

City of Dayton Smoke-Free Law: Checklist for Businesses

Before November 6, 2022

- Learn about the new law, and how it affects your business.**
Visit www.nkyhealth.org to learn about the new law, and to find tools for implementation.
- Plan how this new law will be implemented in your establishment.**
Understand what is required by the law, and make sure those provisions are implemented. Other provisions are up to the business owner, such as if/how to provide break time for employees who smoke.
- Discuss the new law with your employees.**
Explain how the new law applies to your business using routine methods such as staff meetings, employee newsletters, payroll stuffers, posters in break rooms, or emails. If you have employees who smoke, plan for that as you would other employee responsibilities. If they are open to quitting, let them know there are resources available to them at www.nkyhealth.org.
- Train employees on the new law.**
Provide training for managers and staff about the new requirements. Help them prepare for what to say to customers who may want to smoke.

On November 1, 2022

- Post the required no-smoking signs.**
All businesses covered by the ordinance are required to post “No Smoking” signs at every entrance. Two window clings are provided in this toolkit. If you need more window clings contact the Northern Kentucky Health Department at 859-341-4264 or download signs you can post at www.nkyhealth.org. Signs meeting the requirements of the ordinance, must say “No Smoking” in letters 1 inch high or show the international no smoking symbol, which is 3 inches high.
- Remove indoor ashtrays and other smoking receptacles.**
All businesses covered the law need to remove all ashtrays from any area where smoking is prohibited. Any permanent structure that functioned as an ashtray needs to be disabled or altered to prevent its use as an ashtray.
- Direct a person who is smoking to extinguish the cigarette, cigar, or other item.**

After November 6, 2022

- Comply with the law.**
Ensure that the required signs are posted, ashtrays are removed, and smoking is prohibited in your business.
- Keep information and resources about the new law on hand.**
You may find it helpful to keep information about the law, compliance, and enforcement, and quit-smoking resources in an easy to find location for quick access to answer questions from employees or visitors.

Contact the Northern Kentucky Health Department at 859.341.4264 with questions about the law.