Implementation Checklist

____ Assemble a policy implementation committee and assign tasks and areas of responsibility. The committee may include representatives such as Administration, Policy/Legal, Communications, Human Resources, Security, and Building/Grounds Maintenance.

____ Develop a policy that is compliant with executive order 2012-01. (see model policy on pages 7-9)

____ Announce and begin promoting the tobacco free policy in advance of the policy effective date and continue to send periodic reminders. Communication should include an announcement from agency leadership in person or in writing; other methods of communication may include newsletter, posters, bulletin boards, email, pay check inserts, and any other communication system available.

____ Educate employees on the cessation resources available to state employees and encourage their use. (see pages 15-18 of this Guide) Communicate to staff the rules regarding access to the Oklahoma Tobacco Helpline at work.

____ Create a supportive environment, by clearly posting "no tobacco use" signage. Signage should be visible at all vehicular and pedestrian entrances, areas of the property where people congregate, former designated smoking areas, and other locations as needed; and remove all ashtrays and smoking shelters from the property. (see Decals & Metal Signage on page 11 of this Guide)

____ After agency implementation of the tobacco-free policy, make policy handout information available at visitor entrances; continue to inform new employees, visitors, and meeting organizers and attendees of the tobacco-free policy; and continue to update signage and utilize other forms of communication to ensure compliance with the policy.

____ Remain informed of the latest news on implementation of the Executive Order and updated information and materials available for use.
http://www.ok.gov/health/Organization/Tobacco-Free_State_Properties.html