

LUH Timeline to Countdown for Tobacco Free Implementation

November 2007:

- ✓ Becky-- Work with volunteers to get gum/patches into the gift shop
- ✓ Mary-- Order signage and banners as needed
- ✓ Laurie-- Finalize any policy changes
 - Finalize Chantix on United prescription formulary
- ✓ Joan-- Decide on various media campaigns (TV, paper, radio ads)
 - Finalize table tents, countertops, posters and scripted cards for staff to hand out
 - Continue notifications in Friday Focus and Home page
 - Determine slogan winner(s) and use slogan in marketing and posted information
- ✓ Laura-- Complete employee support packets for distribution when requested
 - Prepare presentation for management meetings
 - Help committee follow timeline and deadlines

December 2007:

- ✓ Joan-- Begin placing table tents, countertops, and posters
- ✓ Laura-- Management training at manager's meetings includes overview, review policies, employee enforcement
- ✓ Becky-- Verify NRT items are available in the gift shop for day staff and visitors (and for night staff)
- ✓ Becky-- Work with Materials Management to send letters to all vendors

January 2008:

- ✓ Laura-- Management training at manager's meeting includes final overview (any changes), campus changes, and visitor/patient plan
- ✓ Joan-- Continue media hype
- ✓ Mary-- Begin removal of huts
 - Remove all signs which refer to smoking huts
 - Remove all ash receptacles

February 2008:

- ✓ Joan-- Deliver scripted cards to all units and offsite property
- ✓ Mary-- Verify all signage is posted and receptacles are removed
- ✓ Laura-- Maintain education wherever needed

March 2008:

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