

## HOW DO I HELP EMPLOYEES QUIT SMOKING?

You can help your employees learn more about quitting smoking. Refer employees to the Wisconsin Tobacco Quit Line at 1-800-QUIT-NOW or remind them that they can talk with their doctor about quitting.

## HOW DO I ENFORCE THE "REASONABLE DISTANCE RULE"?

Train your staff about the new law and post adequate signage BEFORE the effective date of the law. The reasonable distance rule says that smoking is not allowed within a reasonable distance of an entrance so that any outdoor smoke does not enter your establishment — it is your responsibility to ensure that it does not. Because each business is different, the law doesn't specify the exact distance between the outdoor smoking area and your doors.

## Help Your Business Count Down to Smoke-free Air.

### ONE MONTH BEFORE JULY 5, 2010

- Post signs at entrances, inside and in outdoor non-smoking areas
- Train employees on the new law — its provisions, fines, how to handle smokers, etc.
- Distribute pay stub insert or brochure (available from [www.WIBetterSmokeFree.com](http://www.WIBetterSmokeFree.com)) to all employees
- Consider a thorough cleaning — painting or washing walls, replacing ceiling tiles, and cleaning wall coverings and carpeting

### JULY 4 AND 5, 2010

- Remind employees and smoking patrons about the new law
- Remove ash trays
- Offer special "smoke-free" drinks or dishes

### AFTER JULY 5, 2010

- Celebrate the transition
- Enjoy the ongoing cost savings from employee wellness and reduced maintenance

### WHERE CAN I GET MORE INFORMATION?

For more information go to [www.WIBetterSmokeFree.com](http://www.WIBetterSmokeFree.com)

## READY TO QUIT SMOKING?

Call 1-800-QUIT-NOW or  
talk to your doctor for advice.

## Preparing Your Business for Wisconsin's SMOKE-FREE LAW

**STARTING JULY 5TH 2010,  
all workplaces including restaurants,  
bars and taverns in Wisconsin must be  
smoke-free to protect employees and  
the public from secondhand smoke.**

**WISCONSIN IS BETTER**

**SMOKE-FREE**

[www.WIBetterSmokeFree.com](http://www.WIBetterSmokeFree.com)

## DO I NEED TO POST SIGNS?

Yes. Signs prohibiting smoking must be posted at entrances and in prominent locations inside your business. Signs should provide directions or establish a location for outdoor smoking.

Posting signs before the effective date of the new law will help smooth the transition to smoke-free air for both employees and patrons. Free downloadable signs that you can print yourself are available at [www.WIBetterSmokeFree.com](http://www.WIBetterSmokeFree.com).

## HOW WILL THE NEW LAW BE ENFORCED?

Compliance with the law is the responsibility of the owner, manager or other person in charge. Local law enforcement will administer the law.

## HOW DO I DEAL WITH PEOPLE WHO WANT TO SMOKE?

Remind your customers and employees of the law and politely explain that they must step outside to smoke. Train your staff about what to say to customers — for example: “This is now a smoke-free establishment. You’ll have to put out your cigarette,” or “The new smoke-free law prohibits smoking indoors. Thank you for your cooperation.”

## WHAT DO I DO ABOUT A CUSTOMER WHO REFUSES TO COMPLY?

Use your normal protocol for removing a disruptive customer.

For example:

1. Refuse service
2. Ask them to leave
3. Call law enforcement

## WHAT HAPPENS IF I DON'T ASK A CUSTOMER TO STOP SMOKING?

If you fail to comply with the new law, you may be eligible for a fine.

## WHAT ARE THE PENALTIES?

If a person in charge does not enforce the law, the business and/or the person in charge can be fined \$100. Any person who continues to smoke in a smoke-free establishment can be fined \$100 to \$250.

## WHAT ABOUT A SMOKING BREAK ROOM FOR MY EMPLOYEES?

Employees (like customers) need to smoke outside. In fact, the smoke-free law prohibits employers from providing any indoor smoking. This includes separately ventilated rooms.

## FILING A COMPLAINT

Employees or the public may report non-compliance by going to [www.WIBetterSmokeFree.com](http://www.WIBetterSmokeFree.com) or calling 1-800-NO-SMOKE.

