

# Kenton County Smoke-Free Law: Checklist for Businesses

## BEFORE APRIL 15, 2011

- Learn about the new law, and how it affects your business.**  
Visit <http://www.nkyhealth.org> to learn more 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. Some 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 e-mails. 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 <http://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 APRIL 15, 2011

- Post the required no-smoking signs.**  
All businesses covered by the ordinance are required to post "No Smoking" signs. Sample smoking signs are available on the Northern Kentucky Health Department's Web site at <http://www.nkyhealth.org>. According to the ordinance, signs must say "No Smoking" in letters at least 1 inch high and/or show the international no smoking symbol, at least 3 inches high.
- Remove indoor ashtrays and other smoking receptacles.**  
All businesses covered by 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 APRIL 15, 2011

- Continue to 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.**  
It is helpful to customers and employees if information about the law, compliance and enforcement of the law, and quit smoking resources are kept easily accessible.

