



Sample Email Regarding Tobacco Free Policy and the Ohio Smoking Ban Law

Dear faculty, staff, students, and visitors:

This is a reminder that the university's [Tobacco Free](#) policy and Ohio's [Smoking Ban](#) law are in effect. Please ensure that you follow the law's requirements, which include:

- 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.

In addition, the [Tobacco Free](#) policy prohibits smoking and the use of tobacco in any form 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