

Attachment 1

- Print Out of www.smokefreecc.org homepage

Tobacco Prevention

Smokefree Contra Costa

- [Frequently Asked Questions](#)
- [List of Properties](#)
- [Report a Violation](#)
- [What to Say](#)
- [Copy of the Law](#)
- [Publicity Kit](#)
- [Cessation Resources](#)
- [Tell Us Your Story](#)

Secondhand Smoke

In the News

Reducing Access to Tobacco

Tobacco Retailers

Landlords

Tobacco-Related Complaints

Youth & Tobacco

Health Disparities

Facts

Publications

Cessation Resources

Resources

Related Links

[Tobacco Prevention Coalition](#)

[Community Wellness & Prevention Program](#)

Popular Pages

[Measles](#)

[Affordable Care Act](#)

[HeartSafe Community](#)



As of March 1, 2015 all Contra Costa County-owned and leased properties will be 100% Smoke-free.

What the Law Means

Smoking, including the use of cigarettes, cigars, water pipes, pipes, hookah, marijuana (including medical marijuana) and electronic smoking devices like e-cigarettes and vapor pens, is not permitted in all indoor and outdoor areas, including parking lots, courtyards and break areas, of every building and property owned or solely leased by the County and in County vehicles. See the [complete list of properties](#) included under this ordinance or call 925-313-6214.

**REPORT
A
VIOLATION**

Why Is Contra Costa County Going Smoke-free?

The Contra Costa County Board of Supervisors adopted this law June 3, 2014 to improve the health and safety of people visiting and working at county facilities. Smoking is the leading cause of preventable death in the United States and the U.S. Surgeon General has stated that there is no safe level of exposure to secondhand smoke. Given this data and our role as service providers for thousands of people in the county, the Board of Supervisors adopted this law to create a smoke-free environment for employees and visitors.

How the Law Will Be Enforced

This law is designed to be enforced through signage and education, however, Sheriff's deputies may issue citations. See our [guidance](#) about what to say to someone you see smoking on County property.

- [Frequently Asked Questions](#)

What resources are available to help me stop smoking, using other tobacco products and/or electronic smoking devices?

This policy is an important health and safety initiative. If you would like support quitting tobacco and/or electronic smoking devices, call **888-877-4202** or go to cchealth.org/tobacco/time-to-quit-smoking.php for a list of local resources to help you quit. In addition, the State of California has a free "Quit Smoking" hotline that offers ongoing one-on-one counseling and cessation materials in several languages.

English speakers	1-800- NO- BUTTS (1-800-662-8887)
Spanish speakers	1-800-45-NO-FUME (1-800-456-6386)
Mandarin and Cantonese	1-800-838-8917
Vietnamese	1-800-778-8440
Korean	1-800-556-5564
TDD/TYY	1-800-933-4TDD (1-800-933-4833)

You may contact the Tobacco Prevention Project to [report complaints and/or possible violations](#) of

Attachment 2

- Smokefree CC “Flyers” (English and Spanish)

SMOKE-FREE CONTRA COSTA



WE ARE GOING SMOKE-FREE!

**STARTING
MARCH 1, 2015**

For a healthier community, smoking, including use of e-cigarettes and all other electronic smoking devices, will be prohibited in all buildings, parking lots and grounds of this property starting 3/1/15.

NEED HELP QUITTING?

Call 888-877-4202 or
visit SmokeFreeCC.org.



SmokeFreeCC.org

CONTRA COSTA LIBRE DE HUMO



ESTAREMOS LIBRES DE HUMO

**a partir del
1.º de marzo de 2015**

Para lograr una comunidad más sana, a partir del 1º de marzo de 2015 estará prohibido fumar, lo que incluye el uso de cigarrillos electrónicos y otros dispositivos similares, en todos los edificios, estacionamientos y espacios de este establecimiento.

¿NECESITA AYUDA PARA DEJAR DE FUMAR?

Llame al 888-877-4202 o
visite SmokeFreeCC.org.



SmokeFreeCC.org

Attachment 3

- Smokefree CC of “Frequently Asked Questions”
(Public version)

SMOKE-FREE CONTRA COSTA



FREQUENTLY ASKED QUESTIONS

1. Why do we have this law?

The Contra Costa County Board of Supervisors adopted this law June 3, 2014 to improve the health and safety of people visiting and working at county facilities. Smoking is the leading cause of preventable death in the United States and the U.S. Surgeon General has stated that there is no safe level of exposure to secondhand smoke. Given this data, and our role as service providers for thousands of people in the county, the Board of Supervisors adopted this law to create a smoke-free environment for employees and visitors.

