



Travis County Commissioners Court Agenda Request

Meeting Date: January 10, 2012

Prepared By/Phone Number: David A. Salazar 854-4107

Elected/Appointed Official/Dept. Head: Sherri E. Fleming,
County Executive for Health and Human Services and Veterans Service

Commissioners Court Sponsor: Judge Samuel T. Biscoe

AGENDA LANGUAGE:

Consider and Take Appropriate Action on Proposed Amendments to Chapter 57 (Travis County Smoking Policy) of the Travis County Code.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Travis County Commissioners Court adopted the current Smoking Policy on October 21, 1986, to be effective January 1, 1987. In November of 2010, the Court approved the Interlocal with the City of Austin to receive funding through a grant from the Center for Disease Control to improve the health of government employees and the general public through cessation of the use of tobacco products. Even before implementation of the grant, the Travis County Wellness Clinic has provided tobacco cessation counseling and treatment and has, since, undergone a public information campaign to educate staff and the public about the hazardous nature of using tobacco products. The grant also suggests that the grantees consider the implementation of Tobacco Free Workplace policies. Posting a public hearing to receive comments will enable the Court to consider feedback from all segments of the County workforce and open the forum for feedback from Travis County residents as well, prior to making decisions on any proposed policy changes. The Court has taken this issue into executive session and staff has requested that a public hearing be set for January 24, 2012.

STAFF RECOMMENDATIONS:

Staff requests continued Court discussion and direction regarding the proposed amended changes to Chapter 57 of the Travis County Code (Travis County Smoking Policy) prior to making it available to Travis County

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by **Tuesdays at 5:00 p.m.** for the next week's meeting.

employees and residents for a public hearing to receive comment from staff and the public regarding any proposed changes.

ISSUES AND OPPORTUNITIES:

On November 16, 2010, the Court approved an Interlocal Agreement to participate in a grant and receive funding through the City of Austin from the Centers for Disease Control and Prevention (CDC) under the U.S. Department of Health and Human Services via the American Recovery and Reinvestment Act of 2009, to help reduce tobacco use prevalence and exposure to secondhand tobacco smoke under the Communities Putting Prevention to Work (CPPW) initiative.

Travis County's Health and Human Service and Veterans' Service (HHS/VS) Department, in collaboration with the Travis County's Wellness Clinic, was charged with the implementation of the Communities Putting Prevention to Work (CPPW) initiative, whose objectives are to:

- 1) protect the well-being of Travis County employees, their families and the community by reducing tobacco use prevalence and exposure to second-hand smoke; and
- 2) explore the implementation of a Tobacco Free Workplace policy at all Travis County properties, and to provide resources for employees who want to stop using tobacco products.

The Interlocal with the City of Austin for funding of this initiative, in the amount of \$200,000, is set to expire on February 29, 2012.

FISCAL IMPACT AND SOURCE OF FUNDING:

Approving this request will not increase the County Budget.

REQUIRED AUTHORIZATIONS:

Mary Etta Gerhardt

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

Communities Putting Prevention to Work (CPPW) Grant

Tobacco-Free Worksite Policy Recommendation for Travis County

Travis County Health and Human Services & Veterans Service

and

Travis County Health and Wellness Clinic



Background Information

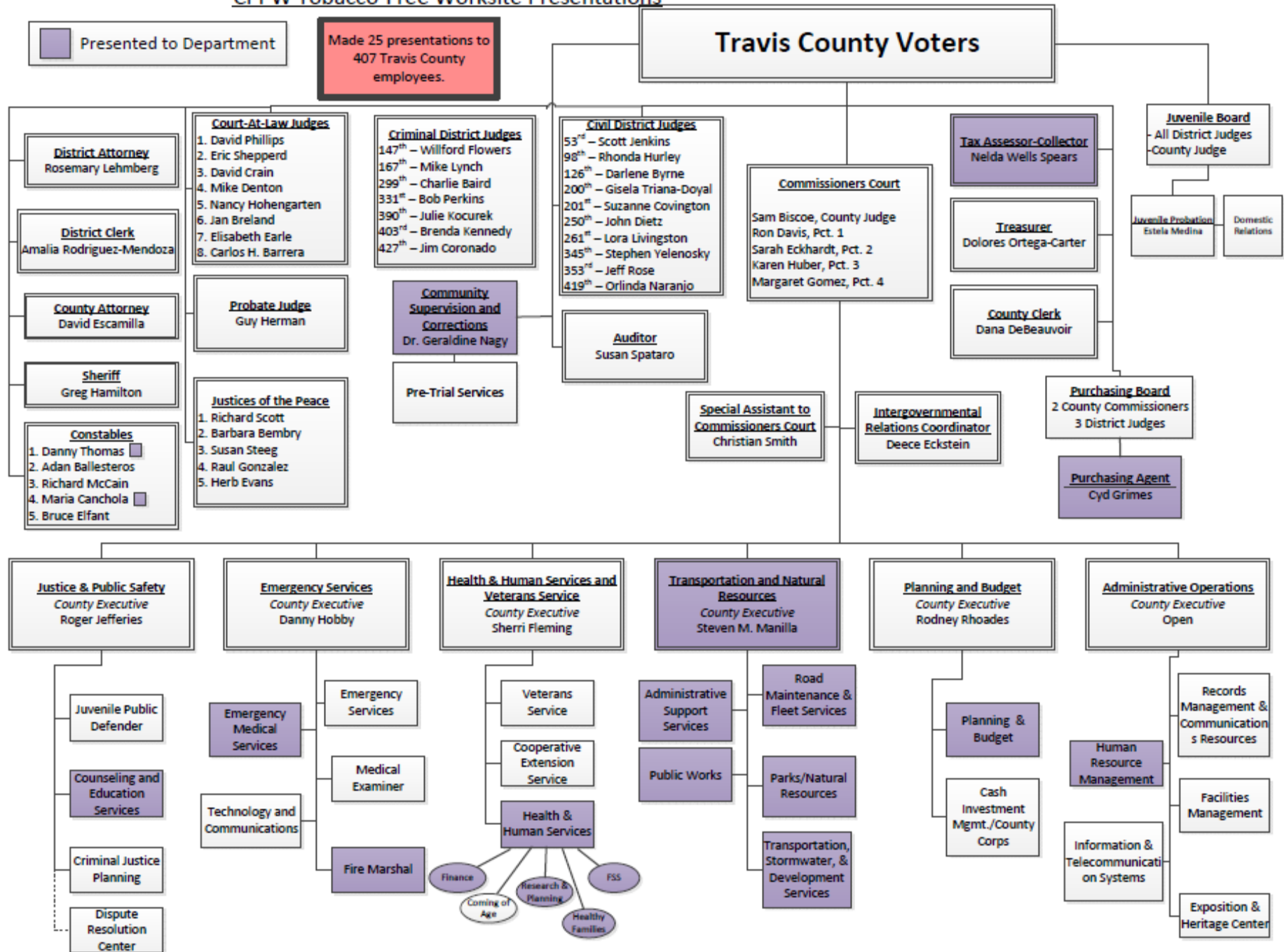
- U.S. Department of Health and Human Services - American Recovery & Reinvestment Act (ARRA) 2009
- City of Austin awarded a total of \$7,473,150 for Tobacco Cessation programs
 - Communities Putting Prevention to Work (CPPW) focus on: Policy, Systems, and Environmental Changes
- Interlocal Agreement between Travis County Health and Human Services/Veterans Service and the Austin/Travis County Health and Human Services Department
 - Approved by Travis County Commissioners Court – November 16, 2010
 - \$200,000
 - Term of agreement ends February 29, 2012



Our Timeline

- **March 2011** – Planner and research assistant hired
- **May 2011** – Update to Commissioners Court and survey emailed to employees
- **June-July 2011** – Research on tobacco cessation and policy development
- **August 2011** – Update to County Executive for Health and Human Services/Veterans Services Dept - Sherri Fleming
- **Sep-Nov 2011** – Meetings with Travis County employees
- **December 2011** – Update Travis County Commissioners' Court
- **January 2012** – Public Hearing (Jan 24) and Community Meetings

