
- Your body has become dependent on nicotine. Your mind must be ready to overcome this physical need. Before you go to sleep, make a list of things you need to avoid in the morning that will make you want to smoke. Place this list where you used to place your cigarettes.

## Related Notes

- Once you pinpoint high-risk situations that trigger the urge to smoke, you can start to handle such situations rationally. Waking up in the morning and starting your normal routine provides plenty of triggers to tempt you to smoke. Nicotine cravings may be reduced by using nicotine replacement products, which deliver small, steady *doses* of nicotine into the body. Nicotine replacement patches, gum, lozenges, nasal spray, and inhaler appear to be equally effective. Bupropion pills (which don't contain nicotine) also help relieve withdrawal symptoms.

## How to Get Help

- If you or someone you know wants help with giving up tobacco, please call the NC Quitline toll-free at 1-800 QUIT NOW. The information specialists on the Quitline can provide suggestions and support to help smokers break the habit.
- The Federal Government's Smokefree.gov Website (<http://www.smokefree.gov>) allows you to choose the help that best fits your needs. You can get immediate assistance:
  - View an online step-by-step cessation guide.
  - Find state quitline telephone numbers.
  - Instant message an expert through NCI's *LiveHelp* service.
  - Download, print, or order publications about quitting smoking.

Source: "Quitting Tobacco: Challenges, Strategies and Benefits" <http://www.cancer.gov/cancertopics/tobacco/quittingtips>

# 1-800-QUIT NOW

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
ITC  
NC Tobacco Prevention and Control Branch

North Carolina  
HEALTH  
*Smart*

# QUITTING TOBACCO: Enjoying Meals... Without Smoking

## What to Expect

- Smoking urges may be stronger at different meal times—sometimes breakfast, sometimes lunch, or sometimes dinner.
- Your smoking urges may be stronger with certain foods, such as spicy or sweet meals or snacks.
- Expect to want to smoke after meals or with others at a restaurant.
- Expect the urge to smoke when you smell cigarette smoke at a restaurant.
- When you no longer smoke at the table after meals, you can expect that others will be pleased.

## Did You Know?

- Many smokers feel the need to smoke after meals at home, work, or a restaurant.
- Your desire to smoke after meals may depend on whether you are alone, with other smokers, or with non-smokers.

## What to Do

- Know what kinds of foods increase your urge to smoke and stay away from them.
- If you are alone, call a friend or take a walk as soon as you've finished eating.
- Brush your teeth or use mouthwash right after meals.
- If possible, have someone massage your shoulders.
- If you have coffee or a fruit drink, concentrate on the taste.
- Wash the dishes by hand after eating—you can't smoke with wet hands!

## Nicotine and Your Body and Mind

- Nicotine stops hunger pains in your stomach for as long as one hour, and it also makes your blood sugar level go up. When you quit, this is reversed.
- Smoking and eating are both ways to meet certain needs (stimulation, relaxation, pampering, time out, comfort,

or socialization), so when you quit smoking, you may eat more.

- Withdrawal from nicotine enhances the taste of sweeter foods. Food often tastes better after you quit smoking, and you may have a bigger appetite.

## Related Notes

- Once you pinpoint high-risk situations that trigger the urge to smoke, you can begin to handle such situations. Eating and drinking are often very important triggers. Nicotine cravings may be reduced by using nicotine replacement products, which deliver small, steady doses of nicotine into the body. Nicotine replacement patches, gum, lozenges, nasal spray, and inhaler appear to be equally effective. Bupropion pills (which don't contain nicotine) also help relieve withdrawal symptoms.

## How to Get Help

- If you or someone you know wants help with giving up tobacco, please call the NC Quitline toll-free at 1-800 QUIT NOW. The information specialists on the Quitline can provide suggestions and support to help smokers break the habit.
- The Federal Government's Smokefree.gov Website (<http://www.smokefree.gov>) allows you to choose the help that best fits your needs. You can get immediate assistance:
  - View an online step-by-step cessation guide.
  - Find state quitline telephone numbers.
  - Instant message an expert through NCI's *LiveHelp* service.
  - Download, print, or order publications about quitting smoking.

Source: "Quitting Tobacco: Challenges, Strategies and Benefits" <http://www.cancer.gov/cancertopics/tobacco/quittingtips>

# 1-800-QUIT NOW

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
ITC  
NC Tobacco Prevention and Control Branch

North Carolina  
HEALTH  
Smart

# QUITTING TOBACCO: Enjoying Coffee and Tea... *Without Smoking*

## What to Expect

- Expect that your morning coffee will not taste the same without a cigarette.
- Expect to feel a strong urge to reach for a cigarette while drinking coffee or tea.

## Did You Know?

- Many smokers are used to smoking when drinking coffee or tea during or after meals, during coffee/tea breaks, in the office, or in restaurants.
- You do not have to give up coffee or tea to quit smoking.

## What to Do

- If you used to smoke while drinking coffee or tea, tell people you have quit, so they won't offer you a cigarette.
- Between sips of coffee or tea, take deep breaths to inhale the aroma. Breathe deeply and slowly, while you count to five, breathe out slowly, counting to five again.
- Try switching to decaffeinated coffee for a while, particularly if quitting has made you irritable or nervous.
- Try nibbling on healthy foods to keep your hands busy while you drink coffee or tea.
- As you drink your coffee, get out a scratch pad, doodle, or make plans for the day.
- If the urge to smoke is very strong, drink your coffee or tea faster than usual and then change activities or rooms.

## Nicotine and Your Body and Mind

- Many studies have reported that smoking may make you feel happier and more alert. Smokers may associ-

ate these good feelings with drinking coffee or tea. When you quit smoking, you may feel saddened by the loss of these good feelings, and drinking coffee or tea without smoking may make you feel even sadder. Try not to feel sad; think of what you've gained by quitting.

## Related Notes

- Nicotine cravings may be reduced by using nicotine replacement products, which deliver small, steady doses of nicotine into the body. Nicotine replacement patches, gum, lozenges, nasal spray, and inhaler appear to be equally effective. Bupropion pills (which don't contain nicotine) also help relieve withdrawal symptoms.

## How to Get Help

- If you or someone you know wants help with giving up tobacco, please call the NC Quitline toll-free at 1-800 QUIT NOW. The information specialists on the Quitline can provide suggestions and support to help smokers break the habit.
- The Federal Government's Smokefree.gov Website (<http://www.smokefree.gov>) allows you to choose the help that best fits your needs. You can get immediate assistance:
  - View an online step-by-step cessation guide.
  - Find state quitline telephone numbers.
  - Instant message an expert through NCI's *LiveHelp* service.
  - Download, print, or order publications about quitting smoking.

