

TOOL: Implementing Tobacco-Free Environment Policy Checklist



Use the list below to guide the Tobacco-Free Environment Policy Implementation Process. Mark off action items when completed. Use the dedicated TOOLS for certain action items in the TOOLKIT: Implementing Tobacco-Free Environment Policy in Behavioral Health Settings.

1. Create a wellness team

- Identify tobacco champions
- Identify committee members (TOOL)
 - Obtain commitment to serve on the committee
- Plan committee meetings – set regular meeting schedule
- Develop plan of operations including who serves what roles and how to discuss challenges

2. Develop policy

- Create logic model (TOOL)
- Develop timeline (TOOL)
- Assess current practices and beliefs
- Draft policy
 - Define facility and grounds
 - Define tobacco products and prohibited activities (use, odors, possession)
- Have leadership, HR, legal teams review policy drafts
- Obtain feedback from patients and staff
- Finalize policy
- Review other agency policies and practices that may support tobacco use

3. Communicate plan

- Describe how patients, staff, visitors, will be informed of policy
- Identify how policy links to mission and values of organization
- Allow space for feedback and communication – hold town hall meetings
- Disseminate educational materials on tobacco use and recovery
- Communicate with partners, outside providers, referring agencies, neighbors

4. Support tobacco recovery in patients and staff

- Provide education on association between mental health, substance use, recovery, and tobacco dependence
- Disseminate materials on resources available to support tobacco recovery
- Disseminate materials on reason for policy
- Provide support services and treatment





5. Integrate tobacco treatment

- Train staff on evidence-based tobacco treatment
- Integrate screening or assessment tool
- Develop tobacco use recovery group
- Referral resources
- Integrate Wisconsin Tobacco Quitline

6. Implement policy

- Plan launch date festivities
- Post signage before launch date at building entrances and key locations
- Review and revise other policies for consistency
 - Integrate policy information into client orientation
 - Integrate tobacco treatment training into new staff training
 - Integrate policy in HR new employee materials

7. Create compliance policy

- Identify who is responsible for enforcing policy
- What is response if policy is not upheld
- What are escalating consequences
- Describe policy and procedures to monitor for tobacco relapse
- Create print materials for clients, visitors who is violating the policy

8. Monitor and evaluate policy

- Collect baseline data
- Complete evaluation survey