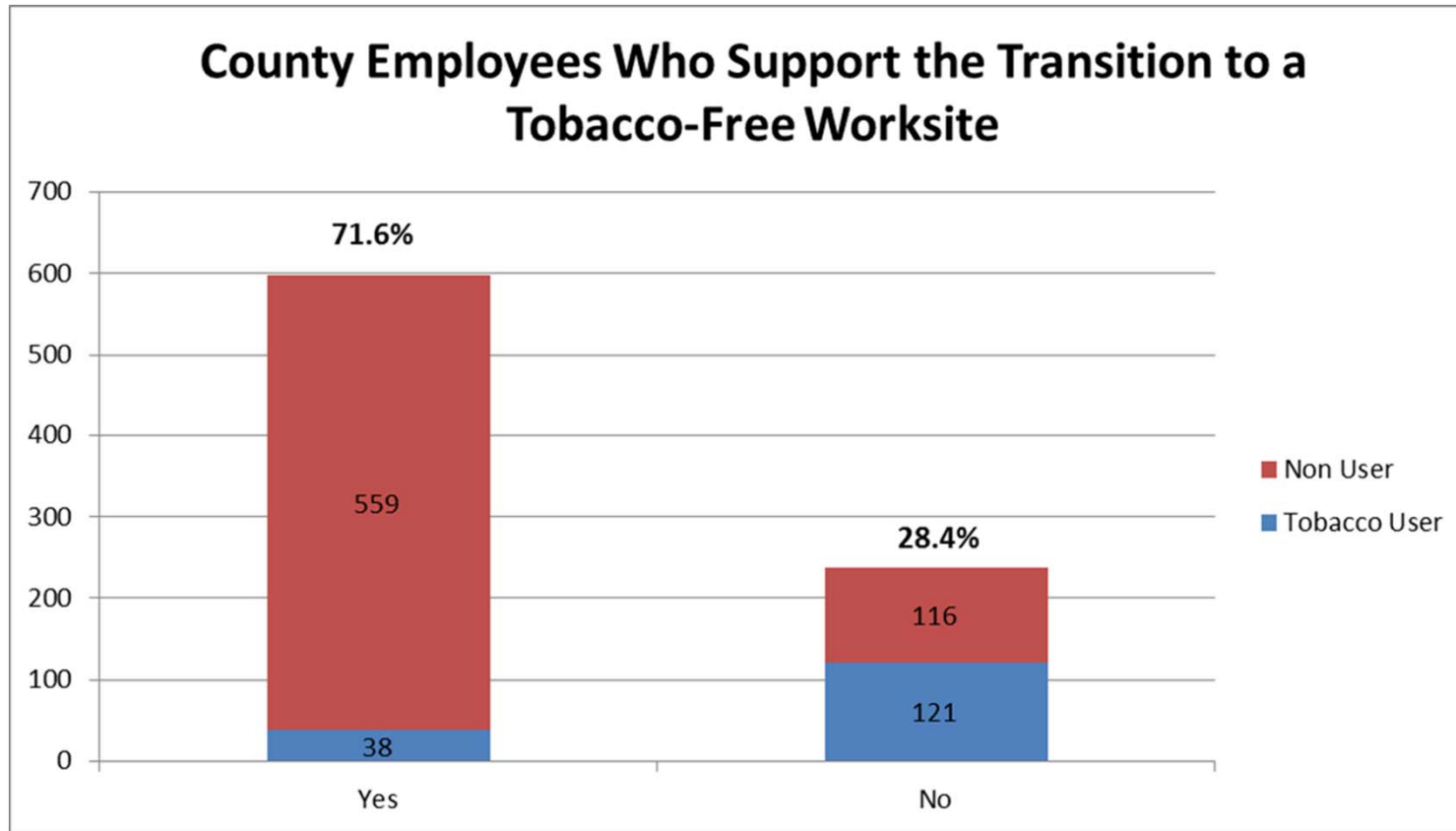
CPPW Tobacco-Free Worksite Presentations



Survey Results

- Sent to an estimated **4,426** employees through Clinic Administrator
 - **882** responded
 - **19.9%** response rate
- **20.2%** of the respondents are tobacco-users
 - Estimated number = **894 employees**
- In the past month, **74.3%** of employees report someone smoking/using tobacco products in the area where they work
- Complete Results are Available Upon Request

Survey Results



Source: Travis County Employee Survey (May 2011)

Free Resources

- **Employee Wellness Clinic**
 - If insured through Travis County can obtain nicotine replacement therapy as well as participate in smoking cessation group classes
- **Texas Quitline**
 - 1-877-YES-QUIT (937-7848)
- **Seton**
 - Group classes – 6 weeks
 - 512-324-2762



- **For more information:**
www.livetobaccofreetraviscounty.org

How has the City of Austin Implemented the Policy?