Source: "Quitting Tobacco: Challenges, Strategies and Benefits" <http://www.cancer.gov/cancertopics/tobacco/quittingtips>

# 1-800-QUIT NOW

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
ATPC  
NC Tobacco Prevention and Control Branch

North Carolina  
HEALTH  
*Smart*

# QUITTING TOBACCO: Having a Drink... *Without Smoking*

## What to Expect

- As a smoker, you may feel a strong urge to smoke when drinking beer, wine, or mixed drinks. Know this up front if you are going to drink.

## Did You Know?

- Studies show that cigarette smoking is much more common among those who are regular drinkers.

## What to Do

- Switch to non-alcoholic drinks, especially fruit juices, during the first two weeks of withdrawal.
- Stay away from the places you usually drink alcohol for a while.
- If you do drink, don't choose the alcoholic beverages you usually have when smoking.
- For the first few weeks after quitting, drink only with non-smoking friends.
- Don't drink at home or by yourself.

## Nicotine and Your Body and Mind

- Studies have shown that if you are a drinker, you will tend to breathe deeper when you drink and smoke-making the negative effects of tobacco even worse.
- When you are drinking alcohol, your control over your behavior is limited. When you try to quit smoking, it is tough enough to take control of your behavior—drinking alcohol will make it even tougher to cope.
- Many studies have reported that smoking, like drinking, may actually make you feel happier and more alert. Over time you begin to associate smoking and drinking with pleasure—when quitting, you may feel deprived of some of this pleasure.

## Related Notes

- Once you pinpoint high-risk situations that trigger the urge to smoke, you can start to handle them rationally. When do you smoke and drink? Where? Nicotine cravings may be reduced by using nicotine replacement products, which deliver small, steady doses of nicotine into the body. Nicotine replacement patches, gum, lozenges, nasal spray, and inhaler appear to be equally effective. Bupropion pills (which don't contain nicotine) also help relieve withdrawal symptoms.

## How to Get Help

- If you or someone you know wants help with giving up tobacco, please call the NC Quitline toll-free at 1-800 QUIT NOW. The information specialists on the Quitline can provide suggestions and support to help smokers break the habit.
- The Federal Government's Smokefree.gov Website (<http://www.smokefree.gov>) allows you to choose the help that best fits your needs. You can get immediate assistance:
  - View an online step-by-step cessation guide.
  - Find state quitline telephone numbers.
  - Instant message an expert through NCI's *LiveHelp* service.
  - Download, print, or order publications about quitting smoking.

Source: "Quitting Tobacco: Challenges, Strategies and Benefits" <http://www.cancer.gov/cancertopics/tobacco/quittingtips>

# 1-800-QUIT NOW

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
ATC  
NC Tobacco Prevention and Control Branch

North Carolina  
HEALTH  
*Smart*

# QUITTING TOBACCO: Handling Cravings... *Without Smoking*

## Nicotine and Your Body and Mind

- As a smoker, you are used to having a certain level of nicotine in your body. You control that level by how much you smoke, how deeply you inhale the smoke, and by the kind of tobacco you use. When you quit, cravings develop when the body wants more nicotine.
- When you are exposed to smoking triggers or even when you use a small amount of nicotine, your mood changes, and cravings for tobacco can go up as well as your heart rate and blood pressure. Cravings are NOT “just in your head.”

## What to Expect

- Cravings usually begin within an hour or two after you stop smoking, peak for several days, and may last several weeks.
- The urge to smoke will come and go. Your cravings will be strongest in the first week after you quit using tobacco. Cravings usually last only a very brief period of time.
- You may also experience cravings that follow each other in rapid succession. As the days pass, the cravings will get farther apart. There is some evidence that mild occasional cravings may last for 6 months.

## What to Do

- Remind yourself that cravings will pass.
- As a substitute for smoking, try chewing on carrots, pickles, sunflower seeds, apples, celery, or sugarless gum or hard candy. Keeping your mouth busy may stop the psychological need to smoke.
- Try this exercise: Take a deep breath through your nose and blow out slowly through your mouth. Repeat 10 times.

- Avoid situations and activities (like drinking alcohol) that you normally associate with smoking.

## Related Notes

- Nicotine cravings may be reduced by using nicotine replacement products, which deliver small, steady doses of nicotine into the body. Nicotine replacement patches, gum, lozenges, nasal spray, and inhaler appear to be equally effective. Bupropion pills (which don't contain nicotine) also help relieve withdrawal symptoms.

## How to Get Help

- If you or someone you know wants help with giving up tobacco, please call the NC Quitline toll-free at 1-800 QUIT NOW. The information specialists on the Quitline can provide suggestions and support to help smokers break the habit.
- The Federal Government's Smokefree.gov Website (<http://www.smokefree.gov>) allows you to choose the help that best fits your needs. You can get immediate assistance:
  - View an online step-by-step cessation guide.
  - Find state quitline telephone numbers.
  - Instant message an expert through NCI's *LiveHelp* service.
  - Download, print, or order publications about quitting smoking.

Source: “Quitting Tobacco: Challenges, Strategies and Benefits” <http://www.cancer.gov/cancertopics/tobacco/quittingtips>

# 1-800-QUIT NOW

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
ATPC  
NC Tobacco Prevention and Control Branch

North Carolina  
HEALTH  
*Smart*

# QUITTING TOBACCO: Handling Irritability and Frustration...*Without Smoking*

## What to Expect

- When you quit smoking, you may feel edgy and short-tempered.
- You may want to give up on tasks more quickly than usual.
- You may be less tolerant of others' behavior.
- You may get into more arguments.

## Did You Know?

- Studies have found that most quitters report increased feelings of irritability, anger, and frustration within a week of quitting.
- If feelings of irritability, anger, and frustration occur, they usually begin on the first day, peak during the first couple of weeks, and disappear within a month.

## What to Do

- Take a walk.
- Exercise.
- Reduce caffeine.
- Soak in a hot bath.
- Read up on relaxation/meditation techniques and use one.
- Take one minute and, with your eyes closed, pay attention to your breathing pattern. Breathe in deeply through your nose and breathe out through your mouth.

## Nicotine and Your Body and Mind

- When your body does not get nicotine, you may feel irritable, angry, and frustrated.

- Quitting will temporarily change your brain chemistry. These temporary changes may result in your experiencing negative emotions.

## Related Notes

- Feelings of anger, irritability, and frustration may be reduced by using nicotine replacement products, which deliver small, steady doses of nicotine into the body. Nicotine replacement patches, gum, lozenges, nasal spray, and inhaler appear to be equally effective. Bupropion pills (which don't contain nicotine) also help relieve withdrawal symptoms.

