TOBACCO FREE GROUNDS TIMELINE

A FIVE-STEP PLAN TO CREATING A HEALTHY, SUPPORTIVE WORK ENVIRONMENT

Florida HEALTH

Tobacco Free Florida .com

GETTING STARTED

As Florida businesses navigate the economic uncertainty of the future, it is increasingly important to consider costs, productivity losses, and staffing expenses to stay competitive in the marketplace.

Many businesses like yours are discovering that addressing tobacco use in the workplace can have a profound effect on profitability. About 70 percent of smokers want to quit,[1] but quitting tobacco is tough. Limiting the productivity losses and health care costs associated with tobacco may be as simple as creating an environment that empowers employees to reach their own tobacco free goals. As a business leader, one of the best tools you have to support the efforts of your employees trying to quit tobacco is to make your business tobacco free through a tobacco free grounds policy.

A TOBACCO FREE GROUNDS POLICY:

- is a written policy that prohibits the use of any tobacco product on your company property

- is one of the **most supportive** things you can do to help your employees quit tobacco by removing temptation and social pressures to use tobacco at work[2]

- nearly **doubles** the chance that your employees will achieve their goals to quit tobacco[3]

- protects both your employees and visitors from exposure to secondhand smoke

- protects your bottom line from health care costs and productivity losses[4]

The Tobacco Free Grounds Timeline in this guide is a fantastic tool to help you develop and implement a **tobacco free grounds** policy that meets the needs of your organization and creates a supportive environment for your employees who are trying to quit tobacco. Creating an environment to help your employees quit tobacco isn't just good for them; it's great for your business.

Why tobacco free instead of smoke-free?

Smoke-free workplaces are generally intended to protect non-smokers from the dangers of secondhand smoke, while tobacco free workplace policies aim to provide a supportive work environment where all tobacco users have an easier time quitting or cutting back their tobacco use.[5]

Tobacco free policies also protect all tobacco users, not just smokers.

Finally, a tobacco free grounds policy eliminates loopholes and confusion, simplifying communication and enforcement.

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TOBACCO FREE GROUNDS TIMELINE: A FIVE-STEP PLAN

Implementing a tobacco free grounds policy is the perfect way to begin creating a healthier work environment for your employees and to start saving money on health care costs and productivity costs.

However, a change like this usually doesn't happen overnight. To help you create this supportive change in your workplace culture, Tobacco Free Florida has simplified the tobacco free grounds implementation process by breaking it down into five steps:

1. **Assess** your business' readiness to adopt a tobacco free grounds policy.

2. **Prepare** for the adoption of your tobacco free grounds policy.

3. **Communicate** the details of your tobacco free grounds policy.

4. **Implement** and **enforce** your tobacco free grounds policy.

5. **Evaluate** your success and **adapt** your tobacco free grounds policy as needed.

Work closely with your Tobacco Free Florida representative to adapt the Tobacco Free Grounds Timeline to your needs and smoothly implement your tobacco free grounds policy.

USING THE TOBACCO FREE GROUNDS TIMELINE

For your convenience each step of the Tobacco Free Florida Five-Step Plan has been broken down into specific tasks to guide you from start to completion. Each task has been assigned suggested months for completion based on a one-year implementation process. To streamline and aid you in the completion of this process, space has been provided for you to record notes and assign responsibilities. Some of the steps and tasks in the Tobacco Free Grounds Timeline overlap; make sure to read it thoroughly to plan properly. Remember: your Tobacco Free Florida representative is available to provide guidance and help you tailor this tool to fit your organization's needs.

STEP 1: ASSESS

The first step of implementing a tobacco free grounds policy is to assess if your business is ready for change. In this step you will identify the resources you have to work with as well as opportunities or challenges you can expect along the way. Buy-in and support from key stakeholders at multiple levels of your organization will make each step of The Tobacco Free Grounds Timeline easier to implement.

