



Policy: GA.8048
Title: **Restrictions on Smoking and Unregulated Nicotine Products**
Department: Facilities
Section: Environmental Health & Safety

CEO Approval: /s/ Michael Hunn 01/29/2025

Effective Date: 02/01/2014

Revised Date: 12/31/2024

Applicable to: ☐ Medi-Cal
☐ OneCare
☐ PACE
☒ Administrative

I. PURPOSE

This policy establishes and defines CalOptima Health's restrictions on Smoking and use of Unregulated Nicotine Products in, or on, Property owned, operated, or leased by CalOptima Health, unless otherwise specified.

II. POLICY

- A. As a public agency providing access to quality health care services, CalOptima Health endeavors to maintain a safe and healthful environment for its Employees, Members, and visitors of CalOptima Health Properties. Therefore, Smoking, inclusive of electronic Smoking devices, and the use of Unregulated Nicotine Products are strictly prohibited inside and outside of CalOptima Health Property, except in designated outside Smoking areas at least twenty-five (25) feet away from buildings. The PACE center does not allow smoking or the use of Unregulated Nicotine Products anywhere on the property. This Policy is effective from Monday through Sunday, twenty-four (24) hours per day.
- B. CalOptima Health Property, as used herein, includes any Properties owned, operated, or leased by CalOptima Health, including the administration building at 505 City Parkway West, in the City of Orange, State of California, 500 City Parkway West, in the City of Orange, State of California, and the PACE building at 13300 Garden Grove Boulevard, in the City of Garden Grove, State of California, and including CalOptima Health-owned, or leased, vehicles.
- C. All CalOptima Health Employees shall adhere to this policy and include, but are not limited to, all full-time and part-time regular CalOptima Health Employees, all temporary Employees, interns/volunteers, CalOptima Health Board Members, advisory and standing committee members, and authorized contractors and consultants. Failure to follow this policy may result in progressive disciplinary action, or termination.
- D. Smoking includes carrying or holding of any lighted pipe, cigar, or cigarettes of any kind, including electronic Smoking devices (e.g., e-cigarettes and/or vaporizers), any lighted Smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind, including e-cigarettes and vaporizers.

- E. Smoking and the use of unregulated nicotine only within the designated Smoking area, located at least twenty-five (25) feet away from the CalOptima Health Property buildings, except for the PACE Center property, shall be strictly enforced by all CalOptima Health Employees.
- F. CalOptima Health's Property Manager shall be responsible for posting appropriate signage in key areas in and around CalOptima Health Property, in addition, but not limited to, entrances, exits, and parking lot.
 - 1. Adjacent public thoroughfares, sidewalks, and parking lots not owned by CalOptima Health are subject to local jurisdiction such as regulations governing Smoking proximate to building entrances, exits, ventilation intakes, and open windows.
 - 2. The Facilities Director shall request that the Property Manager accommodate the terms of this policy as it might apply to common areas shared by non-CalOptima Health entities.
- G. CalOptima Health Employees who smoke, use an electronic Smoking device, or use Unregulated Nicotine Products in, or on, CalOptima Health Property (excluding the PACE Center property) outside of the designated Smoking area(s) are in violation of this policy and shall be subject to corrective measures, including discipline, in accordance with CalOptima Health Policy GA.8022: Performance and Behavior Standards.

III. PROCEDURE

Responsible Party	Action
Employee	1. Adhere to the requirements in this policy.
Manager	1. Interpret and enforce this policy in their area of responsibility. 2. If a CalOptima Health Employee disregards and/or violates this policy, the Manager will address the Employee immediately.
Human Resources	1. Provide CalOptima Health Employees with CalOptima Health Policy GA.8048: Restrictions on Smoking and Unregulated Nicotine Products.
Property Manager	1. The Property Manager will enforce CalOptima Health's restrictions on Smoking and unregulated nicotine product policy as directed by the CalOptima Health Facilities Director.
Facilities Director	1. Ensure the Property Manager adheres to the provisions of this policy.