- **January 1, 2011** – No tobacco use on selected City of Austin Health and Human Services Department (HHSD) Campuses
- **July 6, 2011** – No Tobacco use in City vehicles
- **September 1, 2011** – Six additional HHSD campuses added to tobacco-free policy
- **December 26, 2011** – City parks smoke-free
- **February 1, 2012** – City of Austin libraries tobacco-free

Current Travis County Smoking Policy

- Adopted October 21, 1986
- No smoking in County buildings or County vehicles
- **City of Austin's Smoking in Public Places Ordinance (SIPPO)**
 - No smoking within 15 feet of the entrance to a building (not including public sidewalks)
 - Note: Since this is a City of Austin ordinance, it does not apply to County buildings in the unincorporated areas of Travis County

Proposed Policy

- **Tobacco use is not permitted by anyone at any time on Travis County property. Includes employees, visitors, contractors, vendors, volunteers and interns.**
 - Indoor/outdoor spaces
 - Parking lots, garages, & driveways
 - Vehicles owned/leased by Travis County
 - Includes personal vehicles on property
- Appropriate signage will be posted
- No littering
- Self-enforced and encouraged by employees
- Proposed implementation date April 1, 2012

Frequently Asked Questions

- **Where will smokers smoke?**
 - Designated smoking areas are not encouraged by the policy since the dangerous effects of secondhand smoke are evident.
- **How will the policy be enforced?**
 - In an effort to promote health, we recommend no punitive action associated with this policy. However, employees are ethically obligated to comply with policies that are part of Travis County's Code.
- **Will elected officials have to comply?**
 - This is a facilities policy that affects Travis County owned properties. Much like the SIPPO Ordinance already in effect for public buildings in Austin city limits, the proposed policy will affect the property regardless of who uses the building as long as it is Travis County property.

Who is Tobacco-Free?

- ACTIVE Life Inc.
- African American Men & Boys Harvest Foundation
- Austin Community College
- Austin Recovery
- Austin Volunteer Health Clinic
- Austin/Travis County HHSD
- Austin/Travis County Integral Care
- Capital Metro
- Central Health/ CommUnityCare
- Huston-Tillotson University
- Mexican Consulate
- People's Community Clinic
- Seton Family of Hospitals
- St. David's Healthcare

Contact Information

- Ana Almaguel (Project Manager)
 - Ana.Almaguel@co.travis.tx.us
 - 512-914-2257
- Lindsay Pollok (Planner)
 - Lindsay.Pollok@co.travis.tx.us
 - 512-516-5865
- LaTonya Pegues (Research Assistant)
 - LaTonya.Pegues@co.travis.tx.us
 - 512-541-5049



**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE
502 E. Highland Mall Blvd.
P. O. Box 1748
Austin, Texas 78767**

**Sherri E. Fleming
County Executive for HHS/VS
(512) 854-4100
Fax (512) 279-1608**

To: Members of the Commissioners Court

Re: Enforcement Concerns – Tobacco Free Workplace Policy

Additional Information on Proposed Travis County Tobacco Worksite Policy

- Tobacco Free Worksite Policy is thought of as a facilities policy, rather than a personnel policy. In other words, in order to protect the health of the employees and residents doing business with the County, the County Owned/Leased campuses and County owned vehicles will be tobacco-free.
- Anyone (employees, visitors, contractors, volunteers) on the premises must also be tobacco-free. The policy does not and cannot prohibit the use of tobacco products off-site or on public right-of-ways. Rather, if employees and the general public choose to use tobacco, they must do so off of county-owned properties.
- There is no "punishment" to employees who continue to use tobacco products off of County-owned worksites.
 - However, if Travis County adopts this policy and it is part of the Travis County Code, employees have an ethical obligation to comply with the policy and report violations.
- **The policy does not require Travis County to** refuse to hire someone who uses tobacco; however we will disclose in job postings and at interviews that Travis County worksites are tobacco-free.
- For those employees who elect to quit using tobacco, there are a myriad of free services available
 - Seton Hospitals
 - Texas Tobacco Quitline 1-877-YES-QUIT
- Expected overall gains to the County (over time, of course), include but are not limited to:
 - a) improved health of employees (and their dependents, if covered under insurance)
 - b) decreased absenteeism
 - c) lower healthcare costs
 - d) potential reduction in employee out-of-pocket expenses for prescriptions, co-pays for doctor visits, etc.

