

Tobacco Free Campus Policy Checklist

Action Items	Status	Notes	Helpful Links
POLICY			
Establish Wellness Committee/Tobacco Free Campus Policy Team			
Complete American Lung Association tobacco treatment assessment			ALA Tobacco Treatment Assessment
Host listening session for staff and/or clients to discuss policy			BreatheEasyNC Building Support
Contact your regional/local Tobacco Prevention Specialist for policy guidance			Regional/Local Tobacco Control Staff
Create Tobacco Free Campus Policy			BreatheEasyNC Policy Templates
Add Tobacco Free Campus Policy training to orientation/onboarding process for new staff			
Add Tobacco Free Campus Policy to website			
Establish plan of reevaluating Tobacco Free Campus Policy effectiveness			

Action Items	Status	Notes	Helpful Links
FACILITY			
Display Tobacco Free Campus signage outside the facility			
Display Tobacco Free Campus signage inside the facility			
Offer alternatives for staff/clients while on campus (ex. coffee bar, candy, NRT products)			
Printed material regarding tobacco free campus policy made available for client and staff knowledge			
Communicate with neighboring establishments (if appropriate) about the Tobacco Free Campus Policy and how to address client/staff tobacco use on the property			
Communicate with any applicable outside agencies/programs that utilize the facility about the Tobacco Free Campus Policy			

Action Items	Status	Notes	Helpful Links
STAFF/CLIENTS			
Train staff on Tobacco Free Campus Policy			
Train appropriate staff on evidence-based tobacco use treatment			Breathe Easy NC Training Resources
Train appropriate staff on tobacco treatment standards of care (i.e. The 5 As, The 5 Rs)			Tobacco Treatment Standards of Care
Advise staff of tobacco use treatment benefits offered by employee health coverage			
Discuss upcoming transition to Tobacco Free Campus with established clients			
Create process to inform clients of Tobacco Free Campus Policy upon intake (ex. printed in intake paperwork, discussed verbally during initial appointment)			
Provide instructions to staff on how to refer clients to free tobacco cessation program Quit for Life for Tailored Plan clients			Quit for Life
Provide instructions to staff on how to refer clients to free tobacco cessation program Quitline for Standard Plan, Medicaid Direct or uninsured clients.			Quitline
Establish plan of addressing staff/client non-compliance with Tobacco Free Campus Policy			