

## LUH Proposed Timeline for Tobacco Free Implementation

### August 2007:

- ✓ A multidisciplinary steering team will meet to develop a plan for Tobacco Free Campus implementation
- ✓ A tobacco free date will be chosen
- ✓ Subcommittees will be chosen
- ✓ Subcommittees will meet
- ✓ A policy will be drafted

### September 2007:

- ✓ Finalize the policy
- ✓ Focus on positive promotion for all interactions
- ✓ Begin to develop media and communication plans for employees, physicians, vendors, patients, visitors and community
- ✓ Develop communication for senior leadership
- ✓ Develop and implement physician communication plans
- ✓ Communicate with all campus-owned buildings
- ✓ Work with CEO to develop an announcement letter
- ✓ Begin countdown to launch date

### October 2007:

- ✓ Meet with Human Resources to revise all appropriate HR documents regarding tobacco free campus
- ✓ Add Tobacco Free Campus to LUHU for new employees
- ✓ Meet with Materials Management to communicate information to vendors
- ✓ Meet with Facilities Management to communicate information to contractors and plan for signage
- ✓ Roll out initial media plan for community notification
- ✓ Notify nearby neighbors of tobacco plan and feedback procedure

- ✓ Committees to finalize scripting for employees, patients and visitors
- ✓ Send out CEO announcement letter to employees and physicians

#### November 2007:

- ✓ Finalize any policy changes with HR and administration
- ✓ Meet with leadership, security, and other ancillary staff to define roles, review scripting, and discuss enforcement
- ✓ Order signage, banners as needed
- ✓ Finalize employee support packets and programs
- ✓ Continue communication plan for employees, various campus clinics and community

#### December 2007:

- ✓ Maintain positive focus on program implementation
- ✓ Update training for managers, staff, campus clinics, etc on final policy and compliance
- ✓ Verify NRT products are available through pharmacy

#### January 2008:

- ✓ Begin employee support plans with NRT, alternative therapies, etc.
- ✓ Remove smoke shacks, ash receptacles
- ✓ Post temporary signage
- ✓ Hype up countdown
- ✓ Continue education as needed

#### February 2008:

- ✓ All receptacles removed
- ✓ All signage posted

- ✓ Employees prepared to enforce policy
- ✓ Support staff as needed

March 2008:

- ✓ Celebrate success!
- ✓ Review any significant issues
- ✓ Implement employee appreciation party