



How to Create Smoke-Free Entryways

Step 1 Develop a smoke-free entrance policy:

A good smoke-free entrance policy sends a clear and concise message that your organization supports protecting clients and employees from secondhand smoke. Issues to address in your policy include the following:

- How will employees be notified about the policy?
- Who will enforce the policy?
- Will there be a designated outdoor smoking area?
- What happens if someone violates the policy?
- What support will be available for smokers?

Step 2 Promote the policy:

Promotion is key to the success of smoke-free policies. People need to know about the policy before they can follow it. Also, people may be more likely to support the policy and comply if the message is positive and pro-health. Some common ways to communicate and promote the policy include:

- Having all managers explain the policy at staff meetings.
- Giving copies of the policy to all employees.
- Widely posting the policy in lunch rooms, break rooms, etc. and highlighting it in newsletters.
- Prominently posting smoke-free signage at all entryways.

Step 3 Reinforce the policy:

Your policy is as good as your ability to communicate and reinforce it. Once aware of the policy, most people will voluntarily comply. Other important ways to maintain compliance are to:

- Notify new employees of the policy as part of general orientation.
- Place cigarette waste receptacles in appropriate area(s).
- Offer support to employees who smoke including referrals to NYS Smoker's Quitline and other community-based resources.