Suggested Month													
Task 1	1	2	3	4	5	6	7	8	9	10	11	12	**Assigned to:**
Meet with senior management to assess and gain their commitment to adopting your tobacco free grounds policy, and identify the person who will coordinate its implementation.	X												

About this task: Management's support and buy-in will be vital for a successful transition.

Notes:

Task 2	1	2	3	4	5	6	7	8	9	10	11	12	**Assigned to:**
Create a committee to coordinate the preparation process. This committee should include:	X	X											

Create a committee to coordinate the preparation process. This committee should include:

- Senior management
- Human resources personnel
- Tobacco users
- Interested employees
- Non-tobacco users
- Representatives from various departments
- Union representatives

About this task: A committee will help to make sure that the proper steps are taken to achieve a smooth and successful policy adoption.

Notes:

Task 3	1	2	3	4	5	6	7	8	9	10	11	12	Assigned to:
Review your existing policies related to tobacco use and identify what services you currently provide to help employees quit.	X												

About this task: One of the first steps in designing a new policy is to asses any existing polices and resources that may already exist.

Notes:

Task 4	1	2	3	4	5	6	7	8	9	10	11	12	Assigned to:
Gather input from employees about their attitudes toward a tobacco free grounds policy. You can do this using:	X												

- Employee surveys
- Interviews
- Company-wide forum

About this task: Getting feedback, even complaints, will help you identify challenges and opportunities you should address during implementation. *See Resource C for a sample survey you can adapt to your needs.*

Notes:

STEP 2: PREPARE

After you have assessed your company and assembled your committee, it is time to begin designing your tobacco free grounds policy and preparing your organization to implement it. In this step you will design your formal policies and related procedures as well as train staff on how to effectively implement what you design.

Suggested Month													
Task 1	1	2	3	4	5	6	7	8	9	10	11	12	**Assigned to:**
Write a formal policy to make your workplace tobacco free. It should include:		X	X										

Write a formal policy to make your workplace tobacco free. It should include:

- A clear, concise policy rationale
- Products the policy covers
- Clear enforcement procedures
- Info to help tobacco users quit
- Who the policy includes
- When and where tobacco is prohibited
- Internal contact info for policy-related questions

About this task: A formal policy is necessary for clarity on what is allowed and not allowed at the workplace. Make sure to secure official approval for the policy from appropriate sources. *See Resource D for a sample policy you can adapt to your business.*

Notes:

Task 2	1	2	3	4	5	6	7	8	9	10	11	12	**Assigned to:**
Train managers on how to enforce the policy:		X	X										

Train managers on how to enforce the policy:

- Tobacco violations should be handled like any other personnel issue.
- Reporting procedures should be clearly communicated to all staff.
- Buy-in from your supervisors will help maintain the most supportive environment for your employees.

About this task: Proper training is important to make sure your policy is enforced equally and consistently across all situations and employees.

Notes:

Task 3	1	2	3	4	5	6	7	8	9	10	11	12	Assigned to:
Train any front line staff on how to communicate the policy to guests.		X	X										

About this task: Effectively communicating your policy to anyone who enters your grounds will help you maintain a supportive, tobacco free environment for everyone.

Notes:

Task 4	1	2	3	4	5	6	7	8	9	10	11	12	Assigned to:
Create a method for fielding feedback and complaints.		X	X										

About this task: Feedback, including complaints, is valuable information that will help you strengthen your policies and procedures to create a more supportive work environment for your employees. You can save time and effort by integrating your tobacco free grounds policy into your organization's existing feedback or complaint procedures.

Notes:

Task 5	1	2	3	4	5	6	7	8	9	10	11	12	Assigned to:
Develop an evaluation plan that gathers baseline data measuring items such as:		X	X	X									

Develop an evaluation plan that gathers baseline data measuring items such as:

- Employee participation in programs to quit tobacco
- Tobacco use rates
- Sick days
- Maintenance costs
- Health care expenditures

About this task: To get the most out of your efforts, make sure your evaluation plan is consistent with the evaluation procedures your company already uses. *More about evaluation can be found in Step 5 of this timeline.*

Notes:

STEP 3: COMMUNICATE

The third step toward instituting a tobacco free grounds policy is to ensure your policy is properly communicated. Communicating with employees is a process that is unique to each business, but communicating effectively doesn't have to be difficult. Work closely with your in-house communication professionals or talk to your local Tobacco Free Florida representative if your need further guidance in developing your communication strategy.

