



# Hotel Implementation Checklist

## Employer Duties

- Plan how the smoke-free policy will be implemented in your hotel.** Understand what the ordinance requires and ensure those provisions are implemented. Develop a policy for handling noncompliant guests.
- Educate your employees about the smoke-free policy.** Inform your staff about the smoke-free policy and get their feedback to assist with implementation. Explain their role in enforcing the policy. If you have employees who smoke, explain where and when they may smoke during work hours.
- Train your employees to implement the ordinance.** Train staff on the new requirements and the protocol for handling customers who are not following the ordinance. Help them prepare what to say to customers who smoke or vape. Ensure that they remind guests not to smoke or vape at check-in and request that guests contact management if they smell smoke or see other evidence of smoking or vaping in their room.
- Post the required no smoking or vaping signs.** Post signs on your property to let everyone know about the new policy. Remove all ashtrays and other smoking receptacles from prohibited areas. Signs should be posted in visible place throughout the building. Be sure to hang signs in plain view at entrances to your business and at the entrance of all restrooms.
- Remind guest of smoke free policy.** Be sure to inform guests at the time of booking and/or upon arrival at the hotel that smoking is not permitted inside the building. Advertise that you have a smoke-free building!
- If desired, create designated outdoor smoking areas.** Ensure that these areas are well marked and have appropriate outdoor smoking receptacles that are heavy (to prevent tipping over) and will not clog or become a fire hazard.

## Employees Duties

- Comply with the Smoke-Free Policy.
- Ensure guests do not smoke in the building and rooms.
- Report incidents of smoking in smoke-free areas.

**The Health Department is available to assist you in this process and answer any questions.**

Phone: 311 or (877) 286-6431 Email: [smokefree@nola.gov](mailto:smokefree@nola.gov)