

APPENDIX H: SAMPLE ANNOUNCEMENT

(Adapted from Kaiser Permanente, Northern California)

Smoke-Free Campus

Open Letter to Physicians and Staff



KAISER PERMANENTE®

To all Physicians and Staff,

All of us at Kaiser Permanente know that we are committed to improving the health of our members and staff. We also know that smoking is a health hazard. Therefore, to promote good health, and create a healthy environment for members and staff, our Kaiser Permanente campus will become smoke free on [DATE].

This new policy, known as Smoke-Free Campus, means the existing designated smoking areas will remain in place until [DATE]. After that, there will be no areas where smoking is permitted.

We recognize that giving up smoking is difficult -- and we are committed to helping any employee or physician who needs support in their efforts to quit.

To assist those who want to quit smoking, Kaiser Permanente offers free smoking-cessation courses to all Kaiser members. The classes may include a one-day workshop, a six session workshop and an eight-session workshop. Attendance in the classes provides members and staff with the opportunity to obtain smoking-cessation aids, like the nicotine patch or bupropion SR, for a standard co-payment. The Health Education Department has more information on these classes and other quit-smoking resources. The California Smokers' Helpline also offers telephone counseling free of charge at 1-800-NO-BUTTS.

Over the course of the next several months, look for more information and details about our Smoke-Free Campus in employee and member publications, as well as posters, flyers and other positive activities. If you have any questions about the Smoke-Free Campus policy, please contact _____, Human Resources, at _____.

Signatures of:

Physician-in-Chief

Service Area Manager

Medical Group Administrator

Labor Management Representative