

APPENDIX E: MODEL TOBACCO-FREE POLICY TIMELINE

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Establish a tobacco-free committee						
Create buy-in with top-level administrators and clinical staff						
Develop and secure a budget						
Develop an implementation timetable						
Host focus groups with staff and clients						
Draft policy and garner feedback from clients and staff						
Revise current human resource policies to cover use of tobacco while on duty						
Announce plans of policy implementation						
Start countdown to launch date						
Educate employees, clients, visitors, community, and neighbors						
Provision of cessation services						
Train all employees on the new policy						
Post signage						
Launch date and kick-off event Appendix D: California Smoker’s Helpline						