## How to Get Help

- If you or someone you know wants help with giving up tobacco, please call the NC Quitline toll-free at 1-800 QUIT NOW. The information specialists on the Quitline can provide suggestions and support to help smokers break the habit.
- The Federal Government's Smokefree.gov Website (<http://www.smokefree.gov>) allows you to choose the help that best fits your needs. You can get immediate assistance:
  - View an online step-by-step cessation guide.
  - Find state quitline telephone numbers.
  - Instant message an expert through NCI's *LiveHelp* service.
  - Download, print, or order publications about quitting smoking.

Source: "Quitting Tobacco: Challenges, Strategies and Benefits" <http://www.cancer.gov/cancertopics/tobacco/quittingtips>

# 1-800-QUIT NOW

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
ITC  
NC Tobacco Prevention and Control Branch

North Carolina  
HEALTH  
*Smart*

# QUITTING TOBACCO: Handling Stress... *Without Smoking*

## What to Expect

- After you quit smoking, handling the normal stresses in your life may become more of a challenge.
- Quitting smoking itself is stressful and adds to your stress load.

## Did You Know?

- Most smokers report that one reason they smoke is to handle stress.
- You may become more aware of stress during withdrawal. This happens because smoking cigarettes actually relieves some of your stress by releasing powerful chemicals in your brain.
- As you go longer without smoking, you will get better at handling stress, especially if you learn relaxation techniques.

## Nicotine and Your Body and Mind

- Everyday worries, responsibilities, and hassles can all contribute to stress.
- It is thought that once nicotine enters your brain, it stimulates production of a number of the brain's most powerful chemical messengers.
- These chemicals (epinephrine, norepinephrine, dopamine, arginine, vasopressin, beta-endorphin, and acetylcholine) are involved in alertness, pain reduction, learning, memory, pleasure, and the reduction of both anxiety and pain.
- When you smoke, your brain chemistry changes temporarily so that you experience decreased anxiety, enhanced pleasure, and alert relaxation. This is why it feels good when you smoke.

## What to Do

- Know the causes of stress in your life (your job, your children, money).

- Identify the stress signals (headaches, nervousness, or trouble sleeping).
- Create peaceful times in your everyday schedule. (For example, set aside an hour where you can get away from other people and your usual environment.)
- Try new relaxation methods and stick with the best one for you.
- Rehearse and visualize your relaxation plan. Put your plan into action. Change your plan as needed.
- Seek and learn relaxation techniques such as progressive relaxation.

## Related Notes

- You may find it helpful to visit your library or bookstore to pick up a book about how to handle stress.

## How to Get Help

- If you or someone you know wants help with giving up tobacco, please call the NC Quitline toll-free at 1-800 QUIT NOW. The information specialists on the Quitline can provide suggestions and support to help smokers break the habit.
- The Federal Government's Smokefree.gov Website (<http://www.smokefree.gov>) allows you to choose the help that best fits your needs. You can get immediate assistance:
  - View an online step-by-step cessation guide.
  - Find state quitline telephone numbers.
  - Instant message an expert through NCI's *LiveHelp* service.
  - Download, print, or order publications about quitting smoking.

Source: "Quitting Tobacco: Challenges, Strategies and Benefits" <http://www.cancer.gov/cancertopics/tobacco/quittingtips>

# 1-800-QUIT NOW

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
ITPC  
NC Tobacco Prevention and Control Branch

North Carolina  
HEALTH  
*Smart*

# QUITTING TOBACCO: Handling Anxiety... *Without Smoking*

## What to Expect

- You may feel quite tense and agitated within 24 hours of quitting.
- You may feel a tightness in your muscles—especially around the neck and shoulders.
- These feelings will pass with time.

## Did You Know?

- Recent studies have found that most quitters report feelings of increased anxiety within a week of quitting.
- If anxiety occurs, it will usually begin within the first day, peak in the first couple of weeks, and disappear within a month.

## What to Do

- Take a walk.
- Take a hot bath.
- Try a massage.
- Try to take a few minutes out of your day to meditate, or do stretching exercises.
- Set aside some quiet time every morning and evening—a time when you can be alone in a quiet environment.

## Nicotine and Your Body and Mind

- Anxiety is usually measured as an increase in muscle tension as well as an increased sensitivity to muscle tension. Laboratory research shows that the anxiety produced from quitting tobacco may be due to temporary changes in your brain chemistry. There is some evidence that tobacco use reduces anxiety, so

some of the anxiety you feel when you quit is actually what nonsmokers normally experience.

- Most of the anxiety you feel immediately after you quit is due to temporary changes.

## Related Notes

- Nicotine replacement products deliver small, steady doses of nicotine into the body, and the nicotine helps to relieve the withdrawal symptoms often felt by people trying to quit smoking. Nicotine replacement patches, gum, lozenges, nasal spray, and inhaler appear to be equally effective. Bupropion pills (which don't contain nicotine) also help relieve withdrawal symptoms.

## How to Get Help

- If you or someone you know wants help with giving up tobacco, please call the NC Quitline toll-free at 1-800 QUIT NOW. The information specialists on the Quitline can provide suggestions and support to help smokers break the habit.
- The Federal Government's Smokefree.gov Website (<http://www.smokefree.gov>) allows you to choose the help that best fits your needs. You can get immediate assistance:
  - View an online step-by-step cessation guide.
  - Find state quitline telephone numbers.
  - Instant message an expert through NCI's *LiveHelp* service.
  - Download, print, or order publications about quitting smoking.

# 1-800-QUIT NOW

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
ITC  
NC Tobacco Prevention and Control Branch

North Carolina  
HEALTH  
*Smart*

# QUITTING TOBACCO: Handling Depression... *Without Smoking*

## What to Expect

- It is normal to feel sad for a period of time after you first quit smoking. Many people have a strong urge to smoke when they feel depressed.
- If you give in to your craving for a cigarette, you may feel sad that you could not stick with your decision to quit.

## Did You Know?

- Having a history of depression is associated with more severe withdrawal symptoms—including more severe depression. Some studies have found that many people with a history of major depression will have a new major depressive episode after quitting. However, in those with no history of depression, major depression after quitting is rare.
- If mild depression occurs, it will usually begin within the first day, continue for the first couple of weeks, and go away within a month.

## What to Do

- Identify your specific feelings at the time that you seem depressed. Are you actually feeling tired, lonely, bored, or hungry? Focus on and address these specific needs.
- Add up how much money you have saved already by not purchasing cigarettes and imagine (in detail) how you will spend your savings in 6 months.
- Call a friend and plan to have lunch, or go to a movie, a concert, or another pleasurable event.
- Make a list of things that are upsetting to you and write down solutions for them.
- Keep positive about changes in life.
- Increase physical activity. This will help to improve your mood and lift your depression.
- Focus on your strengths.
- Plan your next vacation or fun activity.
- Breathe deeply.
- Establish a list of your short- and long-term personal goals.
- Think of how healthy you will be when all smoking effects are gone from your body and you can call yourself smoke-free.

