This checklist is a starting point for businesses looking to establish opioid use disorder prevention policies and procedures. Every business is different, so it's important to consult with the proper team members as you roll out a new policy and program.

Leadership

- ☐ Meet with leadership to establish company approach to substance use disorder and the desired policy
- ☐ Educate leadership about the prevalence of substance use disorder and the impact on the workplace
- ☐ Use positive reinforcement to highlight behaviors that are healthy, safe and productive

Policies

- ☐ Review existing drug and alcohol policies
- ☐ Implement a non-zero tolerance policy
- ☐ Provide details about the circumstances, procedures, and other elements of drug testing (if testing is included in the policy)

Communication

- ☐ Present to team about the prevalence of substance use disorder and impact on the workplace
- ☐ Communicate with team members about the new policy
- ☐ Educate employees how to self-refer for treatment
- ☐ Educate employees about how they can use the existing tools to support family members
- ☐ Provide on-going education through newsletter or Intranet
- ☐ Invite local prevention or recovery group to speak to organization at all-staff or lunch and learn

Human Resources

- ☐ Introduce policy to employees and have them sign off on the updated policy
- ☐ At an all-team or during one-on-ones answer any team member questions about policy
- ☐ Evaluate team comprehension and buy-in through anonymous survey at 6 month and 12 month post-implementation
- ☐ Provide Warn Me labels to employees to add to insurance card (see here)

Benefits

- ☐ Discuss prevention resources such as health and wellness programs, helplines, and other community resources, explain how to seek assistance, share resources available to the employee's family
- ☐ Coordinate with Employee Assistance Programs to provide substance use disorder counseling

Employees

- ☐ Provide outlet for employees to access resources in Intranet or posted around building (remote locations)
- ☐ Understand legal implications for drug-free workplaces for your industry
- ☐ Understand workplace policy
- ☐ Understand support program

Explore more resources at www.oudbiztoolkit.org