2. Where is smoking prohibited?

- In all buildings, vehicles, and other enclosed areas occupied by county employees, owned or leased by the county, or otherwise operated by the county.
- All outdoor areas owned or leased by the county, including parking lots (including inside personal vehicles in parking lots), the grounds of the county's hospital and health clinics, and the grounds of all other buildings owned or leased by the county.

For a complete list of properties included under this ordinance, please go smokefreecc.org or call 888-877-4202.

3. What is considered "smoking?" and therefore prohibited by the law?

Use of cigarettes, cigars, water pipes, pipes, hookahs, marijuana (including medical marijuana) and electronic smoking devices, such as e-cigarettes and vapor pens.

4. When does this law take effect?

Contra Costa Regional Medical Center and health center campuses have been 100% smoke-free under the county law since 2006, and electronic smoking devices were prohibited in 2013. All other properties owned or leased by the county will become 100% smoke-free on March 1, 2015.



(Continued next page)

5. To whom does the law apply?

This law applies to anyone in a building, vehicle or on the grounds of a property owned or leased by Contra Costa County, including employees, patients, visitors, vendors, and subcontractors.

6. Why are electronic smoking devices included in this law?

The U.S. Food and Drug Administration (FDA) does not consider electronic smoking devices, such as electronic cigarettes and vapor pens, to be safe. There is a growing public health concern that the use of electronic smoking devices in public places may undermine smoke-free ordinances and increase social acceptance of smoking, especially among youth. There is also a concern that they may trigger relapse in those who are trying to quit smoking. FDA-approved smoking cessation aids, such as nicotine gum and patches, are not prohibited by this law.

7. Where can I smoke or use electronic smoking devices?

This law applies to buildings, vehicles and properties owned or leased by the county. Smoking, including use of electronic smoking devices, is subject to local laws elsewhere.

8. Can I smoke in my personal vehicle?

Smoking or use of electronic smoking devices is not permitted in your personal vehicle, whether parked or in motion, if it is located on property owned or leased by the county.

9. How do I know what property is owned or leased by the county?

The County does not own the sidewalks and streets that border its properties. We ask that staff, patients and visitors be courteous if leaving the property to smoke or use electronic smoking devices by disposing of their tobacco butts or other waste in appropriate receptacles and being respectful of others nearby. For a complete list of properties included under this ordinance, please go smokefreecc.org or call 888-877-4202.

10. Are there designated smoking areas on properties owned or leased by the county?

No. Shelters and ash canisters in existing smoking areas will be removed by March 1, 2015.

11. How is the law being enforced?

This law is designed to be enforced through signage and education. However, staff who violate the law may be subject to disciplinary action. As this law is a county law, Sheriff's deputies may also issue citations.

12. What should I do if I see someone smoking or using electronic smoking devices on property owned or leased by the county?

You can help make Contra Costa smoke-free.

- If you feel comfortable you may respectfully inform these individuals of the County law prohibiting smoking or using electronic smoking devices anywhere on the property. You may also hand them a "Smoke-free Policy Reminder Card" (to order cards, email tobaccopreventionproject@hsd.cccounty.us or call 888-877-4202). The cards will serve as a tool for individuals to notify smokers who are not familiar or in compliance with the policy.
- Individuals may also choose to engage Sheriff's deputies on the premises to address the situation as appropriate.

13. How will you protect individuals who are helping to enforce this policy?

There will be no penalty against anyone seeking to enforce this policy in a courteous and respectful manner.

14. Do I have to quit using tobacco or electronic smoking devices?

No. The law does not require anyone to quit. However, this may be a good time to try to quit.

15. What resources are available to help me stop smoking?

If you would like support quitting tobacco or electronic smoking devices, go to www.cchealth.org/tobacco/time-to-quit-smoking.php for a list of local cessation resources.

In addition, California has a free helpline that offers ongoing one-on-one counseling and cessation materials in several languages.

English speakers	1 -800- NO- BUTTS (1-800-662-8887)
Spanish speakers	1-800-45-NO-FUME (1-800-456-6386)
Mandarin and Cantonese	1-800-838-8917
Vietnamese	1-800-778-8440
Korean	1-800-556-5564
TDD/TTY	1-800-933-4TDD (1-800-933-4833)

16. If I choose to continue to smoke or use electronic smoking devices during work hours, but I do not have enough time to step off-campus to smoke, what am I supposed to do?

