Sample Implementation Timeline

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

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| 90-120 days  out  (Contemplation  Phase) | 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 |
| 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 |
| 60 days out  (Adoption  Phase) | 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 |
| 30-45 days out  (Implementation  Phase) | 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 |
| 15 days out  (Implementation  Phase) | 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 |
| 1st Day Policy is in Effect  (Promotional  Phase) | 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 |
| 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 |

Sources: U. S. Department of Housing and Urban Development, Respiratory Health Association, and the American Lung Association in Oregon and Multnomah County Health Department