

Smoke-Free Ordinance Guidance for Hotels and Motels

This information is provided for general informational purposes only and is not intended to be legal advice or to be used as a defense in any proceeding related to enforcement. Persons wanting legal advice as to the specific application of the law to their situation should contact their legal counsel.

Overview

Louisville Metro's amended Smoke-Free Ordinance (No. 083, Series 2017) goes into effect on August 21, 2017. The amended Ordinance will help extend the benefits of our highly successful smoke-free law to protect residents and visitors from the harmful health effects of secondhand smoke in all indoor public places and places of employment. In addition to smoking restrictions that already existed, there will be new restrictions on smoking and vaping (use of electronic smoking devices). All public places and places of employment, including hotels, motels, and suites, within Louisville Metro are subject to this Ordinance.

Where is Smoking Prohibited?

Under the amended Ordinance, smoking, including the use of electronic smoking devices (e-cigs), is prohibited in all indoor areas of hotels, motels, and suites, including lobbies, conference and meeting rooms, hallways, elevators, other common areas, and **100% of guest rooms**.

In addition, smoking is now prohibited **15 feet** from the outside entrance to any building so as to ensure that smoke does not enter the building through entrances, windows, ventilation systems, or other means.

Recommendations for Implementation of the Ordinance

- **Plan how the Smoke-Free Ordinance will be implemented**
 - Understand what the Ordinance requires and ensure those provisions are implemented
 - Develop a policy for handling noncompliant guests
- **Educate your employees about the Ordinance**
 - Explain their role in enforcing the policy
 - If you have employees who smoke, explain where and when they may smoke during work hours. . If you have employees who are interested in quitting, provide them with the 1-800-QUIT-NOW phone number or let them know that there are resources available at louisvilleky.gov/government/health-wellness/services/stop-smoking
- **Train your employees to implement the Ordinance**
 - Train staff on the new requirements and the protocol for handling potential violations
 - Help staff prepare what to say to customers who smoke or vape
 - Ensure that staff reminds guests not to smoke or vape at check-in and request that guests contact management if they smell smoke or see other evidence of smoking or smoke damage
- **Post required signs**
 - Post signs on your property to let everyone know about the new policy
 - Signs should be in visible places throughout the building, i.e. guest rooms and entrances

- **Remind guests of the Smoke-Free Ordinance**
 - Advertise that you have a smoke-free building
 - Send guests a pre-arrival email notification including a reference to the policy
 - Inform guests at the time of booking and/or upon arrival at the hotel that smoking, including the use of electronic smoking devices (e-cigs) is not permitted inside the building
 - Have the guest initial and/or sign a form upon check-in acknowledging that charges may be applied to a credit card for damages from smoking in a room
 - Instruct guests to contact the front desk or management if they notice any smoking or smoke damage
- **Convert smoking rooms to non-smoking rooms**
 - Many of the chemicals found in secondhand smoke are very sticky. As a result, secondhand smoke residue can be difficult to remove. The surest way to convert a smoking room into a non-smoking room is to replace bedding, mattresses, carpeting, curtains, and other fabric/upholstered surfaces. However, that can be expensive. For a more economical approach, can try these cleaning tips as you convert rooms:
 - Wash pillows and linens with a bleach solution
 - Steam clean mattresses
 - Steam clean mattresses
 - Dry clean curtains
 - Steam clean carpets and other upholstered items
 - Wipe down walls and other surfaces with a solution of water and mild detergent
 - You may need to repaint. Before repainting, prime the walls with an odor and stain blocking primer. Consider replacing wallpaper, as secondhand smoke often permeates the paper and wall glue

The Department of Health is available to assist you in this process and answer any questions. Please call (502) 574-6520 for more information.