IV. ATTACHMENTS

- A. Smoking Area Map_505 City Parkway West Property – CalOptima Health Property, City of Orange
- B. Smoking Area Map_500 City Parkway West Property – CalOptima Health Property, City of Orange

V. REFERENCES

- A. CalOptima Health Employee Handbook
- B. CalOptima Health Policy GA.8022: Performance and Behavior Standards
- C. California Labor Code, §6404.5
- D. Title 32, California Code of Regulations (C.C.R.), §§7596-7597

VI. REGULATORY AGENCY APPROVAL

None to Date

VII. BOARD ACTIONS

Date	Meeting
05/01/2014	Regular Meeting of the CalOptima Board of Directors
12/01/2016	Regular Meeting of the CalOptima Board of Directors

VIII. REVISION HISTORY

Action	Date	Policy	Policy Title	Program(s)
Effective	02/01/2014	GA.8048	Restrictions on Smoking and Unregulated Nicotine Products	Administrative
Revised	12/01/2016	GA.8048	Restrictions on Smoking and Unregulated Nicotine Products	Administrative
Revised	07/01/2017	GA.8048	Restrictions on Smoking and Unregulated Nicotine Products	Administrative
Revised	08/01/2018	GA.8048	Restrictions on Smoking and Unregulated Nicotine Products	Administrative
Revised	01/01/2019	GA.8048	Restrictions on Smoking and Unregulated Nicotine Products	Administrative
Revised	02/01/2020	GA.8048	Restrictions on Smoking and Unregulated Nicotine Products	Medi-Cal OneCare OneCare Connect PACE Administrative
Revised	04/01/2021	GA.8048	Restrictions on Smoking and Unregulated Nicotine Products	Administrative
Revised	04/01/2022	GA.8048	Restrictions on Smoking and Unregulated Nicotine Products	Administrative
Revised	09/01/2022	GA.8048	Restrictions on Smoking and Unregulated Nicotine Products	Administrative
Revised	08/01/2023	GA.8048	Restrictions on Smoking and Unregulated Nicotine Products	Administrative
Revised	12/31/2024	GA.8048	Restrictions on Smoking and Unregulated Nicotine Products	Administrative

IX. GLOSSARY

Term	Definition
CalOptima Health Employees	For purposes of this policy include, but are not limited to, all full-time and part-time regular CalOptima Health Employees, all temporary Employees, interns/volunteers, CalOptima Health Board Members, advisory and Standing Committee Members and authorized contractors and consultants.
CalOptima Health Property	Any property owned, operated or leased by CalOptima Health, including CalOptima Health owned or leased vehicles, the administration building at 505 City Parkway West, in the City of Orange, State of California, 500 City Parkway West, in the City of Orange, State of California, the PACE building at 13300 Garden Grove Boulevard, in the City of Garden Grove, State of California, and the CalOptima Health satellite office located at the County Community Service Center, 15496 Magnolia Street, Suite 111, in the City of Westminster, State of California. CalOptima Health Property shall include surrounding ground and parking lots owned, operated, or leased by CalOptima Health, as well as other leased or rented spaces.
Facilities Director	For purposes of this policy ensures upkeep, maintenance, CalOptima Health Employee safety, building rules and regulations are adhered to in conjunction with the Property Manager.
Member	A beneficiary who is enrolled in a CalOptima Health Program.
Property Manager	An outside fee-based Property management company, with experience at managing high rise office buildings
Smoking	For purposes of this policy, the carrying or holding of any lighted pipe, cigar, or cigarettes of any kind, including electronic Smoking devices (e.g., e-cigarettes and/or vaporizers), any lighted Smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind, including e-cigarettes and vaporizers.
Unregulated Nicotine Product	Any product containing, or delivering, nicotine intended, or expected, for human consumption, or any part of such a product, that has not been approved, or otherwise certified, for sale by the United States Food and Drug Administration (USFDA) as a tobacco use cessation product, or for other medical purposes.