

TIPS FOR BUSINESSES GOING SMOKE FREE

Be prepared to go smoke free January 1, 2008

Having a plan and preparing in advance will help transition a smoking environment to one that is smoke free. The purpose of the Illinois Smoke Free Act is to protect residents from the harmful effects of second-hand smoke in enclosed places and places of employment, except those that meet the exemption criteria.

ARE YOU READY TO GO SMOKE FREE?

Checklist:

- Establish a smoke free policy for your business**
- Post “no smoking” signs with required information**
- Remove all ashtrays**
- Educate and/or train employees**
- Protect all entrances and entryways from smoke**
- Develop relationships with the community**

Communicate Clearly with Patrons

- Post “no smoking” signs at all entrances. Signs must be posted in a conspicuous area visible to the public.
- Remove all indoor ashtrays and smoking receptacles and move all outdoor ashtrays and smoking receptacles to at least 15 feet away from doors, from windows that open, and ventilation systems.
- Make “no smoking” announcements over your public address systems and provide instructions for your patrons.

Educate and Train Your Staff

- Educate and train all current and prospective employees about the requirement of the law (i.e. payroll stuffers via inserts, staff meetings, e-mails, break room posters, etc.)
- Develop a smoke free policy for your business. Train your staff on your policy and communicate procedures.
- Prepare your employees with what to say if people try to smoke in your establishment. Simply saying “sorry, you can’t smoke here. It’s the law,” can be very effective. Ensure employees know what is expected of them.
- Prohibit smoking in all non-smoking areas, including enclosed areas and areas within 15 feet of the entrance and exits, windows that open, and ventilation systems.
- Establish a protocol for smokers who will be exiting your establishment to smoke outside.
 - Determine whether or not you will allow patrons back in your premise if they leave to smoke.
 - Limit the number of people you allow outside to smoke.
 - Provide directions or establish a location for outdoor smoking.

Establish Crowd Control Procedures

- Guarantee that the property outside of your establishment that is under your control is managed as to maintain a smoke-free entrance for customers and employees. This includes entrances to all doors, windows that open and ventilation systems.
- Establish a protocol to address issues of noise, littering, loitering and nuisance.

Be A Responsible and Responsive Business Owner

- Develop a working relationship with neighboring businesses and share your plans for going smoke free.
- Participate in Chicago Alternative Policing Strategy (CAPS) / community meetings and work Chicago Police and City officials to better address littering, loitering and nuisance issues.
- Work with patrons and surrounding residents to mitigate smoking related complaints.

The City of Chicago enforcement of the Illinois Smoke Free Act will be complaint driven. Business owners, employees or patrons can call 311 to file smoking complaints. You can visit the City of Chicago website at www.cityofchicago.org to download “no smoking” signs or to obtain additional information.