

Charlie A. Dooley  
County Executive



Dolores J. Gunn, MD  
Director

Dear Manager/Owner,

This letter is to inform you that the new Indoor Clean Air Code that was approved by St. Louis County voters will take effect on January 2, 2011. It will prohibit smoking in all enclosed places of employment and enclosed public places, restaurants, and bars. Some exceptions in the Code include: drinking establishments (bars) with no more than 25% of gross sales of food, casino gaming areas, and at Lambert International Airport in areas designated and posted as smoking areas. The complete version of the Indoor Clean Air Code can be downloaded at <http://www.stlouisco.com>. Please click [here](#) for a link to the Highlights of the Indoor Clean Air Code, Complaint Form, and a List of Exempt Establishments.

Your responsibility as a manager/owner/person having control of one of the public places listed in the Code is to:

- Adopt, implement, increase awareness of, and maintain a written smoking policy which shall contain the following requirements: **Smoking shall be prohibited in all enclosed facilities within a place of employment without exception.**
- Provide a smoke-free workplace for all employees.
- Not knowingly permit or allow any person to violate the provisions of the Indoor Clean Air Code in the location under your authority.
- Communicate to all employees regarding the adoption of this smoking ban.
- Supply a written copy of the smoking policy upon request to any existing or prospective employee.
- Clearly and visibly post "No Smoking" signs near all entrances where smoking is prohibited by the Indoor Clean Air Code.

To view and download the County's official NO SMOKING sign and a sample SMOKING POLICY please visit <http://www.stlouisco.com/>.

Thank you in advance for complying with the Indoor Clean Air Code. If you have any questions, please contact our office at (314) 615-8900 for assistance.

Together we can work to protect public health by decreasing exposure to secondhand smoke in the County.

Sincerely,