Draft Travis County Tobacco-Free Campus/Worksite Policy

I. Purpose - Travis County is committed to providing a safe and healthy worksite and to promoting the health and well-being of its employees. Personal health hazards related to tobacco products are numerous and have been well-documented. "...there is no safe level of exposure to cigarette smoke. When individuals inhale cigarette smoke, either directly, or secondhand, they are inhaling more than 7,000 chemicals: hundreds of these are hazardous, and at least 69 are known to cause cancer. We care about the health of each and every employee, as well as of our clients and visitors to Travis County facilities. Therefore, our intent is to provide all employees with a work environment that is conducive to good healthⁱⁱ.

II. Definitions

Employees – include regular employees (whether full-time or part-time), temporary employees, and interns

Tobacco – any product containing tobacco including, but not limited to: cigarettes, cigars, chewing tobacco, snuff, and pipe tobacco.

Secondhand smoke – "Tobacco smoke that is exhaled by smokers or is given off by burning tobacco and is inhaled by persons nearby."ⁱⁱⁱ

Facilities – All property that is owned, leased, or used by Travis County for the purpose of conducting its business, including but not limited to:

- Indoor and outdoor spaces and common areas;
- Parking lots, garages, and driveways;
- Vehicles owned or leased by Travis County; and,
- Sidewalks, curbs and gutters adjacent to property owned or leased by Travis County

III. Proposed Policy to replace existing policy adopted by the Travis County Commissioners Court in 1986^{iv} - Tobacco use is not permitted at any time by employees or visitors on Travis County property, including personal vehicles parked in Travis County parking areas. There will be no designated smoking areas on Travis County property, since no level of tobacco exposure is considered to be safe. Littering of tobacco-related products on the grounds of parking areas (lots, garages, driveways) is also prohibited. Travis County strives to be a good neighbor in the community, and as such, we discourage the use of tobacco products on the property of nearby businesses and residences.

IV. Enforcement - Compliance with the tobacco-free campus policy is mandatory for all employees and persons visiting Travis County facilities, with no exceptions. All employees are encouraged to communicate the tobacco-free campus policy with courtesy and diplomacy to other employees, visitors, and vendors. This policy will be clearly communicated to all Travis County employees, prospective employees, and visitors to our sites and will be self-enforced.

ⁱ (How tobacco smoke causes disease: The biology and behavioral basis for smoking attributable disease. A report of the Surgeon General [Regina Benjamin, MD, MBA], p. iii, 2010i. www.surgeongeneral.gov/tobaccosmoke/report/full-report.pdf accessed on 9.12.2011).

ⁱⁱ World Health Organization – Tobacco Free Initiative – Recommended framework strategy #1. "A public health approach that seeks to change the social climate and promote a supportive environment."

www.who.int/tobacco/resources/publications/tobacco_dependence/en/index.html

ⁱⁱⁱ ⁱⁱⁱ (www.merriam-webster.com/dictionary/secondhand%20smoke accessed on 9.12.2011)

^{iv} Travis County Code for all Travis County Employees, Chapter 10, section 10.008 – Smoking – "is not allowed in any county-owned or leased vehicles or buildings, including restrooms and hallways. Employees should deposit their materials associated with smoking in appropriate receptacles.

Chapter 57. Tobacco-Free Campus/Worksite Policy

57.001 Authority. Travis County is authorized to restrict tobacco-related activities pursuant to: TEXAS CONSTITUTION, Article V, Section 18 (powers and jurisdiction over all county business); TEXAS LOCAL GOVERNMENT CODE, Section 291.001 (authority to maintain public buildings); TEXAS HEALTH AND SAFETY CODE, Section 121.003 (authority to provide for general health and sanitation); TEXAS HEALTH AND SAFETY CODE, Section 121.003(a) (authority to enforce any law reasonably necessary to protect the public health); and other applicable statutes.

57.002 Purpose –

(a) Travis County is committed to providing a safe and healthy worksite and to promoting the health and well-being of its employees, clients and visitors while utilizing county facilities. Personal health hazards related to tobacco products are numerous and have been well-documented. "...there is no safe level of exposure to cigarette smoke. When individuals inhale cigarette smoke, either directly, or secondhand, they are inhaling more than 7,000 chemicals: hundreds of these are hazardous, and at least 69 are known to cause cancer. We care about the health of each and every employee, as well as of our clients and visitors to Travis County facilities. Therefore, our intent is to provide all employees with a work environment that is conducive to good health"ⁱⁱ.