- If depression continues for more than 1 month, see your doctor.

## Nicotine and Your Body and Mind

- Nicotine is a highly addictive drug. It acts as both a stimulant and a depressant, depending upon your mood and the time of day. It controls your mood by regulating the level of activity of key parts of the brain and central nervous system that control your sense of well-being.

## Related Notes

- Everyone is different. The way that you will cope with the problems of quitting may be the opposite of what worked for your spouse, significant other, or best friend.
- Ask your doctor about prescription medications that may help you with depression.
- Learn about the signs of depression and where to go for help at the National Institute of Mental Health Website (<http://www.nimh.nih.gov>).

## How to Get Help

- If you or someone you know wants help with giving up tobacco, please call the NC Quitline toll-free at 1-800-QUIT NOW. The information specialists on the Quitline can provide suggestions and support to help smokers break the habit.
- The Federal Government's Smokefree.gov Website (<http://www.smokefree.gov>) allows you to choose the help that best fits your needs. You can get immediate assistance:
  - View an online step-by-step cessation guide.
  - Find state quitline telephone numbers.
  - Instant message an expert through NCI's *LiveHelp* service.
  - Download, print, or order publications about quitting smoking.

Source: "Quitting Tobacco: Challenges, Strategies and Benefits" <http://www.cancer.gov/cancertopics/tobacco/quittingtips>

# 1-800-QUIT NOW

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
NC Tobacco Prevention and Control Branch

QUIT NOW

North Carolina  
HEALTH  
*Smart*

# QUITTING TOBACCO: Facing Boredom... *Without Smoking*

## What to Expect

- You may take a break at work and find that you now have nothing to do.
- You may feel very bored when waiting for something or someone (a bus, your spouse, your kids).

## Did You Know?

- Many smokers say they sometimes smoke to overcome boredom.

## What to Do

- Plan more activities than you have time for.
- For those empty minutes, make a list of things you like to do.
- Move! Do not stay in the same place too long.
- Carry a book, magazine, or crossword puzzle for waiting times.
- Notice what is going on around you. (Look at the shape of the buildings you pass, listen to the sounds outside around you.)
- Carry something (like a cell phone) to keep your hands busy.
- Listen to a favorite song.
- Go outdoors, if you can, but not to places you associate with smoking.

## Nicotine and Your Body and Mind

- For smokers, boredom often brings the urge to smoke—this urge may have a physical and chemical basis.
- When you quit smoking, you may miss the increased excitement and good feeling that nicotine gave you. This may be true when you are feeling bored.

## Related Notes

- You may be very bored when taking a break. You will need to replace a smoke break with something else. Nicotine cravings may be reduced by using nicotine replacement products, which deliver small, steady doses of nicotine into the body. Nicotine replacement patches, gum, lozenges, nasal spray, and inhaler appear to be equally effective. Bupropion pills (which don't contain nicotine) also help relieve withdrawal symptoms.

## How to Get Help

- If you or someone you know wants help with giving up tobacco, please call the NC Quitline toll-free at 1-800 QUIT NOW. The information specialists on the Quitline can provide suggestions and support to help smokers break the habit.
- The Federal Government's Smokefree.gov Website (<http://www.smokefree.gov>) allows you to choose the help that best fits your needs. You can get immediate assistance:
  - View an online step-by-step cessation guide.
  - Find state quitline telephone numbers.
  - Instant message an expert through NCI's *LiveHelp* service.
  - Download, print, or order publications about quitting smoking.

Source: "Quitting Tobacco: Challenges, Strategies and Benefits" <http://www.cancer.gov/cancertopics/tobacco/quittingtips>

# 1-800-QUIT NOW

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
ITPC  
NC Tobacco Prevention and Control Branch

North Carolina  
HEALTH  
*Smart*

# QUITTING TOBACCO:

# Driving or Riding in a Car... *Without Smoking*

## What to Expect

- Expect to want to reach for a cigarette when driving a car or traveling as a passenger.
- On longer trips, you may find yourself getting more sleepy than usual.

## Did You Know?

- Like many smokers, you may like to light up when driving to and from work as a means to relieve stress, stay alert, relax, or just pass the time.
- Your desire to smoke may be stronger and more frequent on longer trips.

## What to Do

- Remove the ashtray, lighter, and cigarettes from your car.
- Turn your radio on or put on your favorite tape or CD and sing along.
- Clean your car and make sure to use deodorizers to reduce the tobacco smell.
- Tell yourself:
  - “This urge will go away in a few minutes.”
  - “So, I’m not enjoying this car ride. Big deal! It won’t last forever!”
  - “My car smells clean and fresh!”
  - “I’m a better driver now that I’m not smoking while driving.”
  - Ask friends and passengers not to smoke in your car.
  - If you’re not driving, find something to do with your hands.
  - Take an alternate route to work.
- Try carpooling.
- For a little while, avoid taking long car trips. If you do, take plenty of rest stops.
- Keep non-fattening snacks in your car (sunflower seeds, licorice, and sugarless gum and hard candy).
- Take fresh fruit with you on long trips.
- Plan stops for water or fruit juice.

## Nicotine and Your Body and Mind

- You may have become used to smoking while driving—to relax in a traffic jam or to stay alert on a long drive.
- There is some evidence that smoking actually does make you feel more awake and alert. In the past, you may have relied upon this during both short and long rides. Remember, on longer trips, you may not be able to stay awake for as long as you used to.

## Related Notes

- Nicotine cravings may be reduced by using nicotine replacement products, which deliver small, steady doses of nicotine into the body. Nicotine replacement patches, gum, lozenges, nasal spray, and inhaler appear to be equally effective. Bupropion pills (which don’t contain nicotine) also help relieve withdrawal symptoms.

## How to Get Help

- If you or someone you know wants help with giving up tobacco, please call the NC Quitline toll-free at 1-800 QUIT NOW. The information specialists on the Quitline can provide suggestions and support to help smokers break the habit.
- The Federal Government’s Smokefree.gov Website (<http://www.smokefree.gov>) allows you to choose the help that best fits your needs. You can get immediate assistance:
  - View an online step-by-step cessation guide.
  - Find state quitline telephone numbers.
  - Instant message an expert through NCI’s *LiveHelp* service.
  - Download, print, or order publications about quitting smoking.

