

## North Carolina Smoke-Free Law: Checklist for Businesses

*Beginning 12:00 a.m. on January 2, 2010, a new law goes into effect that requires bars and restaurants to make all enclosed areas smoke-free. Smoking will also not be allowed in most enclosed areas of lodging establishments, such as hotels, motels, and inns, and other establishments if the establishment prepares and serves food or drink.*

### Before January 2, 2010

- Learn about the new law, and how it affects your business.  
Visit [www.smokefree.nc.gov](http://www.smokefree.nc.gov) to learn about the new law, 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. Other provisions are up to the business owner, such as whether to allow smoking in unenclosed areas, or if/how to provide break time for employees who smoke. For example, some business owners may decide to make all unenclosed areas smoke-free while others may designate an unenclosed area for people to smoke. If you choose to do this, it is most practical to locate the area away from doorways, windows and intake vents.
- 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 emails. 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 [www.smokefree.nc.gov](http://www.smokefree.nc.gov)
- 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 January 2, 2010

- Post the required no-smoking signs<sup>1</sup> in conspicuous locations.  
Signage is required to be posted and required signs should be available for download at [www.smokefree.nc.gov](http://www.smokefree.nc.gov) or can be downloaded and purchased through a local office supply or sign store.
- Remove indoor ashtrays and other smoking receptacles.  
Any receptacle that extinguishes or disposes of a tobacco product must be removed from indoor areas.
- Direct a person who is smoking to extinguish the cigarette, cigar or other item.
- Contact your local health director or visit [www.smokefree.nc.gov](http://www.smokefree.nc.gov) if you have questions.

### After January 2, 2010

- 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.  
Information about the law, compliance and enforcement of the law, and quit smoking resources may be helpful to keep for easy access.

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<sup>1</sup> The Commission for Public Health adopted administrative rules that provide more specific requirements on the signs and placement of the signs. Division of Public Health, 2009