



Checklist for Implementing Tobacco Policies in Assisted Living Residences

The following checklist contains guidelines to consider when drafting policies for addressing tobacco use and nicotine addiction in assisted living residences (including adult foster care).³⁰ These settings are typically licensed or certified living arrangements that provide mentally or physically impaired, elderly or ailing adults around-the-clock support. Assisted living residences vary across the U.S. in the types of residents they serve, assistance they provide, and the way in which they are regulated. This checklist is intended largely as an overview of a process to consider when planning a tobacco control policy for this type of residential setting.

Regulatory Stage	Date	Notes
Strategy & Planning		
Identify problem/need (e.g., prevalence and extent of tobacco use among residents, staff and visitors).		
Determine policy — <ul style="list-style-type: none"> • Goal • Strategy • Tactics 		
Identify resources needed. For example – <ul style="list-style-type: none"> • Educational material (health risks/adverse health impact) • Cessation information and resources (NRT options, quit line referral info, etc.) • Signage 		
Identify related issues. For example – <ul style="list-style-type: none"> • Staffing for escorting non-ambulatory smokers to outside areas • Fire safety concerns (oxygen, wheelchairs, combustible tobacco products) 		

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<ul style="list-style-type: none"> • Restrictions on use of electronic nicotine delivery devices and similar products? • Legal liability concerns • Restrictions on smoking medical marijuana (and recreational marijuana in select states)? 		
Pre-Implementation		
<p>Develop detailed implementation plan. For example –</p> <p>What tobacco products will the policy cover?</p> <ul style="list-style-type: none"> • Combustible tobacco products? • All tobacco products? • E-cigarettes & similar devices? <p>What area will be regulated?</p> <ul style="list-style-type: none"> • Enclosed indoor premises? (Define.) • Outdoors within a reasonable distance (typically 15 to 20 ft.) from an entrance, an exit, or a vent into any enclosed smoke-free area or any unenclosed area where smoking is prohibited)? • All property within certain boundaries? • All property in any way controlled by the provider organization? 		
Define all necessary terms carefully.		
Describe the restrictions on and responsibilities of all relevant parties.		
Explain public health rationale behind tobacco-free policy.		
<p>Establish enforcement procedures.</p> <ul style="list-style-type: none"> • Who enforces the policy? • How is the policy enforced? • What constitutes a violation? • What are the consequences for staff after – <ul style="list-style-type: none"> ○ One violation ○ Second violation ○ Third violation, or more • What are the consequences for residents after – <ul style="list-style-type: none"> ○ One violation ○ Second violation ○ Third violation, or more 		

<ul style="list-style-type: none"> • What are the consequences for visitors? 		
<p>Describe the terms and circumstances of a violation for –</p> <ul style="list-style-type: none"> • Residents • Employees • Visitors 		
<p>Set a rough timeline, including a realistic implementation date. Ensure that adequate prep time is given for staff and residents to adjust to idea of upcoming policy.</p>		
<p>Implementation</p>		
<p>Include policy in writing, including –</p> <ul style="list-style-type: none"> • Resident preadmission screening • House rules and regulations • Employee interviews • Staff policy manuals 		
<p>Disclose and discuss tobacco policy with –</p> <ul style="list-style-type: none"> • Staff /administrators • Residents & family members/guardians • Prospective residents & guardians • All job applicants • All visitors, including all social service, primary/behavioral care providers • Local community 		
<p>Place “No Smoking” or “Tobacco-free” signs throughout premises.</p> <ul style="list-style-type: none"> • Doors • Hallways • Outdoor areas 		
<p>Enforcement</p>		
<p>Enforce policies equitably and consistently.</p>		
<p>Ensure that visitors, staff and residents comply with tobacco-free policies on the premises and grounds.</p>		
<p>Provide staff and residents with tobacco cessation information (e.g., quitline referrals, educational resources on items such as health benefits, insurance</p>		

coverage).		
If possible, provide staff and residents with access to nicotine replacement therapy products or resources.		