

CLEAN AIR FOR ALL

THE SMOKE-FREE PUBLIC HOUSING PROJECT



Foundations for a Successful Smoke-Free Policy

A Training for People who Work in Public Housing



EMPLOYER INSTRUCTIONS

WHO This training is meant for new and existing staff including property managers, maintenance workers, and resident service providers.

WHAT The training takes about 15 minutes to complete and provides a basic understanding of the rationale and best practices for smoke-free housing, as well as your PHA's smoke-free policy.

WHY Staff training is an essential part of a successful smoke-free policy and will help ensure that all residents, guests, and staff are able to fully realize the benefits of a smoke-free policy.

HOW TO USE Attach a copy of your agency's smoke-free policy or policy summary and require new employees to complete the training. If your existing employees are untrained or need a refresher on smoke-free housing, require all employees to complete the training. When an employee completes the training, review the questions together with special attention to the section titled "Your Agency's Smoke-Free Policy" to make sure the employee understands the policy details and enforcement protocol. Then, present the employee with the certificate of completion found on the last page.

QUESTIONS For additional smoke-free housing support, resources, and tools visit Clean Air for All at www.smokefreepublichousingproject.org or contact us at info@smokefreepublichousingproject.org or 651-646-3005 ext. 301.

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EMPLOYER:

Attach your agency's smoke-free policy to this training before distributing to staff.



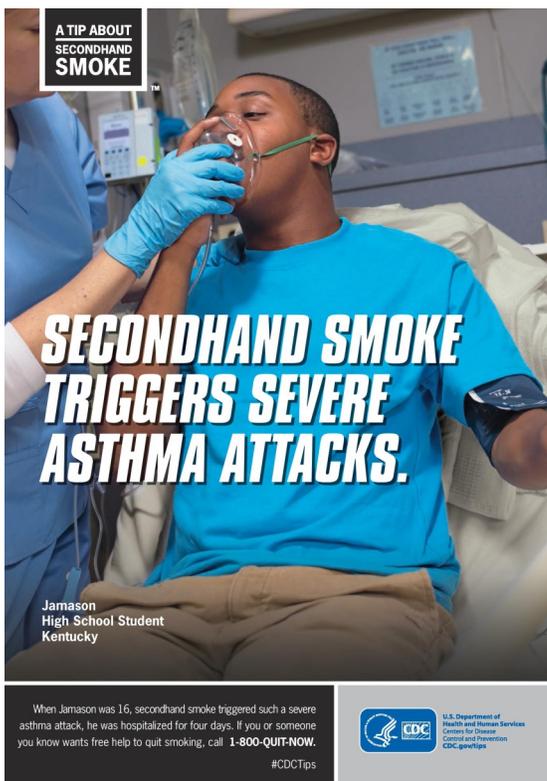
EMPLOYEE INSTRUCTIONS

This training includes a series of informational topics, thought-questions, and activities that will provide you with some of the fundamentals for working in smoke-free public housing.

You will need a pen or pencil and approximately 15 minutes to complete the training.



SECONDHAND SMOKE



Secondhand smoke is toxic. It contains over 7,000 chemicals, 70 of which are known to cause cancer.¹ In 2006 the U.S. Surgeon General concluded there is no risk-free level of exposure to secondhand smoke.²

In adults, secondhand smoke can cause heart disease, stroke, and cancer. In children, it can cause respiratory and ear infections, asthma attacks, and Sudden Infant Death Syndrome (SIDS).³

In multi-unit housing, up to 60% of the air is shared between neighbors.⁴ If a resident smokes inside the building, it can expose everyone else who lives, works, or visits to harmful secondhand smoke.

Jamason (left), 16, was hospitalized for 4 days due to a severe asthma attack caused by secondhand smoke.

Source: Tips from Former Smokers®



Guess which of the following are found in secondhand smoke. Check all that apply.

