Sample Implementation Timeline

The following steps can help your transition to Smokefree housing be as seamless as possible

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| 90-120 daysout(ContemplationPhase) | Step 1: * Consider your options and policy questions
* Hold a Meeting - provide information to and gather support from employees and tenants; answer questions and conduct surveys
* If applicable, present idea to board or resident council
* Consult with Breathe DC, local health department for advice
* Contact owners/managers of local properties with smokefree policies
* Review federal policies, HUD Notices & local laws
* Review sample smokefree policies and related forms
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| 90 days out(Adoption Phase) | * Develop your policy and a transition plan
* Review compliance plans and meet with legal counsel for review of policy and existing lease agreements
* If applicable, obtain board approval of policy, plan, and timeline
* Look for community partners
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| 60 days out(AdoptionPhase) | Step 2: * Communicate widely & wisely by notifying residents and staff of approved plan by supplying information
* Order signage and post flyers about upcoming policy change
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| 30-45 days out(ImplementationPhase) | Step 3:* Train staff (resident services, managers, maintenance, security, etc.)
* Prepare resident councils or tenant associations
* Host information sessions about the impending policy change
* Reiterate reasons for going Smokefree and explain lease addendum
* Help residents set appropriate expectations
* Offer supportive services (i.e. cessation classes, referrals) for residents who are interested in quitting and/or vulnerable residents
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| 15 days out(ImplementationPhase) | Step 4:* Host lease/lease addendum signing events
* Post Signs - provide remainders to staff, tenants, and visitors of new policy by posting signs throughout the building and on property grounds
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| 1st Day Policy is in Effect(PromotionalPhase) | Step 5: * Modify leases that need amending - make sure updated language is in all leases to reflect new smokefree policy for new residents and current residents depending on their existing lease agreement
* Advertise Your Smokefree Status
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| Evaluation and Maintenance Phase | Step 6:* Follow-up - check back with tenants before and after the policy goes into effect; follow- up with tenants about the cessation services and other services you are offering to help them quit smoking.
* Collect and assess data on the policies effectiveness
* Adjust and make changes to make policy more effective, if necessary
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Sources: U. S. Department of Housing and Urban Development, Respiratory Health Association, and the American Lung Association in Oregon and Multnomah County Health Department