CONSIDER: Deleting all underlined language and including in the order adopting the Chapter as more narrative than policy.

57.003 Definitions. As used in this Travis County Tobacco-Free Campus/Worksite Policy ("Policy"), the following words will have the meaning assigned in this Section 57.003.

(a) **Employees** means all persons hired or engaged by Travis County to provide services for Travis County and not working as a part of an independent business, including regular employees (whether full-time or part-time), temporary employees, volunteers and interns

(b) **Facilities** means all property that is owned, leased, or used by Travis County for the purpose of conducting its business, including but not limited to:

Indoor and outdoor spaces and common areas;
Parking lots, garages, and driveways;
Personal vehicles parked in Travis County Parking areas
Vehicles owned or leased by Travis County; and,
Sidewalks, curbs and gutters adjacent to property owned or leased by Travis County

CONSIDER: Definition of "Facilities" and application of Policy to specific areas listed, particularly:

Buildings
Parking garages
Open parking lots
Leased property – complete building and partial space
700 Lavaca – lessees' portion
Sidewalks, outside areas adjacent to buildings
County vehicles
"Public" property – sidewalks, driveways, etc.
Facilities under control of elected officials
Parks – visitors and employees
Jails – "residents," employees, visitors
Facilities within the City of Austin, in unincorporated Travis County, in other municipalities

(c) **Secondhand smoke** means tobacco smoke from any Tobacco Product that is exhaled by smokers or is given off by burning tobacco and is inhaled by persons nearby."ⁱⁱⁱ

(d) **Tobacco Product** means any product made, derived from or containing tobacco including, any component, part or accessory and including but not limited to: cigarettes, cigars, chewing tobacco, snuff, and pipe tobacco.

CONSIDER: Whether or not to include tobacco products that do not create smoke.

53.004 Tobacco Product Use Prohibition.

(a) Prohibition. Tobacco use is not permitted at any time by employees or visitors within the limits of Travis County Facilities.

(b) No Designated Areas. There will be no designated smoking areas within Travis County Facilities, since no level of tobacco exposure is considered to be safe.

CONSIDER: Whether or not to have any designated smoking areas.

(c) Littering. Littering of tobacco-related products on the grounds of parking areas (lots, garages, driveways) is also prohibited.

CONSIDER: Whether to include the "Littering" section.

(d) Surrounding Areas. Travis County strives to be a good neighbor in the community, and as such, the use of tobacco products on the property of nearby businesses and residences is discouraged.

CONSIDER: Whether to include comments that aren't directly enforceable as part of the Policy.

57.005 Enforcement - Compliance with the tobacco-free campus policy is mandatory for all employees and persons visiting Travis County facilities, with no exceptions. All employees are encouraged to communicate the tobacco-free campus policy with courtesy and diplomacy to other employees, visitors, and vendors. This policy will be clearly communicated to all Travis County employees, prospective employees, and visitors to our sites and will be self-enforced.

CONSIDER: Enforcement:

"No exceptions" sets a very high standard
Actual capability as to employees (disciplinary) and visitors
Responsibility for enforcing – self, supervisor, etc.
Enforcement for employees of elected officials
Possible results of employee communications to others.
Method of communication to employees
Inclusion of reference to City Ordinance, particularly for City buildings

OTHER CONSIDERATIONS:

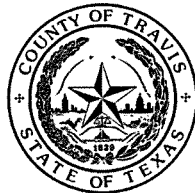
Signage – whether to include requirements, locations, specific language
Effective date and grace period
Reference to City Ordinance and applicability to facilities within the City of Austin

ⁱ (How tobacco smoke causes disease: The biology and behavioral basis for smoking attributable disease. A report of the Surgeon General [Regina Benjamin, MD, MBA], p. iii, 2010i. www.surgeongeneral.gov/tobaccosmoke/report/full-report.pdf accessed on 9.12.2011).

