



## HPCDP Smoke free Events and Lodging Protocols

Secondhand smoke is a serious health hazard and can be immediately dangerous to sensitive groups such as people with asthma. Ensuring that HPCDP sponsored meetings **are hosted in smoke free venues** is necessary to protect the health of partners and staff.

### A- SCHEDULING MEETING SPACE:

#### 1. INDOOR SMOKING:

Conference and meeting planners shall secure meeting space in venues that are completely smoke free indoors, including all sleeping rooms in a hotel or motel.\*

#### 2. OUTDOOR SMOKING

Because HPCDP meetings should also include adequate physical activity breaks, meeting planners shall attempt, as a part of the contract negotiations, to secure venues that are completely smoke free outdoors or that restrict smoking outdoors to one area that is distant from any exercise areas including pools.

### B- RESERVING LODGING

1. When lodging reservations are being made for HPCDP staff or HPCDP meeting participants, priority shall be given to facilities that are completely smoke free indoors, including all sleeping rooms.

- a. First, seek venues that are completely smoke free indoors.
- b. If a completely smoke free venue is not available for the government rate, seek an exception request.
- c. As a *last* option, if completely smoke free lodging is not available or an exception request is denied, select facilities where there are sufficient quantities of non-smoking sleeping rooms to accommodate HPCDP staff and/or meeting participants.

\* The Oregon Indoor Clean Air Act requires that virtually all public places be smoke free indoors and within 10 feet of entrances, exits, windows and air intakes. A hotel or motel may choose to designate up to 25 percent of its sleeping rooms as smoking permitted. The law includes exemptions for certain cigar bars and smoke shops to obtain certification to allow smoking indoors.

#### **Protocol Review:**

[I:\HPCDPE\TEAMS\Healthy Worksites Initiative\Worksite Policy Committee for HPCDP\Final policies\2013 HPCPD polices](#)



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This protocol should be reviewed annually to ensure it is consistent with all applicable policies and guidelines.

### **Resources for owners/managers of lodging facilities or other meeting venues (if interested in learning about how to go smoke free):**

- <http://www.wellnessatworkoregon.org/> - Tips and resources for creating a healthy worksite
- <http://www.no-smoke.org/learnmore.php?id=188> – Information on trends in smoke free lodging from Americans for Nonsmokers' Rights

**Adopted by HPCDP management on:** 3/4/2013\_\_\_\_\_

**Reviewed by HPCDP staff on:** \_\_\_\_\_