Nicotine is a highly addictive drug and waiting until lunch-time or after work to smoke may be difficult for some. FDA-approved nicotine replacement products such as gum or lozenges may help some smokers when it is inconvenient to smoke or use electronic smoking devices. Please work with your healthcare provider to determine if these products are appropriate for you.

17. This smoke-free law will force staff, patients, visitors and vendors to leave the property to smoke or use electronic smoking devices. What about their personal safety, especially when it is dark?

Everyone is encouraged to be mindful of their personal safety while on or off County property. If staff, patients, visitors or contractors need to meet nicotine needs without leaving county property they should speak with their healthcare provider to discuss medications such as the nicotine patch, gum, lozenge, nasal spray or inhaler.

18. What about neighbors next to properties owned or leased by the county?

Please help us maintain a positive relationship with our neighbors that border our properties. People who continue to smoke or use electronic smoking devices during work hours should not litter nor congregate on neighboring property.

19. Don't I have a right to smoke or use electronic smoking devices on properties owned or leased by the County?

Using tobacco and electronic smoking devices is a personal choice, not a legally protected right. In addition, prohibiting smoking and use of electronic smoking devices in buildings and vehicles and on properties owned or leased by the county preserves everyone's right to breathe clean, smoke-free air, while allowing adults who smoke to continue to do so off the premises. This decision supports the rights and privileges of both smokers and non-smokers alike.

20. Do smoke free policies really help?

Yes! According to the Centers for Disease Control & Prevention, smoking bans and restrictions lead to a reduction in the amount of daily smoking among employees and an increase in the number of individuals who stop smoking. Smoke-free properties and workplaces also reduce the risk of non-smokers developing heart disease and lung cancer due to secondhand smoke exposure.

21. Whom do I contact if I have additional questions about the law?

For comments or questions regarding this law, contact the Tobacco Prevention Project at tobaccopreventionproject@hsd.cccounty.us, 1-888-877-4202 or visit SmokeFreeCC.org.



SmokeFreeCC.org

Attachment 4

- Smokefree CC “Reminder Cards”

SMOKE-FREE CONTRA COSTA



For a healthier community,
our property, including
parking lots and other
outdoor areas, is
100% smoke-free.

**THANK YOU FOR NOT SMOKING
OR USING E-CIGARETTES
WHILE ON OUR PROPERTY.**
Contra Costa Code 445-4.002

SmokeFreeCC.org

SMOKE-FREE CONTRA COSTA



WANT TO QUIT?

For local classes, call:
(925) 313-6214
CA Smokers' Helpline:
1-800-NO-BUTTS
WWW.NO BUTTS.ORG

Learn more:
SmokeFreeCC.org

CONTRA COSTA LIBRE DE HUMO



Para lograr una comunidad
más sana, nuestro
establecimiento, incluidos
sus estacionamientos y
espacios exteriores, es
100% libre de humo.

**GRACIAS POR NO FUMAR NI
USAR CIGARRILLOS ELECTRÓNICOS
MIENTRAS PERMANEZCA EN
NUESTRO ESTABLECIMIENTO.**
Código de Contra Costa 445-4.002

SmokeFreeCC.org

CONTRA COSTA LIBRE DE HUMO



¿QUIERE DEJAR DE FUMAR?

Para cursos locales,
llame al:
(925) 313-6214
Línea de Ayuda para
Fumadores de California:
1-800-NO-BUTTS
WWW.NO BUTTS.ORG

Más información:
SmokeFreeCC.org

Attachment 5

- Smokefree CC “What to Say If You See Someone Smoking On County Property”

SMOKE-FREE CONTRA COSTA



WHAT TO SAY IF YOU SEE SOMEONE SMOKING ON COUNTY PROPERTY

AS OF MARCH 1, 2015 ALL CONTRA COSTA COUNTY-OWNED AND LEASED PROPERTIES WILL BE 100% SMOKE-FREE.

You can help make Contra Costa smoke-free!

If you see someone smoking in a prohibited area you may want to consider the following options:

- If you feel comfortable you may respectfully inform these individuals of the County law prohibiting smoking or using electronic smoking devices anywhere on the property. See the "Suggested Language" section for ideas about how to start the conversation.
- You may also hand them a "Smoke-free Policy Reminder Card" (to order cards, email tobaccopreventionproject@hsd.cccounty.us or call 1-888-877-4202). The cards will serve as a tool for individuals to notify smokers who are not familiar or in compliance with the policy.
- Individuals may also choose to engage Sheriff's deputies on the premises to address the situation as appropriate.