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**TRAVIS COUNTY HEALTH and HUMAN SERVICES
And VETERANS SERVICE**
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(512) 854-4100
Fax (512) 279-1608

Proposed Tobacco-Free Worksite Implementation Plan for Travis County

TARGET IMPLEMENTATION: April 2, 2012* National Public Health Week April 2-8, 2012

The Month of December, 2011

The Tobacco-Free Worksite discussion was on the Travis County Commissioners Court Agenda throughout the month of December on the following dates:

- December 6 – Agenda Item (should we include the agenda item numbers in this section?)
- December 10 – Agenda Item
- December 17 – Agenda Item
- December 27 – Submit documents to Travis County Commissioners Court for January 10, 2012 Agenda Item

January 3-13, 2012

-
- Make site visits to Travis County-owned properties to determine the number of signs needed for each site and posting locations on each site, viewing them using online drawings or Google Earth aerial photo (Signage attachment needs may include: signs with posts, signs affixed to existing posts, signs affixed to fences, signs affixed to buildings; notice of Tobacco-Free Worksite signs posted on bulletin boards of locations INSIDE buildings)
- Notify all employees of new Travis County Tobacco-Free Worksite policy in the form of a Memo from Travis County Commissioners Court which would include:
 - Draft of proposed amendment to Chapter 57
 - FAQs, roles, and responsibilities, to all Travis County employees including the notice of public hearing scheduled on January 24, 2012
 - Modified implementation plan (showing possible date of action by the Travis County Commissioners Court (TCCC), the education period, estimated time when signage will

*Schedule can be collapsed for a shorter implementation plan.

be installed, available tobacco cessation classes set in advance and implementation date of the Tobacco-Free Worksite policy)

- Request meeting with Travis County Executives and Travis County Commissioners' and Judge's Aides to be held PRIOR to public hearing to review proposed Tobacco-Free Worksite policy and material sent to all employees
- Determine estimated number of resource packets to be assembled for distribution to employees as requested by Managers/Supervisors for training purposes
- Order necessary materials to be included and assemble resource packets
- ***Schedule meetings and present information to unincorporated areas of Travis County and municipalities.***

January 16-20, 2012

- **JANUARY 16** -- Provide signage final tally and sign design selection to Robert Kingham, of the City of Austin (NOTE: signs must be ordered AND installed by February 29, 2012 to be paid from grant funds)
- **Meet with facilities management to discuss removal of ashtrays, etc. and 15 feet ordinance signage which will be replaced with Tobacco-Free Worksite signage**
- Provide any additional back-up materials for Commissioners Court consideration—include resource packet to be available upon request by Managers/Supervisors or by employees
- Meeting with County Executive
 - Review roles/responsibilities, FAQs and policy. Specifically discuss enforcement
 - Offer training for Managers/Supervisors in their respective divisions (some County Executives may choose to do their own training at Managers/Supervisors level; that's o.k.)
 - Distribute one copy of each tobacco cessation resource packet that will be made available to employees.
 - Show examples of Tobacco-Free Worksite signage and selected Google World aerial view of sign location(s)
- Prepare training module for Managers/Supervisors and/or at unit levels for Travis County employees

January 23-February 3, 2012

- **JANUARY 24** -- Public Hearing and possible vote and action by Travis County Commissioners Court (introduction by staff);
- **JANUARY 24 or 31** - Vote - Adoption/Further direction from Court - May choose March 1 or April 1 implementation date
- Complete any follow-up from County Executives meeting(s).
- Be sure tobacco cessation services are easily available to employees (and dependents if covered by County insurance)
 - Email from Clinic Administrator that says.... (What do we want to call this e-mail that will be distributed?)

February 6-17, 2012*

- OFFICIALLY notify all employees of implementation date of Travis County's Tobacco-Free Worksite policy. Include with next payroll distribution – same procedure HR would follow for any information to be delivered to Travis County employees
- Issue press release regarding Travis County Commissioners Court action adopting Tobacco-Free Worksite policy and implication for visitors and clients of Travis County facilities
- Respond to any questions/comments from Travis County management and/or employees
- Provide employee assistance in obtaining cessation services (schedule more sessions during February and March before, during, and after working hours) as necessary
- Schedule and provide Managers/Supervisors Training as requested by County Executives
 - Same format at County Executive Training meetings
 - Review roles/responsibilities, FAQs and policy
 - Offer training for individual or groups of units **under** their leadership
 - Show examples of signage and selected Google Earth aerial view with marked signage location(s)
 - Have resource packets available to distribute at training sessions or upon request
- **FEBRUARY 13** – Sign installation begins

