**Smoke-Free Multi-Unit Housing Policy Implementation Timeline** (Sample/Template)

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| **Date(s)** | **Action Step** | **Facilitators** | **Suggested Roles** |
| **December 2016** | Property Management leadership finalizes decision to take all of its properties smoke-free and HUD rule announced. Regional Tobacco Control Manager and local staff discuss support available for SFMUH implementation.  | Public Health Staff, Property Manager | * Discuss plans for supporting going smoke-free
* Regional Manager will provide technical assistance on policy adoption and support and connect to other support as needed.
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| **January 2017** | Timeline draft for policy implementation and review policy options | Public Health Staff with Property Manager and staff | * Editable timeline drafted for steps to complete prior to implementing new smoke-free policy
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| **January 2017** | Survey residents | Public Health Staff with Property Manager and staff, others if needed | * Compile survey results
* Survey results shared
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| **February 2017** | Finalize policy | Public Health Staff with Property Manager  | * Include in Annual Report
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| **Feb. 2017** | Office signage announcing coming policy | Property manager | * Notice of upcoming policy in view
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| **February -Mar. 2017** | Memos to residents notifying them of the new lease addendum to come | Leadership, managers, residents | * Begin to communicate upcoming (Feb-Mar) lease addendum to residents
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| **March 2017** | Staff presentation and training  | Public Health Staff, PHA staff | * Review health impact of tobacco, steps to implementation and resident support
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| **March 2017** | SF MUH resident flyer distributed to properties (one week prior to resident meetings). Invite to listening session/educational presentation - included on flyer. | Property Manager and staff, Public Health Staff | * Communicate benefits of SFMUH to residents and share resources for quitting smoking.
* Materials include local resident stories, tailored with local quit resources available
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| **March****2017** | Presentation to residents; Listening session with residents | Public Health Staff, Regional Tobacco Control Manager  | * Educate on dangers of tobacco
* Hold listening session with residents to provide them opportunity to voice opinions and provide feedback.
* Provide information on cessation resources available and answer questions
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| **April -June 2017****(later if needed)** | Cessation resources made available to residents who want to quit. | Quitline, Local hospitals, Other cessation classes | * Inform about ***Cessation*** options:

QuitlineNCor otherstaff who will deliver cessation classes for residents if needed  |
| **June 2017—May 2018**  | Residents must sign a lease addendum outlining the new smoke-free policy | Leadership, managers, residents | * Ensure residents understand lease addendum and results of non-compliance
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| **Mar.-Apr. 2018**  | Select and order smoke-free signage | Leadership, managers, Public Health Staff  | * Signage for grounds, window clings?
* Door hangers for residents, if needed
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| **Jan.-Apr. 2018**  | Notification of new policy to others – media, neighbors, affiliate organizations? | Leadership, Board members | * Letter to vendors
* Letter to neighbors
* Local media release/photo sent
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| **June 1, 2018** | All properties designated officially become smoke-free | Leadership, managers, residents | * Post signage; begin enforcing new smoke-free policy
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