

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Residential

POLICY NO: 30-024

SUBJECT: Designated Smoking Areas

EFFECTIVE DATE: July 1987

Policy:

In an effort to provide safe and healthy living and working environments for consumers and employees, it is the policy of Cottonwood, Inc. to restrict smoking, the use of smokeless tobacco, and e-cigarettes to outside areas of Cottonwood, Inc. owned and leased residential sites. Individuals living in privately owned or leased sites will be assisted in resolving smoking-related issues. All consumers and employees are expected to exercise good sense and common courtesy in respecting the rights and needs of others. Smoking is not allowed in Cottonwood, Inc. vehicles.

Procedures:

1. Consumers who smoke:

- a. Individuals wishing to smoke at Cottonwood, Inc. owned or leased residential sites will be required to do so outside at least 10 feet away from entrances. Smokers are encouraged to avoid the main entrance areas. Unsafe smoking practices may result in restrictions.
- b. Staff will use teachable moments to educate consumers on fire safety, proper disposal, smoking etiquette, etc.
- c. Smokers must clean up and safely dispose of smoking debris. Staff will assist if needed.
- d. Consumers living in privately owned or leased residential settings will be assisted in negotiating protocol.

2. Staff who smoke:

- a. Staff wishing to smoke at Cottonwood, Inc. owned or leased sites will be required to do so outside at least 10 feet from entrances. Staff cannot smoke near the main entrance areas, unless there is only one entrance or consumer support needs require close proximity. In these cases, staff will discuss the situation with their Residential Coordinator.
- b. Staff will not promote smoking for consumers. Staff may ask consumers who smoke to refrain from doing so during their visit in a privately owned or leased site.
- c. Staff must clean up and safely dispose of smoking debris. Failure to do so may result in the relocation of the designated smoking area for staff usage and/or disciplinary action.