	Suggested Month												
Task 1	1	2	3	4	5	6	7	8	9	10	11	12	**Assigned to:**
Identify appropriate communication channels for the policy. Promote the policy through multiple mediums such as:				X	X								

Identify appropriate communication channels for the policy. Promote the policy through multiple mediums such as:

- Meetings
- Flyers
- Payroll stuffers
- Intranet
- Email
- Presentations

About this task: Using multiple communication channels will ensure that information about the policy will reach all of your employees.

Notes:

Task 2	1	2	3	4	5	6	7	8	9	10	11	12	**Assigned to:**
Develop communication materials to announce your policy. Messages should include:				X	X								

Develop communication materials to announce your policy. Messages should include:

- A rationale for the policy
- Reminders of the harmful effects of tobacco use and exposure to secondhand smoke
- Key dates for the policy launch
- How employees can get help quitting tobacco

About this task: Communication materials should help employees to understand why the tobacco free grounds policy is being enacted and how best to adhere to it. Make sure to refer tobacco users to your company's tobacco-related insurance benefit or Tobacco Free Florida's 3 Ways to Quit.

Notes:

Task 3	1	2	3	4	5	6	7	8	9	10	11	12	Assigned to:
Determine how you will monitor and respond to input and feedback from employees and management after the policy is announced.				X	X	X							

About this task: Make sure employees can provide feedback anonymously and on an ongoing basis. This will help to determine how employees feel about the policy that has been established and will aid in identifying any possible areas for improvement in the policy. The feedback you collect will be an important component of your policy evaluation.

Notes:

Task 4	1	2	3	4	5	6	7	8	9	10	11	12	Assigned to:
Formally announce the tobacco free grounds policy and the implementation timeline at least six months before it takes effect.					X								

About this task: Have the announcement come from a senior executive or owner to show the support of senior leadership. By announcing well in advance, your staff will have time to get used to the idea, provide their feedback, and make any personal adjustments they need to prepare for the policy.

Notes:

Task 5	1	2	3	4	5	6	7	8	9	10	11	12	Assigned to:
Consider planning an event or promotional activity, such as an employee health day, to celebrate the start of your policy. To get the most out of your event:					X	X							

Consider planning an event or promotional activity, such as an employee health day, to celebrate the start of your policy. To get the most out of your event:

- Engage senior management and the media
- Consider coordinating the policy launch with national events, such as the Great American Smokeout (November) or New Year's

About this task: A promotional activity at policy launch will encourage support of the new policy as well as increase awareness of the policy going into effect. It can even be used to garner positive press for your organization.

Notes:

ADDITIONAL COMMUNICATION TIPS:

1. **Assign responsibility –** Make sure nothing falls between the cracks by delegating each task to someone you trust within your organization or on your committee.

2. **Consider your audience –** You know your workforce best. Adapt your messages to meet their needs and expectations.

3. **Showcase the advantages –** Your workforce has a lot to gain from quitting. Make this clear in your communications.

4. **Spark interest –** Use an attention grabbing slogan, picture, or graphic to raise the visibility of your communications.

5. **Adopt a positive tone –** Remember to be empathetic and helpful when communicating with your workforce. A tobacco free grounds policy is designed to help tobacco users and non-users alike.

6. **Give the facts –** Highlight the basic facts about your tobacco free grounds policy and why it is important.

7. **Connect to more information –** Make sure your workforce has access to the details of your tobacco free grounds policy. This can be on your company website or intranet, or simply the contact information of a human resources or insurance representative who can explain the policy.

