

## COUNTY SMOKING POLICY

Pursuant to Section 1399-o of the New York State Public Health Law, it shall be the policy of the County of Delaware that nonsmokers using County owned or operated facilities shall not be exposed to second-hand tobacco smoke and that all employees will be provided a smoke-free work area hereinafter provided.

Public Access Areas: No person, including but not limited to employees, the general public, clients, vendors, salespersons, etc., shall smoke in any indoor area or portion thereof of any County owned or operated building or area, except the County Countryside Care Center may designate smoking areas within the facility where residents may smoke pursuant to the Patient's Bill of Rights and Section 1399-o of the Public Health Law.

Non-Public Access Areas: There shall be no smoking in any indoor area or portion thereof under the control of the County of Delaware in which employees of the County perform services but which are not generally accessible to the public including but not limited to offices, regularly assigned work areas, County owned vehicles, employee cafeterias, lunch rooms, break areas, lounges, etc.

Departments may only adopt internal smoking policies that are consistent with this policy and the law. All departmental smoking policies shall be subject to the review and approval of the Personnel Office prior to adoption and implementation.

Departments shall prominently post this policy and any departmental smoking policies and shall supply a copy upon request to any existing or prospective employee. The Personnel Office shall provide each new employee with a copy of this policy.

The Personnel Office shall coordinate the implementation of this policy and Article 13E for all County departments, and ensure that appropriate signage is installed in all County buildings.

Department Heads shall:

1. Be responsible for insuring that this policy and the law are implemented and adhered to within the County building(s) or areas of County building(s) for which they are responsible.
2. Designate an individual responsible for informing individuals (public and employees) smoking in an area in which smoking is not permitted, that they are in violation of the law and this policy.

Employees who smoke in non-smoking areas are in violation of New York State law and/or this policy and are subject to appropriate disciplinary action.