

TOBACCO-FREE POLICY REVIEW FEEDBACK TEMPLATE

DATE

NAME

ORGANIZATION NAME

ADDRESS

ADDRESS

RE: Going for the Gold – Tobacco-Free Campus Policies

Dear NAME:

Thank you for taking steps to ensure a safe, healthy and tobacco-free environment at [ORGANIZATION], and for allowing us to review your current tobacco-free campus policy. As you know, policies are 'living' documents – as issues arise after implementation, policies may need to be revised to support your organization's mission and goals.

Your organization's tobacco-free campus policy was crosswalked with a policy checklist that was reviewed by experts in the field of tobacco control, including [NAME OF REVIEWING ORGANIZATION, e.g., Tobacco Control Legal Consortium]. While you have your own policy needs and requirements, we are pleased to offer feedback on your policy to help you achieve a more comprehensive tobacco-free policy for your organization.

Policy Rating

- *Example 1: Because key policy elements are missing from the policy statement provided for review, we are unable to rate your policy. We are providing the following information to help you achieve a more comprehensive policy for your organization.*
- *Example 2: Congratulations, your overall policy rating is GOLD!*

Possible Policy Enhancements

Example: Your policy could be strengthened with the following enhancements:

1. Prohibitions
 - Distribution or sale of tobacco products
 - Advertisement of tobacco products (e.g., does not display/subscribe to magazines with tobacco ads)
 - Tobacco industry-sponsored educational or cessation materials
 - Third-hand tobacco smoke residue on clothing, smoking in company attire, or smoking with clients/members

Sample policy statements:

- *Distribution, sale, advertising or use of tobacco industry-sponsored products or materials, including cessation materials, is not permitted at any time.*
- *Employees may not smoke or use tobacco products with clients/members or while wearing apparel identifying them as an [organization] employee. Employees must not smell of smoke while at work.*

[EXAMPLE PARAGRAPH 1- SIGNIFICANT CHANGES NEEDED] Working toward a comprehensive tobacco-free policy is a priority for health systems, but it is not always easy. We are available to assist you in developing a clear and comprehensive policy for [ORGANIZATION]. To begin the conversation, we have enclosed a toolkit developed by [NAME], [e.g., *How to Take Your Business Tobacco-Free*]. The toolkit provides sample policies, talking points, and communication materials to help you successfully implement your policy. We have also provided a document that outlines the elements that might be found in a comprehensive tobacco-free policy.

[EXAMPLE PARAGRAPH 2-MINIMAL CHANGES NEEDED] We commend your organization for being a leader in creating a healthy, tobacco-free environment for your providers, patients, employees and visitors. With a small policy enhancement, [ORGANIZATION] will move from a tobacco-free policy rating of Gold to *Platinum*. We have enclosed a toolkit entitled [e.g., *How to Take Your Business Tobacco-Free*], which provides sample policies, talking points, and communication materials to help you successfully implement your policy. We have also provided a document that outlines the elements that might be found in a comprehensive tobacco-free policy.

In the coming months we will prepare a media release and report about local organizations that have taken steps to improve the health of our community. We would like to include [ORGANIZATION] in our report. To that end, we are available to work with you to achieve a Gold Standard tobacco-free policy, to be effective [DATE].

We are available to assist you with policy development, implementation and signage. We will contact you in the next week or so to offer additional support. If you have questions, however, please don't hesitate to contact us at your convenience, [PHONE/EMAIL].

Respectfully,

NAME

TITLE

ORGANIZATION

ADDRESS

PHONE/EMAIL