

Sample Timeline for Tobacco Free Policy Adoption

Months 1-2

Form a committee of managers, staff, nonsmokers, smokers, and ex-smokers. Consult with health department and state staff for technical assistance in writing the policy, planning public information and local media plan.

Survey employee attitudes about smoking. Use a simple assessment tool to assess level of interest in rules (ban in vehicles, ban on grounds, designate one or multiple smoking areas, etc). Sample petition and surveys provided in toolkit.

Set effective date.

Months 3-4

Municipality/County creates draft policy and share with staff for input and ease of understanding. Revisit and revise accordingly.

Months 5-6

Solicit managerial and supervisory support. Communicate their role in anticipated success of policy.

Announce new policy through Human Resources or personnel – this conveys upper management support and commitment. Communicate effective date.

Educate employees on benefits of a tobacco free workplace, and the costs of smoking through multiple methods (email, newsletter, posters in break room, seminars, lunch-and-learns)

Introduce policy at public meeting. Public Hearing or Town Hall Meeting held for feedback or comment.

Months 7-12

Policy/ordinance on agenda for vote in Municipal Council / County Commissioners / Board of Health.

Offer cessation programs or benefits to employees. Distribute incentives, support items, survival kits, etc.

Re-release effective date. Promote effective dates to visitors, clients, and people other than staff. Use banners, sandwich boards, interactive media (websites, in house TV, etc). If appropriate, hold a kick-off event.

Follow up with committee over next 6 months at least – assess compliance, understanding, and other feedback.