

TOOL: Tobacco-Free Environment Policy Implementation Timeline



Review action items for integrating a tobacco-free environment in the table below. Assign a point person and target completion date for each task. Focus on each task during the highlighted months. Use additional lines to keep track of other activities for each step at your facility.

Launch Date: _____

	Task Point Person	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Completion Date
Create a wellness committee								
Convene wellness committee for meetings*								
Identify committee members								
Draft policy								
Create logic model								
Draft policy								
Have leadership, staff, clients review policy and provide feedback								
Finalize policy language								
Determine violations and consequences								
Communicate policy and expectations								
Begin to develop messaging – the how and why								
Develop signage and other educational materials								
Announce policy								
Share educational materials*								
Hold in-person meetings and allow space for two-way dialogue*								

*=ongoing after policy launch





	Task Point Person	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Completion Date
Implement policy								
Plan launch event								
Hold practice day event								
Hold launch event								
Enforce policy								
Educate clients and staff on violation protocols and processes								
Train staff for protocol on violations*								
Evaluate policy and implementation								
Collect baseline data								
Complete process evaluation								
Complete outcome evaluation, review data*								
Review qualitative feedback*								

*=ongoing after policy launch