- | | | |
|---------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Arsenic | <input type="checkbox"/> Water | <input type="checkbox"/> Oregano |
| <input type="checkbox"/> Formaldehyde | <input type="checkbox"/> Ammonia | <input type="checkbox"/> Sapphire |
| <input type="checkbox"/> Vitamin B | <input type="checkbox"/> Carbon monoxide | <input type="checkbox"/> Calcium |

Answer on page 8



BENEFITS OF SMOKE-FREE HOUSING

A smoke-free policy aims to give all residents, guests, and staff access to healthier and cleaner air to breathe by reducing exposure to secondhand smoke.

It also keeps costs low. Secondhand smoke can cause significant property damage including stains on walls, persistent odor, and cigarette burns. On average, it costs 2-3 times more to turn over a smoke-damaged apartment.

The risk of fire is much lower in smoke-free housing. Smoking is a leading cause of residential fire death in the United States.⁵



Draw lines matching the estimated repair/replacement cost (including labor) with the photo.



Smoke-damaged air conditioner



Smoke-stained walls



Cigarette burn in carpet

\$800

\$350

\$950

Answer on page 8



YOUR PHA'S SMOKE-FREE POLICY

Congratulations! Your PHA has a smoke-free policy to keep costs low and protect the health and safety of residents, guests, and staff. As of July 2018, the U.S. Department of Housing and Urban Development requires smoke-free policies for all public housing. Attached is your PHA's smoke-free policy. Read the policy and answer the following questions.



Which products does the policy prohibit? Check all that apply.

- | | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> Cigarettes | <input type="checkbox"/> Hookah/water pipes | <input type="checkbox"/> Other (list below): |
| <input type="checkbox"/> Cigars | <input type="checkbox"/> E-cigarettes/vapes | _____ |
| <input type="checkbox"/> Pipes | <input type="checkbox"/> Incense | _____ |



In which areas of the property is smoking prohibited? Check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> All indoor areas | <input type="checkbox"/> Everywhere except designated smoking areas |
| <input type="checkbox"/> Setbacks (building entrances, 25 feet, etc) | <input type="checkbox"/> The whole property |
| <input type="checkbox"/> Some outdoor areas such as playgrounds and parking lots | |



Who does the policy apply to? Check all that apply.

Residents

Guests/visitors

Staff



If the policy includes an enforcement plan, describe it here. If not, ask your supervisor about your agency's enforcement plan.



Based on your PHA's smoke-free policy, which of the signs below would you post at the public housing site? If none/other, explain below.



A



B



C



D



A SUCCESSFUL SMOKE-FREE POLICY

Maintaining a successful smoke-free policy is a team effort and your coworkers and residents are counting on you! Communicate with residents about the policy frequently and work with residents to help them comply with the policy. Connect residents who want to quit smoking with cessation resources. Follow up on each violation consistently.



Scenario: A maintenance worker observes an ashtray full of ashes in a unit during a visit to unclog a drain. What should he or she do?

- A. Document and report the ashtray to the property manager or supervisor
- B. Confront the resident
- C. Ignore the ashtray and just unclog the drain

*Consult your supervisor to learn more about what proper documentation looks like at your agency.



Scenario: A property manager receives multiple complaints from residents about secondhand smoke on the third floor. What could the manager do to address the complaints?

- A. Send a policy reminder letter to all residents
- B. Post additional signage throughout the building
- C. Knock on third floor doors to discuss the problem with residents
- D. Hold a resident meeting
- E. Remind maintenance workers to report evidence of violations
- F. Work with social services to help residents overcome compliance barriers
- G. All of the above are good strategies

Answers on page 8



TOBACCO ADDICTION AND CESSATION

Nicotine is the highly addictive chemical found in tobacco smoke. Nicotine addiction creates challenges for some residents to comply with smoke-free policies. Partnering with addicted residents and social services will lead to a more successful policy in the long run.

Seven out of ten people who are addicted want to quit.⁶ Smoke-free housing policies can support residents who want to quit. Since approximately 1/3 of public housing residents smoke, you have an opportunity to make a big impact by supporting their cessation efforts.⁷



Refer residents and staff who are interested in quitting to these resources:

- To reach your state quitline: 1-800-QUITNOW (1-800-784-8669)
- American Lung Association Tobacco Quitline: 1-800-LUNGUSA
- Visit www.naquitline.org to learn about services available in your state and www.smokefree.gov for culturally –specific resources.



