**Policy Communication Checklist for Tobacco Free County + Tribal Policies**

* Restate the rationale for the policy
* Be very specific about:
 -Who the policy applies to
 -When it is in effect
 -Where it is in effect
 -How it will be enforced
 -The consequences of violating the policy

**Policy implementation materials should answer such questions as:**

* Does the policy apply to only smoking or to other tobacco products as well?
* Are employees prohibited from bringing tobacco products or just using these products on campus? Note: There should be clarity regarding the differences between use and possession in the policy.
* What are the provisions for non-commercial tobacco?
* What tobacco use cessation services will the organization offer to employees and through what channels?
* Does the policy apply to contractors, clients, patients, visitors, and other nonemployees, or only to employees?
* Does the policy apply to all campus areas (e.g., owned property, leased facilities, parking lots, parking decks, construction areas)?
* Does the policy apply only during normal working hours, during hours when the campus is open to the public, or 24 hours a day/seven days a week?
* Are employees allowed to leave the campus to smoke during the workday?
* Does the policy apply to the use of tobacco products in private vehicles while these vehicles are on campus (e.g., in parking lots)?
* Does the policy apply to the use of tobacco products in company vehicles when these vehicles are on campus? When these vehicles are off campus?
* Who is responsible for informing staff? Visitors?
* Who is responsible for spotting and reporting violations? Fielding complaints regarding possible violations? Initiating disciplinary measures for noncompliance?
* What will the disciplinary measures be?