Source: “Quitting Tobacco: Challenges, Strategies and Benefits” <http://www.cancer.gov/cancertopics/tobacco/quittingtips>

# 1-800-QUIT NOW

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
ITC  
NC Tobacco Prevention and Control Branch

North Carolina  
HEALTH  
*Smart*

# QUITTING TOBACCO: Being Around Other Smokers... *Without Smoking*

## What to Expect

- Some friends, especially those who are smokers themselves, may not be supportive of your efforts to cut down or quit. Also, they may not understand how much impact their behavior can have on your efforts to quit.
- The changes you intend to make may disturb friends and family members who are smokers.
- Friends may feel that your efforts to quit smoking will put a strain on your friendship. It will be tempting to join others for routine smoke breaks.

## Did You Know?

- You may find that you don't want to smoke just because you see someone else smoking. Rather, your desire to smoke may be triggered by something special about the situation. For example, being around the people you usually smoked with could trigger the urge to smoke.

## What to Do

- Ask others to help you in your quit attempt. Give them specific examples of things that are helpful (such as not smoking around you) and things that are not helpful (like asking you to buy cigarettes for them).
- Post a small "No Smoking" sign by your front door. Provide an outside area where smokers may go if they wish to smoke.
- If you are in a group and others light up, excuse yourself, and don't return until they have finished.
- Do not buy, carry, light, or hold cigarettes for others.
- Try not to get angry if family, friends, or coworkers hassle you about quitting.

## Nicotine and Your Body and Mind

- You may want to analyze situations in which watching others smoke triggers your urge to smoke. Figure out what it is about that situation that makes you want to smoke.
- Many studies have reported that smoking may make you

feel happier, more alert, and not as anxious. These good feelings may make you want to smoke. Also, you may associate these feelings with being around other smokers.

- When you quit, you may feel saddened by the loss of these good feelings; being around smokers may make you feel even sadder. Try not to feel sad; think of what you've gained by quitting.

## Related Notes

- Once you pinpoint high-risk "trigger" situations, you can start to handle them rationally. Nicotine cravings may be reduced by using nicotine replacement products, which deliver small, steady doses of nicotine into the body. Nicotine replacement patches, gum, lozenges, nasal spray, and inhaler appear to be equally effective. Bupropion pills (which don't contain nicotine) also help relieve withdrawal symptoms.

## How to Get Help

- If you or someone you know wants help with giving up tobacco, please call the NC Quitline toll-free at 1-800-QUIT NOW. The information specialists on the Quitline can provide suggestions and support to help smokers break the habit.
- The Federal Government's Smokefree.gov Website (<http://www.smokefree.gov>) allows you to choose the help that best fits your needs. You can get immediate assistance:
  - View an online step-by-step cessation guide.
  - Find state quitline telephone numbers.
  - Instant message an expert through NCI's *LiveHelp* service.
  - Download, print, or order publications about quitting smoking.

Source: "Quitting Tobacco: Challenges, Strategies and Benefits" <http://www.cancer.gov/cancertopics/tobacco/quittingtips>

# 1-800-QUIT NOW

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
ITC  
NC Tobacco Prevention and Control Branch

North Carolina  
HEALTH  
*Smart*

# QUITTING TOBACCO: Short-term and Long-term Health Benefits



The positive effects of quitting begin very soon after you stop using tobacco and continue long after you've quit.

## Short-term Benefits

- Your blood pressure, pulse, and body temperature, which were abnormally elevated by nicotine, return to normal. *Persons taking blood pressure medication should continue doing so until told otherwise by their physician.*
- Your body starts to heal itself. Carbon monoxide and oxygen levels in your blood return to normal.
- Your chance of having a heart attack goes down.
- Nerve endings start to regrow. Your ability to taste and smell improves.
- Your breathing passages (bronchial tubes) relax, lung capacity goes up, and your breathing becomes easier.
- Your circulation improves and your lungs become stronger, making it easier to walk.
- In your lungs, the cilia (hairlike structures on the lining) begin to regrow, increasing the ability of your lungs to handle mucus, to clean themselves, and to reduce infection. Coughing, sinus congestion, fatigue, and shortness of breath decrease. Your overall energy level increases.

## Long-term Benefits

- As a former smoker, your chance of dying from lung cancer is less than it would be if you continued to smoke. Your chance of getting cancer of the throat, bladder, kidney, or pancreas also decreases.

## How to Get Help

- If you or someone you know wants help with giving up tobacco, please call the NC Quitline toll-free at 1-800 QUIT NOW. The information specialists on the Quitline can provide suggestions and support to help smokers break the habit.
- The Federal Government's Smokefree.gov Website (<http://www.smokefree.gov>) allows you to choose the help that best fits your needs. You can get immediate assistance:
  - View an online step-by-step cessation guide.
  - Find state quitline telephone numbers.
  - Instant message an expert through NCI's *LiveHelp* service.
  - Download, print, or order publications about quitting smoking.

Source: "Quitting Tobacco: Challenges, Strategies and Benefits"  
<http://www.cancer.gov/cancer/topics/tobacco/quittingtips>

# 1-800-QUIT NOW

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
NC Tobacco Prevention and Control Branch

North Carolina  
HEALTH  
*Smart*

# The Benefits OF QUITTING

**COMPARED TO SMOKERS, YOUR...**

- Stroke risk is reduced to that of a person who never smoked after 5 to 15 years of not smoking.
- Cancers of the mouth, throat, and esophagus risks are halved 5 years after quitting.
- Cancer of the larynx risk is reduced after quitting.
- Coronary heart disease risk is cut by half 1 year after quitting and is nearly the same as someone who never smoked 15 years after quitting.
- Chronic obstructive pulmonary disease risk of death is reduced after you quit.
- Lung cancer risk drops by as much as half 10 years after quitting.
- Ulcer risk drops after quitting.
- Bladder cancer risk is halved a few years after quitting.
- Cervical cancer risk is reduced a few years after quitting.
- Low birth weight baby risk drops to normal if you quit before pregnancy or during your first trimester.
- Peripheral artery disease goes down after quitting.

**1-800-QUIT NOW**

Source: Centers for Disease Control and Prevention, Tobacco Information and Prevention System. [http://www.cdc.gov/tobacco/quit\\_now/2010/posters/benefits.htm](http://www.cdc.gov/tobacco/quit_now/2010/posters/benefits.htm)

Health & Wellness  North Carolina HEALTH Smart

QN.Poster1.Benefits.pdf

# Within 20 minutes OF QUITTING

**Within 20 minutes after you smoke that last cigarette, your body begins a series of changes that continue for years.**

- 20 MINUTES AFTER QUITTING**  
Your heart rate drops.
- 12 HOURS AFTER QUITTING**  
Carbon monoxide level in your blood drops to normal.
- 2 WEEKS TO 3 MONTHS AFTER QUITTING**  
Your heart attack risk begins to drop.  
Your lung function begins to improve.
- 1 TO 9 MONTHS AFTER QUITTING**  
Your coughing and shortness of breath decrease.
- 1 YEAR AFTER QUITTING**  
Your added risk of coronary heart disease is half that of a smoker's.
- 5 YEARS AFTER QUITTING**  
Your stroke risk is reduced to that of a nonsmoker's 5-15 years after quitting.
- 10 YEARS AFTER QUITTING**  
Your lung cancer death rate is about half that of a smoker's.  
Your risk of cancers of the mouth, throat, esophagus, bladder, kidney, and pancreas decreases.
- 15 YEARS AFTER QUITTING**  
Your risk of coronary heart disease is back to that of a nonsmoker's.

