

# *Are You Ready for a Healthier Community?*

*Vigo County Health Department & Terre Haute Chamber of Commerce*

## Clean Indoor Air Ordinance Summary

### City-County Ordinance Establishing Non-Smoking Areas- Effective July 1, 2007

#### SMOKE FREE PLACES IN TERRE HAUTE INCLUDE...

- All enclosed areas within places of employment.
- Elevators, health care facilities, laundromats and licensed child care and adult day care facilities.
- Restrooms, lobbies, reception areas, hallways and other common-use areas.
- Polling places, shopping malls and sports arenas.
- Enclosed areas in common areas in apartment buildings, condominiums, trailer parks, retirement facilities, nursing homes and other multiple-unit residential facilities.
- Public transportation facilities, including, but not limited to buses, taxicabs, and ticket, boarding and waiting areas of public transit depots.
- All vehicles and enclosed areas of buildings owned, leased or operated by the city or the county.

#### **DON'T FORGET!**

- JULY 1, 2007 the Clean Indoor Air Ordinance goes into effect.
- Please refer to the Clean indoor Air Ordinance at [www.vigocounty.org/health](http://www.vigocounty.org/health).



#### PLACES WHERE SMOKING IS STILL ALLOWED IN VIGO COUNTY INCLUDE...

- Private residences, except when used as a licensed child care, adult day care or health care facility.
- Businesses where more than seventy-five percent (75%) of the business sells or manufactures tobacco products.
- Any bar or tavern that:
  - Does not allow customers under eighteen (18) years of age to enter.
  - Does not employ any person under eighteen (18) years of age; and
  - Is not physically located within a business otherwise required to be smoke free.
- Any "club" or "fraternal club" that:
  - Is exempt from federal income taxation;
  - Holds a beer; liquor or wine retailer's permit under that state's law; and
  - Provides food or alcoholic beverages only to its bona fide members and their guests.

#### ADDITIONAL REQUIREMENTS INCLUDE:

- Removal of all ashtrays and other smoking paraphernalia from any establishment where smoking is prohibited.
- Posting of a NO SMOKING sign or the international "NO SMOKING" symbol clearly and conspicuously in every public place and place of employment where smoking is prohibited.



#### **INSIDE:**

Ordinance Summary	1
Preparing Your Business	2
Responding to Customers	3
Financial Costs of Smoking	4

# Preparing Your Business



## CONSIDER ADOPTING YOUR OWN WRITTEN SMOKE FREE POLICY.

- Include the chain of command for responding to noncompliant customers.
- Disseminate it to all employees.
- Include this in your HR policy and share it with potential employees when hiring.
- Remember that you may adopt a more stringent policy if desired.

## NOTIFY EMPLOYEES ABOUT THE SMOKE FREE WORKPLACE LAW.

- Send a letter to each employee with a copy of the one-page ordinance summary.
- Announce the new law at regular meetings.
- Include articles in the company's newsletter.
- Post flyers on bulletin boards and other locations frequented by employees.
- Distribute payroll enclosures to publicize the new law and cessation resources.
- Focus on the health aspects and benefits of going smoke free.

*Post Flyers on  
bulletin boards  
and other  
locations  
frequented by  
employees.*

## EDUCATE AND TRAIN YOUR EMPLOYEES.

- Give them suggestions of what to say to customers who wish to smoke.
- Provide them with materials that explain the law that they can give to customers.
- Be sure they understand the chain of command and how to respond to complaints and violations.



## POST SIGNS OR POSTERS TO AVOID CUSTOMER CONFUSION.

- Post signs early to inform customers that the establishment will be smoke free **July 1, 2007**.
- Put a sign at the main entrance.
- Put signs in visible indoor places including restrooms, waiting areas, hallways, etc.

## DO NOT GIVE INDICATIONS THAT SMOKING IS ALLOWED.

- Take down "Designated Smoking Area" or "Smoking Allowed" signs in the building.



# Responding to customers

## KNOW THE ORDINANCE.

- Know the basic facts of the law and how to respond if customers have questions or refuse to comply.
- Remind customers that the law requires compliance and that the facility owner/operator is responsible for implementing the ordinance. Let the customer know that they can be fined for non-compliance as well.