STEP 4: IMPLEMENT AND ENFORCE

Although studies have shown there is usually high compliance for tobacco free workplace policies, it is important to have an enforcement plan in place. The fourth step entails implementing and enforcing the policy using your enforcement plan.

Suggested Month													
Task 1	1	2	3	4	5	6	7	8	9	10	11	12	**Assigned to:**
Install tobacco free signage before the launch date.								X					

About this task: Talk to your local Tobacco Free Florida representative if you would like to see examples of signage used at other tobacco free businesses in your community.

Notes:

Task 2	1	2	3	4	5	6	7	8	9	10	11	12	**Assigned to:**
Remove all ashtrays and smoking shelters the day the policy goes into effect and update policy manuals.									X				

About this task: Ensure your physical environment supports your policy by removing things associated with tobacco use. Also make sure updated workplace policy manuals are easily accessible.

Notes:

Task 3	1	2	3	4	5	6	7	8	9	10	11	12	Assigned to:
On the day of policy launch, hold your planned event to engage employees and attract media attention.									X				

About this task: A high-profile policy launch will make sure that your new policy receives the attention it deserves and will show that your workplace is committed to employee health.

Notes:

Task 4	1	2	3	4	5	6	7	8	9	10	11	12	Assigned to:
Enact your developed enforcement plans and feedback procedures. Remember:									X	X	X	X	

- Tobacco violations should be handled like any other personnel issue.
- Your supervisors should be trained to communicate and enforce your policy.

About this task: Enacting your enforcement plan and feedback procedures means that your policy has officially and completely been put into place.

Notes:

STEP 5: EVALUATE AND ADAPT

The final step of implementing a tobacco free grounds policy is to evaluate it and to adapt your strategies accordingly. Effectively evaluating your policy does not have to be time or resource intensive; planning ahead and building evaluation into your tobacco free grounds policy from the beginning is vital and will save you time and effort.

Evaluation is a process that will look different from business to business. It is not necessary to evaluate everything indicated in this timeline. You can tailor the evaluation to your organization. The Centers for Disease Control and Prevention (CDC) provides extensive resources to assist in developing an evaluation plan. These resources can be accessed at **www.cdc.gov/ workplacehealthpromotion/evaluation**. Evaluating the proper measures can help identify how effective the policy has been and what changes should be made to make it more effective.

Suggested Month													
Task 1	1	2	3	4	5	6	7	8	9	10	11	12	**Assigned to:**
Collect data based on your evaluation plan. The data you collect will vary depending on what you decide to evaluate. You should consider evaluating:										X	X	X	

Collect data based on your evaluation plan. The data you collect will vary depending on what you decide to evaluate. You should consider evaluating:

- Communication
- Cost Savings
- Workforce Health

About this task: Data collection is a process that should be ongoing to ensure that your company is maximizing the benefits of the tobacco free grounds policy.

Notes:

Task 2	1	2	3	4	5	6	7	8	9	10	11	12	Assigned to:
										X	X	→	

Evaluate COMMUNICATION by measuring awareness using:

- **Interviews:** Smaller companies can get feedback directly from their employees through interviews without incurring a significant expense.
- **Surveys:** Mid-size and larger companies frequently use surveys to get employee feedback.

About this task: Data collection is a process that should be ongoing to ensure that your company is maximizing the benefits of the tobacco free grounds policy.

Notes:

Task 3	1	2	3	4	5	6	7	8	9	10	11	12	Assigned to:
										X	X	→	

Evaluate COSTS SAVINGS by examining:

- **Productivity:** Sick days are a simple productivity indicator that you can easily measure. Combine this with other productivity measures you already utilize
- **Health Care Costs:** Your health insurance provider may already be tracking many of the measures that will help you assess your efforts. Make sure to seek their help early on to coordinate your efforts and streamline your evaluation strategy.

About this task: Evaluating the cost savings of your tobacco free grounds policy will allow you to measure the return on investment from helping your employees quit tobacco.

