



Sample Email Regarding Tobacco Free Policy And Ohio Smoke Free Workplace Law

Dear faculty, staff, students, and visitors:

This is a reminder that Ohio State's Nonsmoking Policy and the Ohio Smoke-Free Workplace Law ([ORC Chapter 3794](#)) are in effect. Please ensure that you follow these requirements:

- Smoking is prohibited inside buildings or under outside overhangs (e.g. the arched walkway outside of the Science and Engineering Building, covered loading docks, covered porches, etc.)
- Smoking is prohibited within 25 feet of all doors, windows that open, and air intakes
- All individuals must discontinue smoking when asked to do so in locations where smoking is prohibited by law.

Under Ohio Law, individual fines may be up to \$100 and institutional fines may range from \$100 - \$2,500 per occurrence.

Effective January 1, 2014, our [Tobacco Free Ohio State](#) policy is in effect and smoking and the use of tobacco in any form is prohibited on any university owned, operated, or leased property, including university vehicles. Smoking and the use of tobacco in any form is also prohibited in personal vehicles while on university owned, operated, or leased property.

We appreciate your cooperation and compliance with our policy and the law.

Unit Leader
Title

C: File