

## Promote a Smoke-Free Environment

WELL Health-Safety Rating™

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### HOW TO USE THIS DOCUMENT:

This document is intended to serve as a guide on how to create a project **policy and / or operations schedule to deter smoking, minimize occupant exposure to secondhand smoke and reduce smoke pollution through interventions that prevent the use, sale and advertisement of tobacco products.** It is also intended to serve as guidance for on-site photographs to document this feature.

This document is meant to demonstrate an acceptable degree of detail for a documentation submission. The Feature cannot be demonstrated solely through a confirmation that the requirements have been or will be implemented. The level of detail is up to the discretion of the project team, but the documents must include specific details demonstrating that the actual policies/protocols have been enacted in the project areas.

This document and similar tools are intended to assist projects in their pursuit of the WELL Health-Safety Rating but use of this document and/or similar tools are in no way a guarantee of achievement of any rating or designation, and no representation or warranty is made regarding the likelihood of achieving any rating or designation.



The below sample documentation is intended to provide guidance for creating a smoke-free environment policy. It is not a template. You may note included components that are not required to demonstrate compliance with this Feature.

#### EXAMPLE DOCUMENT

##### *Example for Feature Promote Smoke Free Environment*

###### **[Company] Smoke-Free Environment Policy**

###### **Location: [project address]**

The following policy has been adopted by [Company] to protect employees and visitors from secondhand smoke and smoke pollution as well as to deter employees and visitors from smoking.

###### **Prohibit Indoor Smoking**

Smoking of cigarettes and e-cigarettes is prohibited within the building.

###### **Prohibit Outdoor Smoking**

Outdoor smoking is prohibited within 25 ft of all entrances, windows, and air intakes. Signage indicating the no smoking ban are located on all decks, patios, balconies, rooftops, and building grounds. There are no outdoor areas within the project boundary that allow smoking. A signed Owner's Letter of Assurance and photographs of no smoking signage have been attached.

###### **Prohibit Outdoor Smoking**

No tobacco products are sold or advertised within the building. See attached Owner's Letter of Assurance.

#### EXAMPLE DOCUMENT

##### *Example for Feature Promote Smoke Free Environment*

###### **[Company] Smoke-Free Environment Policy**

###### **Location: [project address]**

The following policy has been implemented by [Company] and is required by local law.

###### **Prohibit Indoor Smoking**

Smoking of cigarettes and e-cigarettes is prohibited within the building.

###### **Prohibit Outdoor Smoking**

There are no outdoor areas within the project boundary thus Prohibit Outdoor Smoking does not apply to this project.

###### **Limit Tobacco Availability**

No tobacco products are sold or advertised within the building. See attached Owner's Letter of Assurance.

## PHOTOGRAPHIC GUIDANCE

When taking photographs to document this feature, follow the steps below:

### General Recommendations

1. Timestamp and geotag the photographs.
  - a. If using a smart phone to take photographs, there are apps that allow geotagging. Search “GPS Map Camera” in the app store and options will appear.
2. Ensure that photos are taken in good light and focus so that WELL-relevant details are clearly legible.
3. Consider annotating photographs if WELL-relevant details may not be immediately obvious to the reviewer.

### Feature Specific Recommendations:

1. Label each of the photographs with their location (e.g. “no-smoking area below outdoor air intake on north side of building”).
2. Ensure that relevant WELL details such as distances are clearly illustrated in the photographs.
1. If there are a number of identical spaces such as balconies, it is acceptable to take a representative photograph from one space and annotate on the photograph that it is representative of other identical spaces.
2. For Core and Shell projects:
  - a. All tenant spaces need to comply with requirements (even on private balconies and terraces.)

### Example Photograph:



## TIPS FOR MULTIPLE LOCATIONS

- For organizations participating in WELL Portfolio or the multiple projects pathway, this policy and/or operations schedule is categorized as Shareable. It may be shared across multiple projects, as long as they all meet the strategies that are outlined in the document.