Notes:

Task 4	1	2	3	4	5	6	7	8	9	10	11	12	Assigned to:
										X	X	→	

Evaluate WORKFORCE HEALTH using:

- **Health Risk Assessments (HRAs):** HRAs are a useful tool to measure a variety of workforce health indicators, including tobacco use and tobacco-related illnesses. Ask your insurance broker about implementing HRAs or consult with an independent HRA provider.
- **Sick Days:** In addition to being a valuable productivity indicator, sick days can also be used to demonstrate an improvement in the health of your workforce.
- **Quit Rates:** You can track how many of your employees quit tobacco through employee surveys or Health Risk Assessments.

About this task: Successful implementation of a tobacco free grounds policy will eventually lead to a healthier workforce. Health risk assessments are the most commonly utilized tool to examine workforce health, but other indicators like sick days and quit rates can also be used.

Notes:

Task 5	1	2	3	4	5	6	7	8	9	10	11	12	Assigned to:
										X	X	→	

Clarify and adapt the policy, communication efforts and enforcement procedures as necessary.

About this task: Your organization's needs change over time. It is important to remain flexible and willing to adapt to these needs based on the results of your evaluation measures.

Notes:

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THE NEXT STEPS

A tobacco free grounds policy isn't just good for your employees; it is great for your business. Now that you understand the basics of implementing a tobacco free grounds policy, Tobacco Free Florida offers a number of tools to help you turn this knowledge into action.

TALK TO YOUR LOCAL TOBACCO FREE FLORIDA REPRESENTATIVE

Our staff has been trained to help businesses like yours establish tobacco free grounds policies. Your Tobacco Free Florida representative is available to advise you every step of the way and answer any questions you may have.

ACQUIRE HEALTH INSURANCE BENEFITS TO HELP EMPLOYEES QUIT

Your Tobacco Free Florida representative can provide you with the Benefits to Quit Worksite Toolkit, a free guide on implementing tobacco-related health insurance benefits. Talk to your insurance broker or administrator to find out more about what specific coverage options are available to help your employees become tobacco free.

CHECK OUT THE ADDITIONAL RESOURCES

Look through the additional resources to find tools designed to help you through the five steps of the Tobacco Free Grounds Timeline to implement, communicate and evaluate your tobacco free grounds policy. Each resource has been designed to make it easier for you to gain the benefits of a tobacco free workforce.

FIND OUT MORE ONLINE

More information about Tobacco Free Florida is available online at **www.tobaccofreeflorida.com**.

RESOURCE A: FREQUENTLY ASKED QUESTIONS

Q: **What else can I do to help my employees quit tobacco and limit the costs of tobacco in the workplace?**

A: Tobacco Free Florida offers a variety of resources for savvy business leaders looking to save on their health care expenses and improve workforce productivity. Contact your Tobacco Free Florida representative for a copy of the Benefits to Quit Worksite Toolkit to help you empower your employees to quit tobacco using tobacco-related insurance benefits or the 3 Ways to Quit Worksite Toolkit to help your employees use the state's free services.

Q: **Will this new policy affect patronage to company services?**

A: More than 80 percent of Floridians do not use tobacco,[6] so the majority of your customers are likely to be non-tobacco users. Moreover, studies have consistently shown that policies that restrict tobacco use have a neutral or positive effect on hospitality revenue.[7,8,9]

Q: **Will a tobacco free grounds policy infringe upon individual rights?**

A: There is no constitutional "right to smoke."[18] As an employer, implementing a tobacco free grounds policy is an important component of providing a safe and healthy workplace for all your employees.

Q: **Do tobacco free policies discriminate against tobacco users?**

A: No. Tobacco free policies respect the basic right to work in a tobacco free environment for non-users and tobacco users alike. Such policies are one of the best tools we have to support tobacco users who want to quit.

