

## **Access to Tobacco Product Cessation Supports**

<b>Reviewed Date</b>		<b>Number</b>	<i>HR0506</i>
<b>Revised Date</b>	<i>February 11, 2020</i>	<b>Approved Date</b>	<i>March 21, 2007</i>

### **Introduction**

Simcoe Muskoka District Health Unit (SMDHU) has an obligation to take a leadership role in the community to acknowledge and address the social determinants of health, and to expand tobacco-free living strategies that promote tobacco-free lifestyles. As such, SMDHU is committed to supporting its employees to quit using tobacco products by providing various supports to encourage quit attempts, and to support people during quit attempts. It is recognized that quitting tobacco use is a complex process, that people require support from many areas, and that workplace supports greatly contribute to people's success in quitting.

When attempting to quit smoking, the use of a quit smoking aide like a nicotine replacement therapy doubles the success rate of the person's attempt to quit best practice tells us that the use of a variety of strategies to quit smoking increases the success rate. This lends to the importance of having self-help material, opportunities for counselling through SMDHU's Employee and Family Assistance Program (EFAP), and coverage for nicotine replacement therapy available to employees.

### **Purpose**

The purpose of this policy is to inform Simcoe Muskoka District Health Unit Board of Health members and employees of the smoking cessation supports available to them and their dependents.

### **Legislative Authority**

N/A

### **Policy Definitions and Interpretation**

N/A

### **Policy**

The health unit will offer reimbursement up to \$1200.00 to SMDHU employees who are actively employed and dependents (as currently listed in the SMDHU benefits program) who wish to use approved cessation prescription medication (Appendix A) and/or nicotine replacement therapies (Appendix B).

Use of this program beyond \$1,200.00 will result in consultation with the Medical Officer of Health.

### ***Procedures***

All Tobacco Cessation Support expenses must be electronically submitted to Human Resources via the Employee Expense Module in order to be considered for reimbursement.

1. Staff will complete an expense report via the Employee Expense Module indicating in the comments section if the supports are for an employee or eligible dependent.
2. Upload a copy of the original receipt within the Employee Expense Module and submit the claim electronically to Human Resources. The approval of the direct supervisor is not required.
3. Human resources reviews and approves the claim if appropriate.
4. Reimbursement is made within three weeks of approval of the claim via direct deposit.

### ***Related Policies***

OP0103 Tobacco-Free Grounds

### ***Related Forms***

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

Revised April 25, 2012

September 2010 Policy re-numbered, previous number B6.025

Revised February 10, 2016

Revised February 11, 2020 \$1,200 lifetime limit

***Appendix A List of Approved Prescription Medication Endorsed and Authorized by Medical Officer of Health***

1. Zyban
2. Champix (or varenicline)

***Appendix B List of Approved Nicotine Replacement Therapies***

1. Gum
2. Patch
3. Inhaler
4. Lozenge
5. Oral Spray