**1-800-QUIT NOW**

Source: Centers for Disease Control and Prevention, Tobacco Information and Prevention System. [http://www.cdc.gov/tobacco/quit\\_now/2010/posters/20minutes.htm](http://www.cdc.gov/tobacco/quit_now/2010/posters/20minutes.htm)

Health & Wellness  North Carolina HEALTH Smart

QN.Poster2.20Minutes.pdf

# Good Reasons FOR QUITTING

- You will live longer and live better.
- Quitting will lower your chances of having a heart attack, stroke or cancer.
- If you are pregnant, quitting smoking will improve your chances of having a healthy baby.
- The people you live with, especially your children, will be healthier.
- You will have extra money to spend on things other than tobacco products.

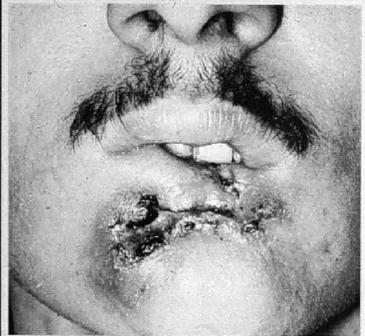
**Quitting takes hard work and a lot of effort, but YOU CAN QUIT TOBACCO.**

**1-800-QUIT NOW**

Source: You Can Quit Smoking, Consumer Guide, June 2000. U.S. Public Health Service. <http://www.surgeongeneral.gov/tobacco/quitnow.htm>

Health & Wellness  North Carolina HEALTH Smart

QN.Poster3.Reasons.pdf



*A fatal mouth cancer in a 28-year-old who dipped a can a day for 10 years.*

# Take a Close Look at What the Tobacco Industry Won't Show You.

Beat the Smokeless Habit.  Call 1-800-4-CANCER.

A MESSAGE FROM THE NATIONAL INSTITUTE OF DENTAL RESEARCH AND THE NATIONAL CANCER INSTITUTE, NATIONAL INSTITUTES OF HEALTH

TakeaCloselook1.pdf



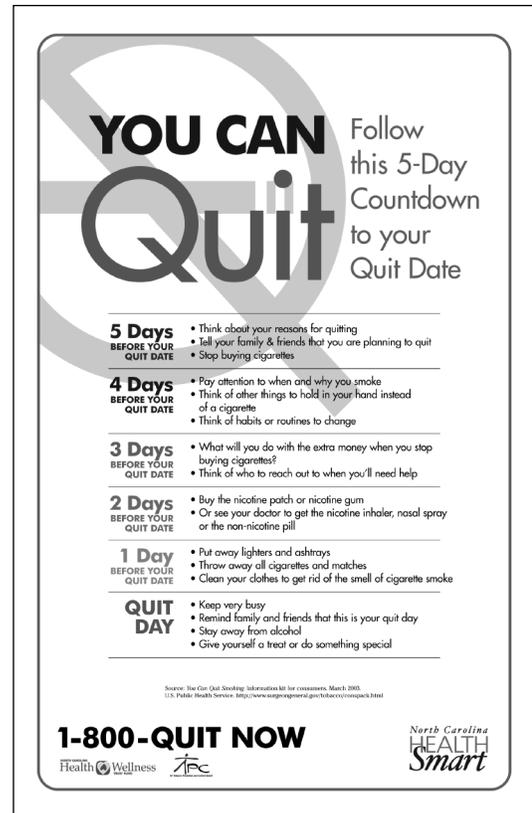
QN.Poster4.Ready.pdf



QN.Poster5.Why.pdf



QN.Poster6.Want.pdf



QN.Poster7.YouCan.pdf



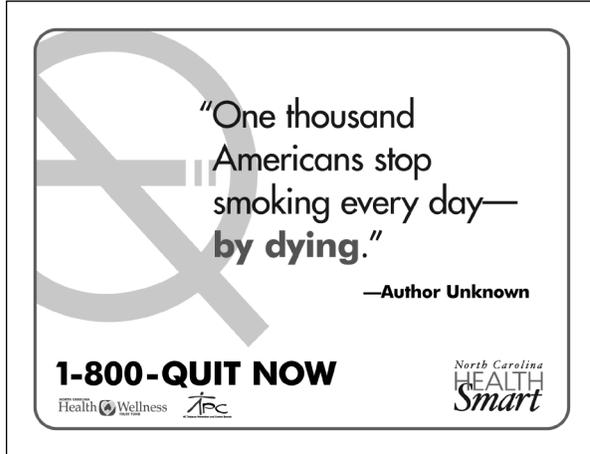
QN.Poster8.NoSmoking.pdf



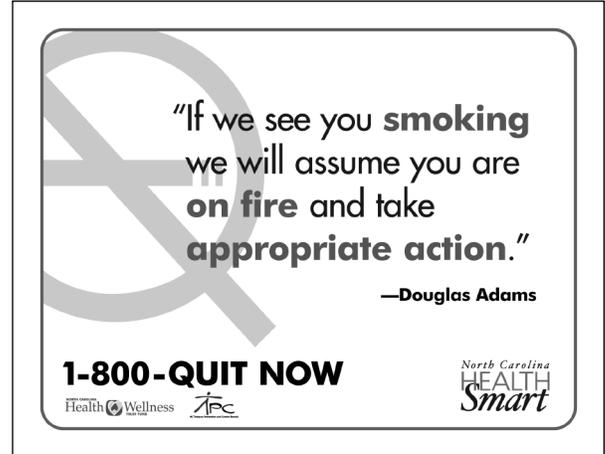
QN.Poster9.ThankYou.pdf

## APPENDIX J: Motivational Quotes

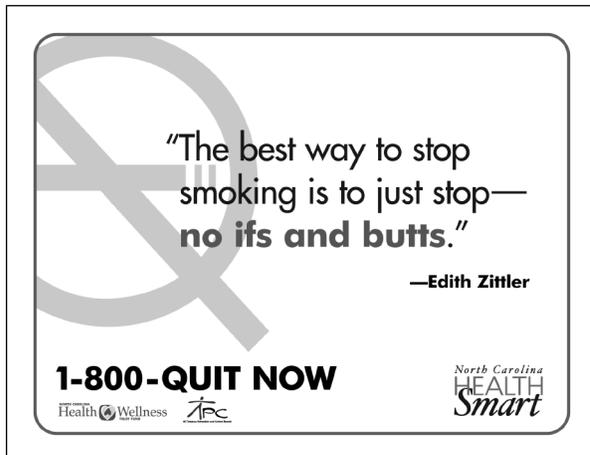
The following motivational quotes can be printed as single copies from the CD-ROM.