A person’s chance of having and dying from a heart attack goes down after quitting smoking for ___ day(s).

A. 1

B. 2-3

C. 4-9

D. 11

Answer on page 8

Congratulations! You have completed “Foundations for a Successful Smoke-Free Policy”. For additional smoke-free housing support, resources, and tools visit Clean Air for All at www.smokefreepublichousingproject.org or contact us at info@smokefreepublichousingproject.org or **651-646-3005 ext. 301**.



BONUS: Name the items pictured below.



ANSWERS

Page 2

Q: Guess which of the following are found in secondhand smoke.

A: Arsenic, formaldehyde, ammonia, and carbon monoxide are all toxic chemicals found in secondhand smoke⁸

Page 3

Q: Match the estimated repair/replacement cost (including labor) with the photo.

A: Smoke-damaged air conditioner: \$350, smoke-stained walls: \$800, cigarette burn in carpet: \$950

Page 6

Q: A maintenance worker observes an ashtray full of ashes in a unit during a visit to unclog a drain. What should he or she do?

A: A. Document and report the ashtray to the property manager. **Note:** All staff play an important role in successful enforcement of the smoke-free policy. Consult your supervisor to learn the extent of your role.

Q: A property manager receives multiple complaints from residents about secondhand smoke on the third floor. What could the manager do to address the complaints?

A: G. All of the answers listed are good way to address the complaints

Page 7

Q: A person's chance of having and dying from a heart attack goes down after quitting smoking for ___ day(s).

A: A. 1 day

Page 8

Q: Name the items pictured.

A: From left to right, e-cigarette or vape, hookah or water pipe, incense



REFERENCES AND ACKNOWLEDGMENTS

REFERENCES

- ¹ U.S. Department of Health and Human Services. The Health Consequences of Smoking—50 Years of Progress: A Report of the Surgeon General. Atlanta: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2014 [accessed 2017 Feb 21].
- ² U.S. Department of Health and Human Services. “The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General.” 2006.
- ³ Centers for Disease Control and Prevention https://www.cdc.gov/tobacco/data_statistics/fact_sheets/secondhand_smoke/general_facts/index.htm
- ⁵ U.S. Fire Administration. “Fire in the United States 2006-2015”. December 2017. www.usfa.fema.gov/
- ⁶ Centers for Disease Control and Prevention. Quitting Smoking Among Adults—United States, 2000–2015. Morbidity and Mortality Weekly Report 2017;65(52):1457-64 [accessed 2017 Jan 24].
- ⁷ Helms, Veronica E., King, Brian A., Ashley Peter J. “Cigarette smoking and adverse health outcomes among adults receiving federal housing assistance”. Preventative Medicine. Vol. 99. June 2017.
- ⁸ National Cancer Institute <https://www.cancer.gov/about-cancer/causes-prevention/risk/tobacco/second-hand-smoke-fact-sheet#q3>

Icons made by [Eleonor Wang](http://www.flaticon.com) from www.flaticon.com

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ACKNOWLEDGMENTS

Clean Air for All: The Smoke-Free Public Housing Project provides training and technical assistance to public housing agencies, resident services staff, and public housing residents impacted by HUD’s smoke-free public housing rule. This project enhances stakeholders’ capacity to transition to and maintain successful smoke-free public housing environments.

This project is a collaboration of Live Smoke Free (LSF) a program of the Association for Nonsmokers - Minnesota, the National Association of Housing and Redevelopment Officials (NAHRO), and the National Association of Resident Services in Affordable and Assisted Housing (NAR-SAAH) with additional partnership from the Tobacco Control Legal Consortium at the Public Health Law Center, and funding from the Robert Wood Johnson Foundation.



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CERTIFICATE OF COMPLETION

This Acknowledges That

Has Successfully Completed
Foundations For A Successful Smoke-Free Policy

Employer Signature

Date