

Create a tobacco-free workplace: mini work plan

Implementing a tobacco policy that covers workplace buildings, grounds and vehicles — and applies to all forms of tobacco — provides the strongest support for your employees to reduce or eliminate tobacco use.

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Ongoing
<ul style="list-style-type: none"> <input type="checkbox"/> Confirm leadership support for a tobacco-free workplace. <input type="checkbox"/> Discuss: <ul style="list-style-type: none"> ▪ Tobacco-free work site policy components ▪ Increasing coverage for quit medications through medical benefits ▪ Setting a date for policy implementation ▪ Setting a date to review medical benefits and update pharmacy benefit coverage for quit medications for next renewal <input type="checkbox"/> Decide on a team: Is a work group needed or will work be completed by wellness committee? <input type="checkbox"/> Schedule semi-monthly, then monthly, work team/committee meetings to fulfill tasks on this plan. <input type="checkbox"/> Gather information on tobacco-cessation resources (health plan, QUITPLAN® Services*, local classes). 	<ul style="list-style-type: none"> <input type="checkbox"/> Identify team members and chair. <input type="checkbox"/> Review examples of tobacco-free policies. <input type="checkbox"/> Contact other organizations to learn about their best practices for enacting policy. <input type="checkbox"/> Determine enforcement procedures for policy. <input type="checkbox"/> Draft <i>tobacco-free workplace policy</i>, including enforcement procedures. <input type="checkbox"/> Send <i>draft policy</i> to leadership for review. <input type="checkbox"/> Ask agent/broker for information about current coverage for quit aids. Ask for specifics on how coverage can be improved/increased. 	<ul style="list-style-type: none"> <input type="checkbox"/> Update <i>policy</i> based on leadership comments and send new draft to leadership for approval. <input type="checkbox"/> Draft <i>supervisor's communication</i> conveying that a policy will be enacted. Provide information on how supervisors can support the policy. <input type="checkbox"/> Draft <i>employee communication</i> notifying all staff of policy enactment. Include rationale for the policy, enactment date, contact person and information on available tobacco-cessation resources. <input type="checkbox"/> Draft <i>Q&A</i> that will be sent with <i>employee communication</i>. <input type="checkbox"/> Depending upon health plan renewal date, work with broker/agent to get a quote on increasing coverage for quit aids. <input type="checkbox"/> Finalize <i>supervisors communication</i>. 	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss with leadership the feasibility of having optimal coverage for quit medications (no copay, coinsurance). <input type="checkbox"/> Finalize <i>tobacco-free workplace policy</i> based on feedback from leadership. <input type="checkbox"/> Send <i>supervisors communication</i> with information on upcoming tobacco-free workplace policy and related manager training. <input type="checkbox"/> Make final decision on coverage for quit medications (both over-the-counter and prescription quit aids) for health plan renewal. <input type="checkbox"/> Finalize <i>employee communication</i>, including enhancements to quit medication coverage. <input type="checkbox"/> Finalize <i>Q&A</i>. 	<ul style="list-style-type: none"> <input type="checkbox"/> Train supervisors on policy and enforcement. <input type="checkbox"/> Send <i>employee communication, Q&A, tobacco-cessation resources</i> (including any enhancements to quit medication coverage) and invitation to share any questions and concerns to all employees. (Send this memo at least four to six months in advance of policy enactment date). <input type="checkbox"/> Respond to employees' policy questions. 	<ul style="list-style-type: none"> <input type="checkbox"/> Respond to employees' policy questions. <input type="checkbox"/> Draft, finalize and send any <i>additional employee communications</i>, addressing common questions and concerns. 	<ul style="list-style-type: none"> <input type="checkbox"/> Update the <i>employee communication</i> to reflect two months until the policy is enacted. Resend <i>employee communication</i> along with copy of the <i>policy, Q&A, tobacco-cessation resources</i> and contact information. <input type="checkbox"/> Draft <i>go-live letter</i> for leadership to send to all staff when policy is enacted. <input type="checkbox"/> Send <i>go-live letter</i> to leadership for review and changes. <input type="checkbox"/> Post pre-policy signage in all buildings (including map of future designated tobacco-use areas). 	<ul style="list-style-type: none"> <input type="checkbox"/> Finalize <i>go-live letter</i> from leadership. <input type="checkbox"/> Add policy to company Intranet site, employee handbook and new-employee orientation. <input type="checkbox"/> Begin notifying vendors and job applicants of policy. 	<ul style="list-style-type: none"> <input type="checkbox"/> Send <i>go-live letter</i> from leadership to all staff announcing that the policy is in effect. <input type="checkbox"/> Implement <i>policy</i> and begin enforcement. <input type="checkbox"/> Add permanent signage to buildings and grounds. <input type="checkbox"/> Place <i>policy</i> in human resources procedures. 	<ul style="list-style-type: none"> <input type="checkbox"/> Report progress to leadership. <input type="checkbox"/> Remind supervisors of the policy and enforcement procedures. <input type="checkbox"/> Review <i>policy</i> annually as standard part of human resources' policy review cycle. <input type="checkbox"/> Promote tobacco cessation resources at least quarterly. <input type="checkbox"/> Promote availability of tobacco quit aids (over-the-counter and prescription) at least quarterly. <input type="checkbox"/> Promote coverage for quit medication within the health plan benefits re-enrollment materials. <input type="checkbox"/> At least annually, report your successes. See <i>Measures</i> in chart below: cessation program enrollment, quit medication usage and employee success stories.

Ensure leadership review and approval of *communications*, where needed.

*QUITPLAN® Services is for uninsured and underinsured individuals who live or work in Minnesota.

Suggested *measures of progress* and related data sources

Measures	Data Source
Percentage of employees/dependents who smoke / use tobacco	Health assessment (cohort (time over time) report reflecting same population), or Tobacco surcharge on medical premium
Best-practice tobacco-free workplace policy adopted	Human resources/policy
Use of at least three communications channels to inform employees of the policy enactment	Human resources/policy lead staff
Signage installed on property to remind employees and inform visitors of the policy	Human resources/facilities
Readiness to change to "quit using tobacco"	Health assessment aggregate report
Participation in health plan tobacco cessation program	Report from health plan, where available
Usage of tobacco quit medications (over-the-counter and prescription)	Report from health plan, where applicable
Testimonials and success stories (used with permission of employee)	Individual employees / human resources