



BROADSTEP ACADEMY – ILLINOIS, INC.

POLICY AND PROCEDURE MANUAL

SECTION: Operations	Executive Director:	_____	_____
	Council Approval:	_____	_____
SUBSECTION: Clinical	U/R Committee:	_____	00/00/00
	Board of Directors:	_____	00/00/00
SUBJECT: Smoking and Tobacco Use	Implementation date:	_____	9/3/2010
CATEGORY: Health	Revision date:	_____	03/27/2020

POLICY

It is the policy of Broadstep Academy-IL, Inc. to adhere to all Federal and State regulations and to provide a safe and healthy environment for all consumers and employees of Broadstep Academy-IL as well as visitors concerning the use of tobacco products.

PROCEDURE

1. Smoking and the use of tobacco products are not permitted anywhere within company facilities or vehicles or on school property.
2. Smoking and tobacco use is not permitted anywhere on Broadstep Academy-IL property.
3. Employees working in a group home must store their smoking materials in a designated locked area of the group home.
4. Employees, who work in the school, DT or the administrative offices, must store their smoking materials in a locked area away from the consumers.
5. Employees are not to have any kind of smoking materials on their person while working.
6. Smoking and tobacco use is permitted in outside designated areas during the employees approved break times.
7. Areas designated for smoking or storing smoking materials must be approved by the Executive Director or Director of Clinical Operations, Quality Assurance & Risk Management.
8. Smoking is not permitted for any Broadstep Academy-IL individuals that attend the educational program and live in the child and adolescent group homes.
9. For any individual ,over the age of 21, that chooses to smoke and resides in a CILA home after aging out of the educational program and moving out of the child and adolescent homes, the following guidelines are to be followed:
 - i. Smoking is permitted outside in designated areas only.
 - ii. Individuals are to purchase their own smoking materials.
 - iii. Staff are not to provide any type of smoking material to consumers.
 - iv. All smoking materials are to be stored in a designated locked area of the group home or DT when not in use.
 - v. If a consumer is not their own guardian, the guardian must give permission for the consumer to smoke or use tobacco products.
 - vi. Consumer specific guidelines are addressed in the consumer's BIP/ISP.
10. Smoking cessation information is available to employees and consumers.