

## **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.

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.