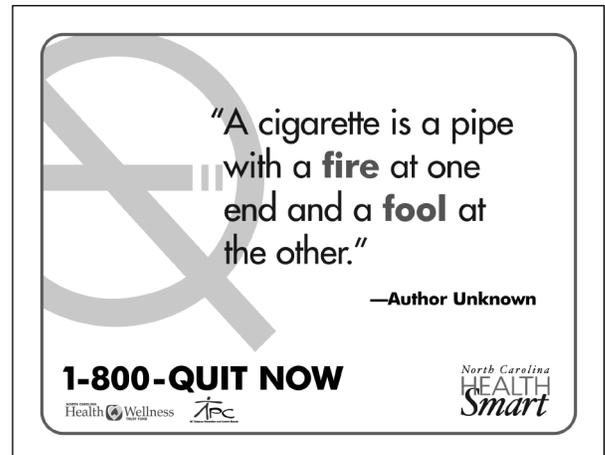
QNQuote1.Thousand.pdf



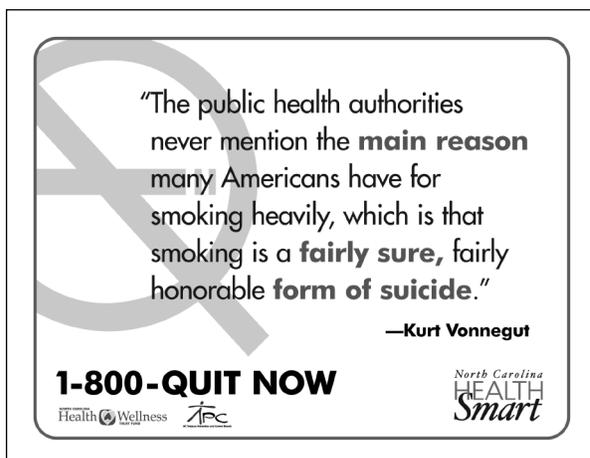
QNQuote2.Fire.pdf



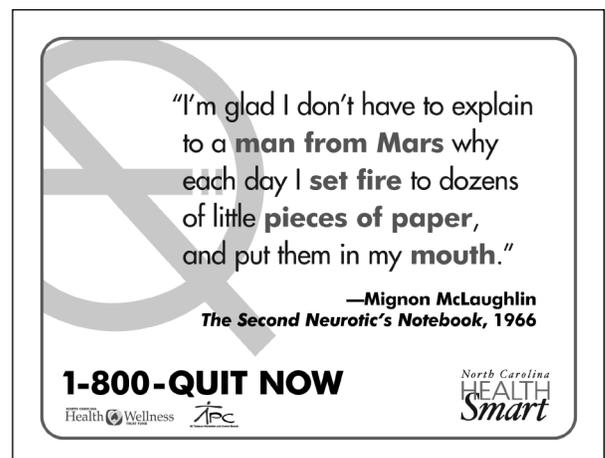
QNQuote3.JustStop.pdf



QNQuote4.Fool.pdf

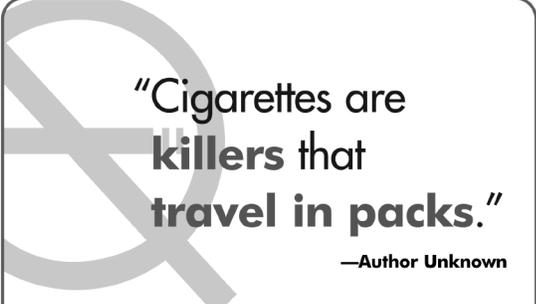


QNQuote5.Vonnegut.pdf



QNQuote6.Mars.pdf

## APPENDIX J: Motivational Quotes



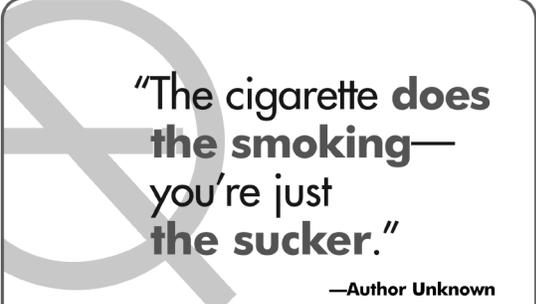
**"Cigarettes are killers that travel in packs."**

—Author Unknown

**1-800-QUIT NOW**

Health & Wellness  

QNQuote7.Packs.pdf



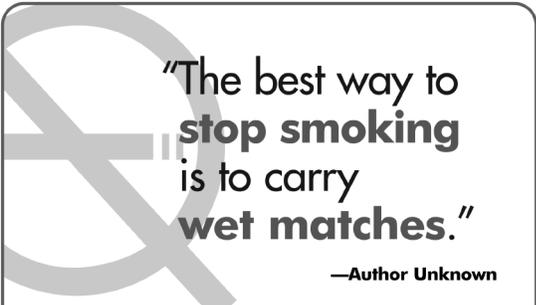
**"The cigarette **does** the smoking—you're just the sucker."**

—Author Unknown

**1-800-QUIT NOW**

Health & Wellness  

QNQuote8.Sucker.pdf



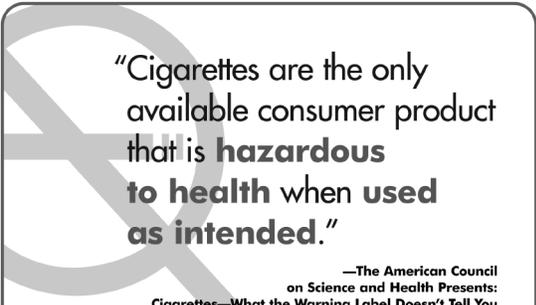
**"The best way to stop smoking is to carry wet matches."**

—Author Unknown

**1-800-QUIT NOW**

Health & Wellness  

QNQuote9.Matches.pdf



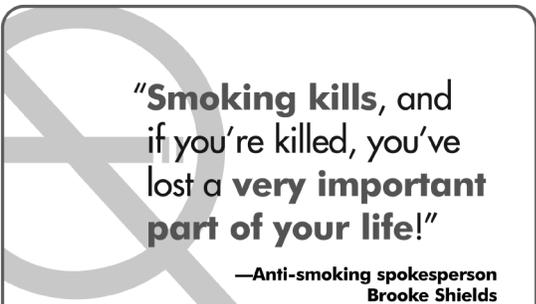
**"Cigarettes are the only available consumer product that is **hazardous** to health when used as intended."**

