

Implementation Checklist

Several activities must be considered in order to smoothly transition the inclusion of e-cigarettes and other vaping devices into your agency's tobacco free worksite policy. Steps to consider when adding e-cigarettes and vaping devices to current policies include the following:

1. Develop or amend current policy to ensure compliance with Executive Order 2013-43.
2. Announce and begin to promote the modified tobacco-free policy to employees and continue to send periodic reminders that e-cigarettes and vapor products may not be used on state property. Initial communication should include an announcement from agency leadership in person or in writing; other methods of communication may include newsletter, posters, bulletin boards, email, and any other communication system available.
3. Make policy handout information available at visitor entrances; continue to inform new employees and visitors of the tobacco-free policy that includes e-cigarettes and vapor products.
4. Post vape-free decals (available from the Oklahoma State Department of Health using the form provided in this packet) at all entrances to your buildings and utilize other forms of communication to ensure compliance with the policy.
5. Remind employees of the free resources provided by the Oklahoma Tobacco Helpline for tobacco users who wish to quit. The Helpline can be accessed by calling 1-800-QUIT-NOW or visiting www.okhelpline.com. Communicate to staff any rules your agency has regarding access to the Oklahoma Tobacco Helpline during work hours.
6. Candidates for employment should be informed of the policy both during the application process and during the employee orientation process.
7. To ensure ongoing compliance with the new tobacco-free policy that includes e-cigarettes and vapor products, organizers of meetings, conferences, trainings, etc. using the facilities and property should notify attendees through the most efficient means possible. In addition, any contracts for use or lease of the property or facilities will clearly state the tobacco-free policy, including e-cigarettes.