



What you need to know about the

Clean Indoor Air Ordinance

A Guide for Businesses in Grand Rapids

Effective Date: October 1, 2007

What does this Ordinance do?

Under this ordinance, smoking will not be allowed:

- in any **enclosed public or private worksite or any public place**. This includes any place where a member of the public or an employee is invited or permitted.
- in **business owned or leased vehicles**.
- **within 10' of doors, windows, and ventilation systems** of businesses covered by this ordinance.

Businesses will need to insure that their worksites comply with this ordinance

Which Businesses are Covered by the Ordinance?

Most businesses – excluding bars and restaurants - are covered by the Clean Indoor Air Ordinance. This includes retail, service, and other business entities. Convention halls, sports arenas, and bingo halls are included unless they qualify as a food service establishment.

Owners and/or managers of hotels, motels, apartment buildings, condominiums, mobile home parks, and other multiple-unit residential facilities must insure that all common areas (lobbies, hallways, etc.) comply with this ordinance.

Businesses that are NOT covered

- * *Food Service Establishments* including any place in which food or drink is prepared, provided or served to the public.
- * *Tobacco Specialty Stores*
- * *Hotel and Motel Rooms* rented to guests.
- * *Hotel and Motel Meeting Rooms or Places of Assembly* while being used for private functions (where admission is by personal invitation only).

What about Home-Based Businesses?

Any business in Grand Rapids where members of the public or employees are invited or permitted is covered under this ordinance.

While private homes are not covered under this ordinance, if your home is used for business purposes and members of the public and/or employees visit your business, that worksite is covered.

Next Steps for Your Business

There are a few steps that need to be taken to comply with the ordinance:

1. Adopt and Implement a Written Policy

Employers need to insure that all employees are aware of this policy PRIOR to its effective date. A written copy of the policy should be available upon request to any existing or prospective employee.

2. Post Signs

As of October 1, 2007, “This Building is Smoke-Free,” “No Smoking” the international “No Smoking” symbol or other appropriate signs need to be clearly posted in every facility where smoking is prohibited by this ordinance as well as at all entrances.

Signs will be available to download from www.tobaccofreepartners.org website and the City of Grand Rapids website in the near future.

Other resources may also be available to assist businesses soon.

3. Remove Ashtrays

All areas where smoking is prohibited must be free of all ashtrays and smoking receptacles. This includes the smoke-free areas outside the building that are within 10 feet of entryways, windows, and ventilation systems.

How Will the Ordinance Be Enforced?

If an employee, visitor or other member of the public observes a violation of this ordinance, that individual is encouraged to communicate directly with the business owner/manager. Businesses have a responsibility to keep all persons on the premises informed about the provisions of this ordinance to insure compliance.

If the individual believes his/her concern hasn't been adequately resolved, then he/she can contact appropriate City staff for further follow-up. Complaint forms will be available on the City website.

Non-compliance with the provisions of this ordinance by a business or individual will be considered a municipal civil infraction by the City.

Penalties

Penalties have not yet been established for businesses or individuals that are found not complying with the requirements of the ordinance. Penalty information will be in place prior to the effective date of the ordinance October 1, 2007.