



RECOVERY FRIENDLY HAMILTON COUNTY

Recovery Friendly Hamilton County Checklist*

Recovery Friendly Workplaces (RFWs) of Hamilton County value and nurture the physical and mental well-being of their employees, recognizing these traits as fundamental to a healthy community and their own organizational success. RFWs show support to their employees in recovery and willingly recruit recovering citizens—recognizing their status as a strength requiring tremendous resilience. Please use this checklist to secure your enrollment in the Recovery Friendly Hamilton County (RFHC) Program. Your RFHC Coordinator will help you every step of the way.

Initial Requirements:

- Submit a formal letter of intent to participate in the RFHC Program.**
Where possible, your letter of intent should be written on company letterhead and signed by a member of senior management and/or human resources. Sample text will be provided.
- Make a written declaration to your employees indicating your participation in the RFHC program.**
This may take the form of a company-wide email or other written correspondence. Sample text will be provided.
- Undergo a brief orientation training with your RFHC Coordinator.**
This training is designed for senior management and human resources and may be conducted virtually or on-site according to your needs.
- Post the RFHC Resource List somewhere visible to your employees such as a common area, break room, or bulletin board accessible to all staff.**
A digital version of our RFHC Resource List may also be provided to your employees.

The above requirements being met; your organization will receive Recovery Friendly designation from Hamilton County Public Health.

Annual Requirements:

- Ensure supervisors and employees receive education on existing alcohol, tobacco, and other drug policies (ATOD) upon hire and on an annual basis thereafter.**
- Ensure supervisors and employees receive education on the RFHC program and its offerings upon hire and on an annual basis thereafter.**
- Work with your RFHC Coordinator to submit a completed RFHC checklist.**

Optional Components:

- You may request that your RFHC Coordinator provide a brief seminar for your employees concerning the resources provided through the program.**
- Create a taskforce to incorporate recovery friendly values into existing health/safety practices.**
- Participate in one community-based prevention or recovery focused activity annually.**
Your RFHC Coordinator will inform you about any upcoming events.
- Work with your RFHC Coordinator to determine additional, customized workplace protocol and/or training related needs.**

