

Mississippi State Department of Health General Agency Manual	Topic: General Policies
Effective Date: March 1, 2016	Subtopic:
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	Section 2.0 Page 4 of 28

Tobacco Use in MSDH Facilities

The policies on tobacco use, as outlined herein are to be followed in all MSDH owned or leased facilities (including local clinics, offices, WIC warehouses, or any other locations):

- A. The MSDH Central Office campus, district offices, county offices, and any MSDH office/facility are tobacco-free environments. No tobacco use (including but not limited to: cigarettes, cigars, pipes, smokeless tobacco, and electronic cigarettes (e-cigarettes) or any other form of liquid vaporizing device) is permitted inside or outside of any buildings on any of these campuses, including the parking garage at the Central Office.
- B. "No Tobacco Use" or "Tobacco Free Campus" signs are posted in all of the above areas to inform patients and visitors of this policy.
- C. Tobacco use shall not be permitted inside any vehicle owned or operated by MSDH.
- D. Tobacco use by employees rendering services outside an MSDH facility, such as home visits or sanitation inspections, participation in meetings, conferences and health fairs etc. is prohibited while performing their duties and in contact with patients or the public.
- E. Any MSDH employee who is a tobacco user and desires professional assistance in quitting can contact the agency's Office of Tobacco Control at 1-866-724-6115.
- F. Any exceptions to these policies must be approved by the State Health Officer in writing. Should any local condition suggest the need for an exception, please submit the request through the proper channels for approval. Failure to follow this written policy is a Group II offense and may result in disciplinary action by the agency.

Processing Mail in MSDH Facilities

All incoming mail received in MSDH facilities shall be processed as soon as practical. Office managers or other designated clerical employees shall ensure that all mail is opened, sorted, and routed to appropriate personnel or circulated for general information as the contents may dictate. Prior arrangements shall be made to ensure that if the designated personnel are on leave, or temporarily absent, other employees shall process all incoming mail in a timely manner.

MSDH cannot assume the responsibility for processing incoming personal mail for employees. Employees are reminded that personal correspondence should be directed to a residence or a post office box. All mail received at MSDH facilities will be considered official business and shall be processed as indicated herein, unless the envelope is marked "confidential" or "personal" in bold letters. Any mail marked "personal" or "confidential" should be delivered to the proper employee unopened.

MSDH employees are expressly prohibited from using MSDH stationery, supplies, or postage for outgoing correspondence of a personal nature. Such use is considered personal use of state property, which is a Group Two Offense under State Personnel Board regulations and may subject the employee to appropriate disciplinary action.