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Healthy Sarasota County Worksites Sample Action Plan

Below is a sample action plan designed to identify which areas to target from the Centers for Disease Control and Prevention's Worksite Health ScoreCard. Please use this as a reference when creating your own action plan. Your action plan should reflect your business' unique needs to best help your organization achieve its goals.

Date: _____

Name of Business: _____

Contact Name/Title/Phone Number: _____

Action Plan Strategies	Persons Responsible or Involved	Target Date for Completion	Documentation
Goal: (This is where you state which menu/s to work on.)			
(Strategy) – This is where you list strategies from the topics on the Health ScoreCard to achieve the chosen goal.			
(Strategy)			
(Strategy)			
(Strategy)			
(Strategy)			



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Action Plan Strategies	Persons Responsible or Involved	Target Date for Completion	Documentation
Goal: Tobacco Control			
Have a written policy banning tobacco use at your worksite	HR, Staff	8/1/2016	Copy of Policy
Actively enforce a written policy banning tobacco use	HR, Director, Staff	8/1/2016	Copy of Policy Photos
Display signs (including 'no smoking' signs with information about your tobacco-use policy)	HR, Staff	8/8/2016	Photos
Provide incentives for being a current nonuser of tobacco and for current tobacco users that are currently involved in a cessation class or actively quitting	HR. Director, Staff	8/8/2016	Copy of Insurance Policy
Provide or promote free or subsidized tobacco cessation counseling	HR, Director, Staff	8/1/2016	Photos Copies of Promotion Material