## KNOW HOW TO TALK TO CUSTOMERS.

- Always be polite.
- Inform customers of the new law upon arrival or when taking the customers' orders. **Possible phrases to use are:**

"I just want to remind everyone that we are now a smoke free environment in accordance with the new law."

"I want to thank everyone for not smoking. If you want to smoke, we have a designated area outside for you."

- **Some possible phrases to use with customers who wish to smoke are:**

"I'm sorry, but you'll have to put out your cigarette or move outside. This is a smoke free establishment."

"The law requires that no smoking be allowed inside the workplace. We appreciate your cooperation."

## ENFORCE THE LAW.

- Remember the facility owner/operator is responsible for implementing and enforcing the ordinance within their establishment.
- Be sure you know what you can do to help keep customers in compliance with the law. The following reasonable steps can be taken.
- Refer to your employer's standard policy when dealing with behavioral problems. You should not, however, be put in any situation you feel is at all compromising.
- All unresolved problems should be reported to the facility owner/operator, who has ultimate responsibility.
- If the customer is being belligerent or threatens physical harm, you may want to involve the police. Use this solution as a last resort.

## OTHER SUGGESTIONS

- Provide gum or mints to customers.
- Print small request cards (business card size) to remind patrons of the law and to encourage patrons to stop smoking. Present these to violating customers.



*Know the basic facts of the law and how to respond if customers have questions... Always be polite.*



# Financial Costs of Smoking

**A SMOKE FREE WORKPLACE NOT ONLY HELPS TO CREATE A SAFE AND HEALTHY ENVIRONMENT, BUT CAN ALSO RESULT IN A NUMBER OF FINANCIAL BENEFITS:**

- Furniture, carpet and drapes are not ruined by cigarette burns and are not permeated by cigarette odors. They therefore last longer and do not have to be cleaned or replaced as often.
- Reduced number of fire incidents, and the potential for a reduced cost of fire insurance.
- Potential reduction in direct health care costs, including worker's compensation.
- Quicker turnover of tables in restaurants.
- Nonsmokers who have in the past avoided eating out may frequent the establishment now that it is smoke free.



**Annual Smoking-Attributable Economic Costs for Adults and Infants-United States, 1995-1999\***

COST COMPONENT	TOTAL COST (in billions)	COST PER SMOKER (in dollars)
<b>Adult costs</b>		
Annual productivity costs	\$81,872	<b>\$1,760</b>
Medical Expenditures, 1998	\$75,448	<b>\$1,623</b>
<b>Total adult costs</b>	<b>\$157,360</b>	<b>\$3,383</b>
<b>Total infant costs</b>	<b>\$366</b>	<b>\$704</b>
<b>Total adult and infant costs</b>	<b>\$157,726</b>	<b>\$4,087</b>

*\*Centers for Disease Control and Prevention*

**FINANCIAL BENEFITS OF SMOKE FREE WORKPLACE LAWS WHEN EMPLOYEES CHOOSE TO QUIT SMOKING OR SMOKE LESS FREQUENTLY:**

- Reduced absenteeism
- Reduced amount of work-time wasted by employees taking smoking breaks, which results in increased productivity.
- Reduced health insurance premium costs.
- Reduced risk of industrial accidents and occupational injuries.
- Reduced durability costs.
- Reduced number of disciplinary actions.

In a study of six large employers with a total of more than 46,000 employees, The Medstat Group determined that former smokers cost the companies \$4.5 million annually in health claims and current smokers cost \$2 million. The Centers for Disease Control and Prevention (CDC) has reported nationwide smoking-attributable productivity costs during the period 1995 to 1999 at more than \$81 billion annually. Combined with smoking-attributable medical expenditures of more than \$75 billion in 1999, the CDC reports a total economic loss in excess of \$157 billion annually.

**Serving to protect, provide and promote the health and well being of the citizens of Vigo County.**

147 Oak St.  
Terre Haute, IN 47807

Phone: 812-462-3428  
Fax: 812-234-1010  
Website: [www.vigocounty.org/health](http://www.vigocounty.org/health)