

## *Preparing for a Smoke-Free Illinois Suggested Employer's Checklist*

### *Step 1: Communication*

- Communicate about the new policy.**  
Use e-mail, meetings, bulletin boards, newsletters, payroll stuffers, and/or table tents to provide information on the reasons for a Smoke-Free Illinois and benefits of the change. See sample article and memo.
- Promote your smoke-free (or tobacco-free) policy.**  
Redistribute your company's policy and explain how Smoke-Free Illinois will affect it. If your company does not have a tobacco policy, see the sample provided for ideas.
- Provide in-service trainings.**  
Train managers and other key employees on the new policy, including what to say to visitors or other employees who wish to smoke.
- Promote quit smoking resources.**  
Many smokers consider quitting when smoke-free laws go into effect. Offer your employees support by promoting quit smoking resources and/or organizing a quit smoking group at your worksite. See information in this folder for available services.

### *Step 2: Implementation*

- Post smoke-free signage.**  
Signage must be posted at every entrance. It is also helpful to post signs in areas where smoking was previously allowed.
- Remove ashtrays.**  
According to state law, ashtrays must be removed from all smoke-free areas. This includes 15 feet from all doorways, windows that open, and intake vents.
- Designate an outdoor smoking area.**  
Let your staff and visitors know where they can smoke, if at all, on company property. Consider creating an outdoor smoking area by placing a bench and ashtray at least 15 feet away from doorways, windows that open, and intake vents. Please note that some municipalities require a distance greater than 15 feet.
- Implement and enforce the new policy.**  
Kind but firm enforcement of any new policy shortens the transition period and increases compliance among employees and visitors.

### *Step 3: Follow-up*

- Follow up with employees.**  
Evaluate the success of your policy.
- Continue to promote quit smoking services.**
- Continue to enforce the policy.**
- Be positive.**  
Length of adjustment is typically shorter when management is supportive of the change.