

Dear [Enter Title and/or Name]:

**[Agency Name] is going Tobacco-Free**

Tobacco use remains the leading preventable cause of death in S.C., claiming the lives of more than 59,000 South Carolinians since 2005, and is linked to more than $2 billion in annual health care costs to the state.

In an effort to improve employee health and reduce exposure to secondhand smoke, [Agency Name] ([AGENCY ACRONYM]) will become tobacco-free, effective [Date].

[AGENCY ACRONYM] is proud to be among the first of several cabinet agencies participating in *A* *Healthier State: Make Every Workday Great* initiative, launched in conjunction with the S.C. Department of Health and Environmental Control (DHEC) and the S.C. Hospital Association (SCHA). *A Healthier State* impacts nearly 35,000 state employees and aims to help reduce health care costs and absenteeism, while increasing employee productivity, through support for effective worksite wellness environments and policies within the S.C. Governor's 16 cabinet agencies, the S.C. Department of Mental Health, and DHEC.

**What This Means for [Adjacent Agency Name]**

Our goal is to operate within an entirely tobacco-free campus, ensuring everyone who works, visits, and does business with [AGENCY ACRONYM] is able to breathe clean, smoke-free air.

***Tobacco-Free Campus Policy: Use of all tobacco products, including smokeless tobacco and electronic cigarettes, is prohibited in any facility or on any property, owned, controlled or in use by [AGENCY ACRONYM] - including parking lots, parking garages, sidewalks, and breezeways.***

To promote our new policy and ensure that visitors are aware of the tobacco use restrictions, signs will be prominently displayed at entrances and exits to the property. *We do not expect this policy to have any negative impact on [ADJACENT AGENCY NAME] business.*

**Our Invitation to Shared Space Agencies, Organizations and/or Businesses:**

We need your support to ensure the successful implementation of our new tobacco-free policy initiative [INSERT POLICY LINK] as our facilities/properties are adjacent to one another. We are asking that you consider joining us in this effort to provide a safe, clean environment for all staff, visitors and vendors by prohibiting the use of all tobacco products on [ADJACENT AGENCY NAME] grounds. We hope [ADJACENT AGENCY NAME] leadership will recognize this as an opportunity to participate in a mutually beneficial initiative meant to improve the health and well-being of our employees and visitors.

Thank you for your cooperation with this critical and preventable health concern. A representative from [AGENCY NAME] will be contacting you shortly to discuss any questions you may have about the policy and how your agency can join in the tobacco-free campus Initiative. For more information about the policy, visit [INSERT LINK].

**Our Request to City/County Administrators/Property Owners**

[AGENCY ACRONYM] has office sites located on county property and, in some instances, the sites share physical space with another organization or agency. [AGENCY ACRONYM] is making every effort to reach out to our neighbors in hopes that they will support our new policy and help us create a campus that is entirely tobacco-free. Research shows the importance of having a comprehensive policy that includes all buildings and grounds to ensure that visitors and employees are protected from secondhand smoke exposure. Campus-wide policy also helps to aid in compliance and enforcement, and creates an environment of healthy lifestyles.

To communicate our new policy, [AGENCY ACRONYM] needs to post signage promoting the new tobacco-free campus, and we are requesting approval to do so. If you can readily approve the posting of signage, please reply at your earliest convenience by email to [Insert Email Address] with “approval to proceed with signage.” Please include the name of your county in your response.

If your county requires the policy to be reviewed and approved by county council, please submit the attached [AGENCY ACRONYM] policy to council as soon as possible requesting approval to post decals on building doors and to install permanent tobacco free campus sign(s) on the grounds at our [AGENCY ACRONYM] facility site. Should additional information be needed, please let us know.

With support from our neighbors and approval from jurisdictions or private owners to post signs, we will be able to promote our new policy and ensure everyone is aware of the new tobacco use restrictions.

We look forward to working together to make our state a healthier place to live!

Best regards,

[Name of Agency Director]

Director

[Agency Name]