

COMPLIANCE WITH LAKE FOREST SMOKING BAN ORDINANCE

1.0 Purpose:

- 1.1 To set forth policies governing City employee compliance with the Lake Forest Smoking Ban Ordinance.

2.0 Scope:

- 2.1 The purpose of the ordinance is to protect the public health, comfort and environment by prohibiting smoking in all public places and places of employment, in order to ensure that nonsmokers may breathe air free from the hazardous effects of secondhand smoke.
- 2.2 Definitions in the Ordinance which apply to City employees as stated in the Ordinance are, in part, as follows:
- A. **“Employee”** means any person who is employed by a business, and shall include the owner or operator of a sole proprietorship or other similar business entity.
  - B. **“Enclosed area”** means all space in any structure or building that is enclosed on all sides by any combination of walls, windows, or doorways, extending from floor to the ceiling.
  - C. **“Place of employment”** means any enclosed area of a business within the City where one or more employees are required or permitted by an employer to work in the course of their employment, and includes, without limitation, common work areas, private offices, auditoriums, classrooms, conference and meeting rooms, cafeterias, elevators, employee lounges, stairs, hallways, restrooms, medical facilities, private clubs, restaurants, and the interior of a vehicle of public conveyance.
  - D. **“Public place”** means any area that is open to and used by the general public, or any area to which the public is invited or in which the public is permitted, including without limitation:
    - (1) vehicles of public conveyance, including their loading areas and platforms (i.e., garages);
    - (2) common or public areas (including without limitation lobbies, hallways, reception areas, public restrooms, and elevators) of apartment buildings, condominiums, dormitory buildings, nursing home care facilities, and other multiple family residential structures;
    - (3) common or public areas (including without limitation lobbies, hallways, reception areas, public restrooms, and elevators) of any building or structure that is accessible to the public, including without limitation office, commercial, and industrial buildings, banks and financial institutions, educational institutions, health care facilities such as hospitals, clinics and doctors’ offices, museums, libraries, restaurants, polling places, government and City-owned buildings, food stores, cafeterias, theaters, auditoriums, train and bus stations, hotels, motels, and retail and service establishments;

- (4) rooms, chambers, halls, or other enclosed areas within which meetings, hearings, or gatherings are held, to which the public is invited or in which the public is permitted, including specifically, but without limitation, any enclosed area under the control of The City of Lake Forest; and
- (5) any outdoor public area, including parks, beaches, and Market Square, including sidewalks in the Square.

E. **“Smoke” or “smoking”** means inhaling, exhaling, burning, or carrying a lighted cigar, cigarette, pipe, electronic cigarette (e-cigarette) or other combustible substance in any manner or in any form.

### 3.0 **Action:**

3.1 The Director of Human Resources shall be fully responsible for administration of this directive and authorized to act in behalf of the City Manager in all matters relating to implementation of this Ordinance.

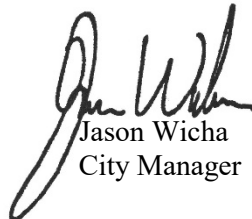
3.2 The following restrictions will be in place for employees:

- All buildings will be smoke free;
- No one will be allowed to smoke within 25 feet of an entrance to any City building;
- Smoking will not be allowed in any City vehicle;
- Smoking will not be allowed in City parks;
- Smoking will not be allowed at the train platforms;
- Smoking will not be allowed in Market Square, including sidewalks in the Square;
- Smoking will not be allowed at the Beach;
- Golfers **will be** allowed to smoke at the Deerpath Golf Course, however, they must be 75-feet away from the clubhouse; and
- Smoking **will be** allowed in parking lots as long as it is not within 25 feet of an entrance to any City building.

3.3 Employees violating the smoking ban will be subject to discipline under the City’s disciplinary policies (Administrative Directive 2-19). Should a complaint be filed with the police, an employee may also be subject to fines under the City’s Smoking Ban Ordinance.

### 4.0 **Distribution:**

4.1 Employee Information Site, [www.citylf.org](http://www.citylf.org) under HR/Personnel Policies.



Jason Wicha  
City Manager