—The American Council on Science and Health Presents:  
Cigarettes—What the Warning Label Doesn't Tell You

**1-800-QUIT NOW**

Health & Wellness  

QNQuote10.Hazardous.pdf



**"Smoking kills, and if you're killed, you've lost a very important part of your life!"**

—Anti-smoking spokesperson  
Brooke Shields

**1-800-QUIT NOW**

Health & Wellness  

QNQuote11.Important.pdf

# Checklist—Assessing a Group Cessation Program

1. How long has the organization been in existence? How long has it been providing smoking cessation programs?
2. How many people have gone through the program?
3. Will the approach be appropriate for the employees?
  - a. What methods are used to help smokers quit?
  - b. How is maintaining abstinence from smoking addressed?
  - c. What resources are provided to help promote the program among company employees and stimulate participation?
4. Have others been satisfied with the program?
  - a. Will they provide a list of clients, specifically other employers?
  - b. Will they provide references so you can check for satisfaction and success rates?
5. What are the qualifications of the instructors? What training have they received? What is their cessation counseling experience?
6. Are printed materials appropriate for the educational level of the employees? Are they attractive and motivational?
7. Will the structure of the program accommodate the needs of the employees? Can they
  - a. accommodate all shifts?
  - b. provide on-site and off-site programs?
  - c. structure flexible program formats?
  - d. provide audio or visual equipment?
8. Is the program provider willing to provide ongoing assistance and follow-up once the formal program ends?
9. Does the program incorporate participants' support systems? For example, peers and family members?
10. Does the program offer any form of guarantee? For example, can employees repeat the program for free or at a lower cost?
11. Can the program provider provide evidence of six-month and one-year success rates of previous clients? [A range of 20 (1 year)-40% (6 months) is realistic.]
12. Remember: if it sounds too good to be true, it probably is.
13. How much does the program cost per employee? Are group discounts available?

Source: Centers for Disease Control and Prevention: Office on Smoking and Health, U.S. Department of Health and Human Services, Wellness Councils of America, American Cancer Society. "Making your Workplace Smoke Free: A Decision Maker's Guide". 1996

North Carolina  
**HEALTH**  
*Smart*

## APPENDIX L: Pledge Card

### A SMOKER'S PLEDGE

Because I love my children and want to protect them from the dangers of second-hand smoke, I hereby pledge to try to provide a smoke free home and vehicle.

So that \_\_\_\_\_ (*names of children*), can be healthier and breathe better, I promise to forbid smoking in my vehicle and in my home.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

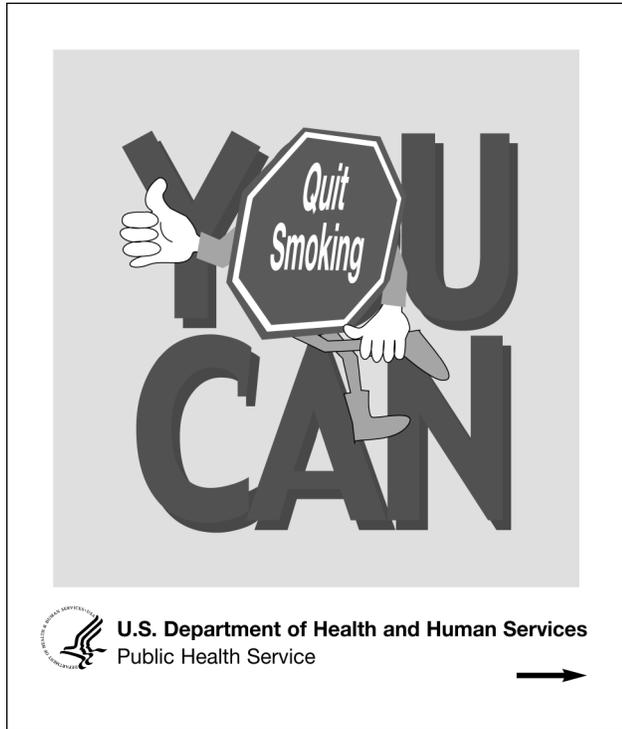
**Check your reasons:**

- For the health of my family
- For the health of my children
- To be a good role model
- So my family will have fewer illnesses
- For my health
- To protect friends and family who visit

North Carolina  
**HEALTH**  
*Smart*

Source: "The ETS Policy Manual: An A to Z Toolbox for Community Change." University of North Carolina School of Medicine Department of Family Medicine

## APPENDIX M: "You Can Quit" Pocket Card



*You Can Quit Smoking* Information kit for consumers. November 2003. U.S. Public Health Service. <http://www.ahrq.gov/consumer/tobacco/>

# Certificate of Achievement

This Certificate is being presented to \_\_\_\_\_  
for the successful completion of the "I Quit" Challenge for the period from  
\_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_

North Carolina  
**HEALTH**  
*Smart*

\_\_\_\_\_  
(Name of Worksite)

**COMING SOON!**

# THE "I Quit" CHALLENGE

This challenge will help you make the decision and get support for the effort to quit tobacco use in any form.

Do You Want to **QUIT Tobacco?**  
Your Opportunity Is **NOW!**

**You Can Do It—**

1. Develop a Quit Plan
2. Choose Your Individual Goal
3. Quit Tobacco Use
4. Utilize Resources & Support
5. Receive Recognition & Stay Quit

Sign Up for the Challenge starts on \_\_\_\_\_

**The Challenge will begin on** \_\_\_\_\_

All employees can participate and serve different roles in the challenge.  
**Don't be left out!**

For more information about the "I Quit" Challenge, contact the challenge coordinator  
\_\_\_\_\_ at \_\_\_\_\_

This activity is presented by your Worksite Wellness Committee

**1-800-QUIT NOW**

NORTH CAROLINA  
Health  Wellness  
TRUST FUND

  
ATPC  
NC Tobacco Prevention and Control Branch

*North Carolina*  
**HEALTH**  
*Smart*

QNAnnouncePoster.pdf



**APPENDIX Q: "I Quit" Pledge Card**

**Because I care about the health of \_\_\_\_\_,**  
**I hereby pledge to try to quit using tobacco in any form for the next \_\_\_\_\_**  
**days/weeks.**

**My personal goal for the "I Quit" Challenge will be \_\_\_\_\_**  
\_\_\_\_\_

*North Carolina*  
**HEALTH**  
*Smart*

Signature \_\_\_\_\_

Date \_\_\_\_\_

