

SH5 - Promote a Smoke-Free Environment

Policy and/or Operations Schedule

WELL Health-Safety Rating™ Q1-Q2 2024

WHAT IS 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, certification or other designation, and no representation or warranty is made regarding the likelihood of achieving any rating or designation, and IWBI shall have no liability resulting from the use or content of this document or similar tools or resources or from any action taken or inaction occurring in reliance on this document or similar tools or resources.

Note: The below document is based on the Q1- Q2 2024 addenda of the WELL Health-Safety Rating™. Project teams are required to implement the feature requirements from the addenda version assigned to their project or any more recent addenda version.

HOW TO USE THIS DOCUMENT:

- ☐  Read the [below feature requirements](#) (or the feature requirements from the [addenda version assigned to your project](#), as relevant) and determine how your project addresses each requirement.
 - a. If your project is a WELL Core project, read through and ensure that your project follows the “WELL Core Guidance.”
 - b. Make sure to apply the feature requirements appropriate to your project’s space types. For example, if your project has both dwelling units and other space types, ensure your project is applying the requirements under “For Dwelling Units” to the dwelling unit spaces and applying the requirements under “For All Spaces except Dwelling Units” to the other space types. Check out the [WELL Health-Safety Rating™ digital standard](#) for the exact language on your project’s space types.
- ☐  Refer to the [below example document](#) to get an idea of how to set up your documentation.
- ☐  Collaborate with your stakeholders to gather the [relevant documentation](#) that demonstrates the project’s compliance with the feature. Some examples of relevant documentation include:
 - a. a letter from a hired professional outlining services provided
 - b. the project’s floor plans
 - c. a modeling report
- ☐  Create a technical document using existing documentation where relevant, annotating it to clarify where feature requirements are met. Some examples of annotating include:
 - a. highlight the sections relevant to WELL requirements
 - b. circle or add boxes around particular data
 - c. add notes to confirm WELL requirements
 - d. add labels to draw attention to particular sections
 - e. provide an explanation of the connection to WELL requirements using a different colored font

- f. check out the [WELL Documentation Annotation Guide](#) for more
- ☐  Name the document so that it is easily identifiable. Some examples for naming include:
 - a. name the document using the WELL feature code
 - b. name the document using the WELL feature name
 - c. name the document using the WELL document type
- ☐  Review the document you've created and ensure that all the necessary WELL requirements are fully and clearly addressed.
 - a. Note: the level of detail is up to the discretion of the project team, but the document must include specific details demonstrating that the actual requirements have been enacted in the project boundary. Features cannot be demonstrated solely through a written confirmation that the WELL requirements have been or will be implemented.
- ☐  Upload the document to the scorecard in the WELL digital platform, after you've confirmed that the document fully and clearly addresses all the necessary WELL requirements.



Feature Part Requirements

For All Spaces

Part 1: Prohibit Indoor Smoking

The following requirement is met:

- a. Smoking and the use of e-cigarettes is prohibited in interior spaces within the project boundary.¹²

Part 2: Prohibit Outdoor Smoking

The following requirements are met:

- a. Clear and visible permanent signage prohibiting smoking and vaping is located within 3 m of all functional building entrances, operable windows and building air intakes that open to any occupiable outdoor area.
- b. Clear and visible permanent signage describing the hazards of smoking is located in all outdoor areas designated for smoking and vaping.

Note: All parts must be met to achieve this feature

For Retail Spaces

Part 3: Limit Tobacco Availability

The following requirements are met for projects where retail products are sold on a daily basis:

- a. Sale of tobacco products (including e-cigarettes) is prohibited.¹¹
- b. Tobacco products (including e-cigarettes) are not marketed or promoted.¹²

Note: All parts must be met to achieve this feature



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 in the proximity of any functional building entrance, window, and air intake. 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 at scale, 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.