February 21-29, 2012*

- Provide any unit *what is a better word we can use here instead of "unit?"* training(s) as requested by Managers/Supervisors
- Sign installation completed
- Respond to any questions/comments from Travis County management and/or employees
- Provide employee assistance in obtaining tobacco cessation services (schedule more tobacco cessation classes if demand warrants)

March 1, 2012

This is a viable implementation date if the Travis County Commissioners Court votes for approval of a Tobacco-Free Worksite in Travis County on January 24 or 31, 2012. If an April 1, 2012 date is selected, implementation activities during the month of March might include:

- Additional tobacco cessation classes (be prepared for an increase after implementation date is voted on by Travis County Commissioners Court)
- Continue providing unit trainings as requested (perhaps schedule some training presentations in those divisions experiencing the most pushback)
- Monitor the need to schedule an opportunity for all interested employees/dependents to attend a Tobacco cessation training session.



Austin/Travis County Health and Human Services Department
Chronic Disease Prevention & Control Program
P.O. Box 1088 – Campus C.12
Austin, Texas 78767-1088



Communities Putting Prevention to Work
Twin Towers Business Center
1106 Clayton Lane Suite 215E
Austin, TX 78723

Linda F. Terry, Policy Aide
(512) 972-6463 - Desk
(512) 921-8240 - Cell

AUSTIN PUBLIC LIBRARY

PROPOSED TIMELINE FOR TOBACCO-FREE WORKSITE POLICY

IMPLEMENTATION AT ALL APL LOCATIONS

TARGET IMPLEMENTATION DATE: FEBRUARY 1, 2012

November 14-18, 2011

- Share survey results with employees via Memo from Director and announce TFW Policy, including effective date (include Asst. City Manager as cc)
- Begin Drafting APL written policy, FAQs, Roles/Responsibilities – templates/samples provided by CPPW
- Design purpose and process for Implementation Plan including written enforcement procedure per standard APL protocols, including decision regarding creating a department-wide implementation team composed of staff across job titles; tobacco users and nonusers if considered necessary and appropriate
- Design and draft language for signage for TFW locations and posting on notice boards in libraries and staff breakrooms. These will include post signs at entrance/exit of parking areas, attached to building near entrances and any paper signage for posting within library facility.
- Prepare list of locations and number of signs of each type per location
- Security to draft enforcement plan based on prior library policy protocols

November 21-December 2, 2011

- Provide final sign design to CPPW staff
- Provide list of locations to be designated TFW and signs of each type required by location to CPPW staff
- Library internal review and approvals of policy, FAQs, Roles/Responsibilities as appropriate (CPPW staff available for drafting assistance and discussion of options to be considered.)

December 5-December 9, 2011

- CPPW submits draft sign design for final graphics development
- Library provides some type of schematic for placement of signs outside each facility (CPPW can advise on easiest format)
- Library Director provides update to ACM at 1:1 or by e-mail.



Austin/Travis County Health and Human Services Department
Chronic Disease Prevention & Control Program
P.O. Box 1088 – Campus C.12
Austin, Texas 78767-1088



December 12-21, 2011

- Dr. Huang presentation to Library Commission, 12/12/11, 11:30a-1:30
- Library approves final sign graphics; CPPW orders signs and begins process to obtain bids for installation; installation schedule determined in preparation for contract
- Decide on training for Library staff: Executives; Manager/Supervisors; Regional Branch; at branch libraries, etc.

January 23

December 22, 2011-January 2, 2012

Christmas-New Year Break: Catch up anything from above

January 3-January 13, 2012

- Distribute policy and FAQs with cover memo from Director to all Library staff. (CPPW will provide a Tobacco Fact Sheet and a Resources to Quit flyer; reference should be made in memo to HealthyConnections Tobacco Cessation services available to city employees and that admin time will be allowed to attend the quit sessions.)
- Schedule training sessions: dates/times/locations; coordinate with CPPW staff
- **CPPW**
 - Check status of sign order
 - Finalize contract for sign installation at Library locations
 - Discuss creating resource packet specific to Library TFW policy to be available upon request

January 16-January 31, 2012

- Complete training sessions. One segment of each training session will include a representative of Library Security to briefly described enforcement processes
- Distribute resource packets to branch libraries as appropriate
- Complete all sign installation

FEBRUARY 1, 2012 – LIBRARY TOBACCO-FREE WORKSITE POLICY IS EFFECTIVE

Within 30 days of implementation, Library security evaluate if additional signage is needed; notify CPPW