Q: **Do tobacco free policies really help people quit?**

A: Yes. The U.S. Surgeon General reported in 2006 that, "workplace smoking restrictions lead to less smoking among covered workers". The same report also cites numerous studies that found decreases in the number of cigarettes smoked per day, increases in attempts to stop smoking, and increases in quit rates.[7]

Q: **How do I talk to employees about their tobacco use without offending them?**

A: Keep the following tips in mind when encouraging your employees:
  · Address workplace health as a group issue.
  · Remain empathetic in your language and tone.
  · Acknowledge that breaking a tobacco addiction is difficult but important.
  · Reinforce your business's commitment to helping tobacco users who want to quit.
  · Refer employees to additional information on cessation services.

RESOURCE B: HOW MUCH DOES TOBACCO COST YOU?[4,6]

To calculate the potential costs of tobacco use on your bottom line, use the formula below to see how much your business is likely losing in productivity and health related expenses. The results may surprise you.

Do the math:

Take the total number of business employees and multiply it by 16.8 percent - the smoking rate in Florida. The result is the number of smokers your business employs.

	X	**0.168**	**=**	
# of Employees		**Florida Smoking Rate**		**# of Smokers**

Next, if you take the number of smokers and multiply it by $4,056 – the estimated cost of lost productivity – the result is the total lost productivity cost for your business each year.

	X	**$4,056**	**=**	
# of Smokers		**Lost Productivity Cost Per Smoker**		**Total Lost Productivity Costs**

Now, take the number of smokers and multiply it by $2,056 – the estimated cost of lost medical cost per employee annually – and that is the total additional medical costs per smoker per year.

	X	**$2,056**	**=**	
# of Smokers		**Excess Medical Costs per Smoker**		**Total Medical Costs**

RESOURCE C: SAMPLE EMPLOYEE SURVEY

1. Are you exposed to secondhand smoke at the workplace?
    ❏ Yes   ❏ No

2. Do you have a medical condition that is aggravated by exposure to secondhand smoke?
    ❏ Yes   ❏ No

3. Would you support a tobacco free grounds policy at the workplace?
    ❏ Yes   ❏ No

    3a. Why or why not?

    _____
    _____

4. Do you currently use tobacco products?
    ❏ Yes   ❏ No

    If no, skip to question 8

5. Do you use products other than cigarettes (dip, chew, cigars, pipes, etc.)?
    ❏ Yes   ❏ No

6. If you currently use tobacco, are you interested in quitting?
    ❏ Yes   ❏ No   ❏ Maybe

7. Where would you like to get information on quitting tobacco? (Circle all that apply)
    ❏ Posters/brochures   ❏ Mailers to my home   ❏ Emails
    ❏ Social Media (Facebook, Twitter)   ❏ Staff meetings   ❏ Newsletter
    ❏ Other _____

8. Is there anything else your employer can do to help employees quit?
    _____
    _____

9. If you have quit tobacco, would you be willing to share your success story with others who are trying to quit?
    ❏ Yes   ❏ No

Thank you for completing this survey. We appreciate your feedback.

RESOURCE D: MODEL TOBACCO FREE WORKPLACE POLICY

Use this template to develop your company's tobacco free workplace policy. Feel free to adjust provisions to fit your business.

[COMPANY] TOBACCO FREE GROUNDS POLICY

[COMPANY] is committed to protecting the health of our employees and their families. The use of tobacco products, including cigarettes, cigars, pipes and smokeless tobacco, can lead to disease and death. Therefore, [COMPANY] is implementing this policy to prohibit the use of all tobacco products on company grounds. Effective [DATE], [COMPANY] will implement a tobacco free grounds policy for all employees, customers, and visitors in order to provide a safe, healthy, and productive work environment.

I. POLICY

This policy is in effect during all hours and will apply to:

- all [COMPANY] employees;
- customers, vendors, contractors, and all other visitors; and
- members of committees.

Smoking or other use of tobacco or tobacco products (including but not limited to cigarettes, cigars, chewing tobacco, dip, snuff, pipes, etc.) is strictly prohibited on all [COMPANY] owned and/or leased locations/premises, including all internal and external areas, parking areas, and company vehicles. The policy will also apply to all company-sponsored events, regardless of location.

