

**Grinnell Regional Medical Center  
Tobacco Free Campus Timeline**

**Time frame:**

- May 10**      **Begin assessment of signage needs (interior and exterior) including clinics    Dave, Craig , Andy, Gregg, Sheryl**
- May 9**        **Policy development begins    Denise, Julie, Dave, Sheryl**
- May 17**        **First committee meeting with all members  
Provide tentative time line  
Assess draft policy  
Assign responsibilities**
- May 16**        **Employee incentive program finalized            Julie, Sheryl**
- May 17**        **Announce date to department heads    Dave**
- May 20**        **Announce date to employees    TL**
- May 23**        **Announce date to public            PR**
- May 23**        **Neighbor announcement letter due out    Dave, Denise**
- May 24**        **Move ash receptacles away from buildings to further location            Facilities**
- May 23**        **Send policy to Administration for approval    (all)**
- May 23**        **Send standing orders to med staff for approval (Julie)**
- June 20**        **Policy finalized by administration**
- June 21**        **Policy shared with leadership**
- July 1**         **all documents finalized (employee application, job ads, admission sheet, patient rights book, outside vendor contracts, Web site, etc) PR & HR**
- July 1**         **Physician preparation (Julie, dr sponsor, PR)**
- July 5**         **Management education on enforcement, staff support, patient issues, etc. (all)**

