



# City of Novato Smoke-Free Outdoor Dining Implementation Guide

Committed to Providing Clean Air in Novato

The Novato City Council has voted to adopt an ordinance regulating secondhand smoke, prohibiting smoking in certain public places and amending the Novato Municipal Code. The ordinance, which goes into effect July 22, 2008, limits public exposure to secondhand smoke in public indoor and outdoor areas. This implementation guide provides a brief overview of the ordinance for restaurant owners.

## POSTING OF SIGNS

The Person, Employer, Business or nonprofit entity with legal or actual control of a building subject to this ordinance shall clearly and conspicuously post "No Smoking" signs at entrances of every building, as well as every other place where smoking is prohibited.

The Following Window Decals are available Free of Charge at City Hall, Chamber of Commerce, and the County of Marin (while supplies last):



## CREATE A SMOKE-FREE WORKPLACE

The following are a few suggestions to undertake to effectively make your restaurant smoke-free, and ensure the smoothest transition possible for both your employees and your customers.

### ❖ Talk to your staff about the new smoke-free ordinance which regulates secondhand smoke in outdoor areas, and certain indoor areas.

- Explain that the new law prohibits smoking in all outdoor dining areas and a minimum of 20 feet around those areas.
- Make sure your staff is aware that health concerns are the reason for the new law.
- Train your staff on what they need to do to enforce your new policy – what to say to customers who wish to smoke. Make sure you focus on the new law and the health aspects and benefits of going smoke-free. Do not focus on the smoker.
- Create a written policy and ask your employees to sign a copy for their file to ensure that there are no opportunities for misunderstandings.
- Have material on hand about cessation classes and support for any of your smoking staff who express an interest in quitting.

### ❖ Prepare your property

- Make sure that you have removed all ashtrays, matchbooks and other smoking paraphernalia that might encourage smokers to light up in your patio area. Place any ash receptacles a minimum of 20 feet away from the main entrance and outdoor dining areas to set the boundaries. Offer gum or mints as an alternative to smoking.
- Post no smoking signs wherever possible, particularly in places where people tend to smoke: at entrances, on bulletin boards, in restrooms, in waiting areas – ask for input on other possible locations. Prominently displaying no smoking signs will make it obvious that the worksite is smoke-free and will eliminate any potential misunderstandings.

## FILING A COMPLAINT

- By mail/phone with the Marin County Tobacco Disease Control Program, 10 North San Pedro Road, Suite 1013, San Rafael, CA 94903, Phone: (415) 499-3020, or
- Online at [www.smokefreemarin.com](http://www.smokefreemarin.com)