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## Creating a Smoke-Free Workplace: Chicago and Illinois Requirements

The first place to start in creating a workplace policy is to look at the state and local municipal laws to determine what smoking cessation requirements exist for businesses.

Chicago's ***Clean Indoor Air Act*** prohibits smoking in virtually all enclosed public places and enclosed places of employment, as well as within 15 feet of the entrance to the business. It does exempt some hotel sleeping rooms and retail tobacco stores. Additionally, the law allows owners of buildings not covered by the law to declare their building smoke-free.

For more information and a copy of the Chicago ordinance go to a [City of Chicago Smoking Ordinance](#).

The ***Illinois Smoke-Free Act*** requires businesses to:

- Not permit smoking at the business or within 15 feet of the entrance, windows or ventilation intakes;
- Remove ashtrays from areas where smoking is prohibited; and
- Communicate that smoking is prohibited in place of employment to all existing employees and applicants for employment

In addition, in Illinois an employer can designate any **NON-ENCLOSED** area a non-smoking area, such as parking lots.

**Fines** for not implementing the law at your Illinois business start at \$250 for first violation; \$500 for second violation and \$2500 for all subsequent violations within one year of the first one.

**“No smoking” signs** that comply with the law are required to be posted at entrances, windows and ventilation intakes.

Sign requirements:

- Signs are to be no smaller than 5x7”, with number and letters visible from 5 feet away;
- Signs must contain a “burning cigarette” enclosed in a red circle with red bar across it or words “No Smoking”
- Signs must contain telephone number and website of IDPH to make complaints

Below are samples of approved “No Smoking” sign for businesses to post.



[No Smoking Sign \(English\)](#) - PDF

[No Smoking Sign \(Spanish\)](#)

To download and print quantities of these signs for your worksite, as well as for more information on the Illinois Smoke-Free Act, go to [Illinois Smoke-Free Act and Smoking Cessation Resources](#).