

# **Tobacco Free Campus Policy Implementation Timeline**

## **September**

- Meet with your Area Administrator to set up a Tobacco Free Campus Implementation Committee. You will need someone from facilities management, your area public information coordinator, the office manager, a person in charge of security, a supervisor, the area personnel clerk, and an employee on your committee. Try to include at least one tobacco user in your committee.
- Develop responses to the Frequently Asked Questions (FAQs provided) with your Area Administrator and Committee.
- Meet with Committee and Area Administrator to modify model tobacco free campus draft policy as needed for approval by group.
- Determine baseline of state employees using quitline services in your area. (Obtain data from Kenya Dillard.)
- Obtain a sample of employees and visitors surveys to evaluate support for the tobacco free campus policy. (Survey tools provided.)

## **October**

- Announce new policy to staff and to the press (Sample press release provided). Include a letter from your Administrator explaining the rationale for policy and provide FAQs to staff. Include information on quitlines (promotional materials provided).
- Circulate new policy to employees and have the personnel clerk collect policy acknowledgment statements from each employee.
- Ask personnel clerk to include policy, FAQs, and quitline information in each new hire orientation packet.
- Conduct presentations at Area and County staff meetings to explain the tobacco free policy, provide FAQs, get feedback from staff, and to provide information on the quitlines. Identify locations for signage. Discuss need for courtesy cards (sample provided.) Share results of employee and visitor surveys collected in September.

## **November**

- Order materials and signs.
- Coordinate events with Committee to support tobacco users quitting for Great American Smokeout Thursday, November 17, 2011. (verify date)

## **December**

- Convene Committee to plan a campus-wide celebration event on the implementation date.

- Remove ashtrays from property, especially those at building entrances.
- Install signs and post flyers and the policy in staff break rooms, offices, examining rooms, waiting area and in office newsletters.

## **January**

- Conduct implementation celebration.
- Train staff to politely remind those violating the policy to respect the tobacco free campus, using cards, if selected, for visitors and the progressive discipline process for staff.
- Set up tables at well-traveled areas on campus to provide materials celebrating the policy and to offer quitline information.
- Disseminate press release to inform community of new policy.
- Prepare a summary report with the numbers of state employees using quitline services in your area comparing it to the baseline collected in September. Note any implementation barriers identified and plan to address barriers.