



Implementation Checklist

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 within Louisville Metro are subject to this Ordinance.

Before August 21, 2017

- Learn about the Ordinance and how it affects your business.**
- Plan how the Ordinance will be implemented in your business.**
- Discuss the Ordinance with your employees.** Explain how the Ordinance affects your business. 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 noncompliant customers. Help staff prepare what to say to customers who smoke.
- Print, request, or pick up required signs.** Please visit louisvilleky.gov/government/health-wellness/smoke-free-ordinance to find out more details about how to obtain a no smoking sign for your business.

On August 21, 2017

- Post required no smoking signs.** Hang in plain view at entrances to your business.
- Remove all ashtrays and other smoking receptacles.** All receptacles used to extinguish or dispose of a tobacco product should be removed from areas where smoking is prohibited.
- Direct individuals smoking or vaping in a prohibited area to follow the Ordinance.** Ask individuals who are smoking or vaping in violation of the Ordinance to stop or to step outside. If the individual continues to smoke or vape in violation of the Ordinance, follow established protocols for handling disruptive customers.

After August 21, 2017

- Continue to comply with the Ordinance.** Ensure that required signs are posted, ashtrays are removed, and smoking and vaping is prohibited inside your business and 15 feet from all entrances.
- Provide continual support for employees.** Train new employees on the Ordinance. Remind employees about the availability of resources to quit smoking.

The Louisville Metro Department of Public Health and Wellness is the lead agency for implementation of the Smoke-Free Ordinance. The Department of Health is available to assist you in this process and answer any questions. Please call (502) 574-6520 for more information.