II. COMMUNICATION OF POLICY

All current and future employees will receive copies of this policy. The policy will be available for inspection upon request.

Signs bearing the message ["TOBACCO FREE GROUNDS"] will be posted throughout the company grounds at [ADD SPECIFIC LOCATIONS].

III. RESPONSIBILITIES RELATED TO POLICY

A.   Responsibilities of employees, customers, contractors, and visitors: Adherence to the tobacco free grounds policy cited above is the responsibility of all [COMPANY NAME] employees. Customers, clients, contractors, and all other visitors must also comply with this policy while on the [COMPANY] campus.

Employees who do not conform to this policy may be subject to administrative action. Contractors or consultants in violation of this policy will be reported to their supervisor at their organization. Visitors found to be in violation of this policy will be politely reminded that [COMPANY] is tobacco free and asked to dispose of the tobacco product appropriately.

[COMPANY] shall not retaliate in any manner against an employee or visitor who reports a violation of this policy.

B. **Responsibilities of supervisors:**
Supervisors will ensure that all employees are notified of the new tobacco free grounds policy and are provided with a copy of the policy.

Any person who observes violations of the policy may report these violations to a supervisor. The supervisor will discuss the violation with the employee and take appropriate administrative action. Standard disciplinary actions will apply to violations of the policy.

IV. RESOURCES FOR TOBACCO USERS

[COMPANY] supports and encourages employees' efforts to beat nicotine dependence. [COMPANY] will offer employees who want to quit using tobacco access to recommended smoking cessation programs and materials.
[If offering a tobacco-related health insurance benefits include details of the insurance benefit here]
[If your company does not offer health insurance, include the following information below about 3 Ways to Quit]

Employees who want to quit tobacco are encouraged to use Tobacco Free Florida's 3 Ways to Quit, a set of free services to help tobacco users quit. These services are available:

- **Over the phone:** Call the toll-free Florida Quitline at 1-877-U-CAN-NOW
- **Online:** Enroll for the online Web Coach program at www.tobaccofreeflorida.com/webcoach
- **In person:** Go to www.tobaccofreeflorida.com/ahec or call 1-877-848-6696 to register for face-to-face help in a group setting through Florida Area Health Education Centers (AHEC) Network

Questions about this policy should be directed to [NAME] at [CONTACT INFORMATION]

(This model policy is adapted from Tobacco free Workplace Model Policy, from the American Cancer Society and the Tobacco Public Policy Center and National Institutes of Health Tobacco free Campus Policy from the National Institutes of Health. The original policies are available online at: **http://www.cancer.org/downloads/gahc/hp_strategies_for_promoting_and_implementing_smokefree_workplace.pdf** and **http://tobaccofree.nih.gov/tfpolicy.htm respectively**.)

RESOURCE E: HELPFUL LINKS

Tobacco Free Florida engages in a variety of efforts to reduce tobacco use in Florida. Visit the website for a review of current tobacco issues, free resources to quit and other ways you can get involved in the fight against tobacco.
www.tobaccofreeflorida.com

The American Lung Association website has information on instituting a tobacco free grounds policy, the benefits of quitting smoking, help for smokers who want to quit and tobacco control updates.
www.lung.org

The American Cancer Society sponsors the Great American Smokeout, an excellent event to coordinate your efforts to move toward a tobacco free workforce. Visit the website for an employee toolkit, sample promotional materials and ways to connect with events in your community.
www.cancer.org

Centers for Disease Control and Prevention provides a detailed toolkit on implementing a tobacco free worksite initiative.
www.cdc.gov/nccdphp/dnpao/hwi/toolkits/tobacco

The Florida Department of Health website explains key aspects of the Florida Clean Indoor Air Act and provides links to the law and instructions for reporting violations.
www.tobaccofreeflorida.com/fciaa

The National Business Group on Health offers information on choosing health plan benefits and implementing worksite policies and programs to reduce tobacco use.
www.businessgrouphealth.org/tobacco

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