ATTITUDE

We want to protect the health of everyone while they are on County property while respecting community members. These communication guidelines provide language to inform and educate violators to stop smoking without provoking a confrontation or creating bad feelings.



SmokeFreeCC.org

SUGGESTED LANGUAGE

1. If the person smoking appears to be unaware of the law, you might begin by handing them a "Smokefree CC" policy card [link to web page where can get these] and saying something like:

"Excuse me. I'm sorry to interrupt you but smoking is no longer permitted on County property. People are now asked to go off the property if they want to smoke. Smoking is permitted beyond that point [indicate where the property ends]."

2. If the person smoking does not respond by extinguishing his or her smoking product, you might say something like...

"I understand that it may be inconvenient, but it's important for the health of all of our staff and visitors that people not smoke on the campus while they are here. If you are going to continue to smoke, you'll need to move off the property. Thanks for your cooperation."

3. If the person still refuses to abide by the smoke-free policy...

Let the matter drop and report the encounter here: <http://cchealth.org/tobacco/smokefree/violation.php> or, if appropriate/available notify a sheriff's deputy.

4. If the person becomes confrontational or abusive...

Walk away. If you fear for your safety — call 911. Report the encounter to the feedback link listed here: <http://cchealth.org/tobacco/smokefree/violation.php>

Attachment 6

- Smokefree CC of “Frequently Asked Questions”
(Staff version)

SMOKE-FREE CONTRA COSTA



FREQUENTLY ASKED QUESTIONS

1. Why do we have this law?

The Contra Costa County Board of Supervisors adopted this law June 3, 2014 to improve the health and safety of people visiting and working at county facilities. Smoking is the leading cause of preventable death in the United States and the U.S. Surgeon General has stated that there is no safe level of exposure to secondhand smoke. Given this data, and our role as service providers for thousands of people in the county, the Board of Supervisors adopted this law to create a smoke-free environment for employees and visitors.

2. Where is smoking prohibited?

- In all buildings, vehicles, and other enclosed areas occupied by county employees, owned or leased by the county, or otherwise operated by the county.
- All outdoor areas owned or leased by the county, including parking lots (including inside personal vehicles in parking lots), the grounds of the county's hospital and health clinics, and the grounds of all other buildings owned or leased by the county.

For a complete list of properties included under this ordinance, please go smokefreeecc.org or call 888-877-4202.

3. What is considered "smoking?" and therefore prohibited by the law?

Use of cigarettes, cigars, water pipes, pipes, hookahs, marijuana (including medical marijuana) and electronic smoking devices, such as e-cigarettes and vapor pens.

4. When does this law take effect?

Contra Costa Regional Medical Center and health center campuses have been 100% smoke-free under the county law since 2006, and electronic smoking devices were prohibited in 2013. All other properties owned or leased by the county will become 100% smoke-free on March 1, 2015.



(Continued next page)

5. To whom does the law apply?

This law applies to anyone in a building, vehicle or on the grounds of a property owned or leased by Contra Costa County, including employees, patients, visitors, vendors, and subcontractors.

6. Why are electronic smoking devices included in this law?

The U.S. Food and Drug Administration (FDA) does not consider electronic smoking devices, such as electronic cigarettes and vapor pens, to be safe. There is a growing public health concern that the use of electronic smoking devices in public places may undermine smoke-free ordinances and increase social acceptance of smoking, especially among youth. There is also a concern that they may trigger relapse in those who are trying to quit smoking. FDA-approved smoking cessation aids, such as nicotine gum and patches, are not prohibited by this law.

7. Where can I smoke or use electronic smoking devices?

This law applies to buildings, vehicles and properties owned or leased by the county. Smoking, including use of electronic smoking devices, is subject to local laws elsewhere.

8. Can I smoke in my personal vehicle?

Smoking or use of electronic smoking devices is not permitted in your personal vehicle, whether parked or in motion, if it is located on property owned or leased by the county.

9. How do I know what property is owned or leased by the county?

The County does not own the sidewalks and streets that border its properties. We ask that staff, patients and visitors be courteous if leaving the property to smoke or use electronic smoking devices by disposing of their tobacco butts or other waste in appropriate receptacles and being respectful of others nearby. For a complete list of properties included under this ordinance, please go smokefreecc.org or call 888-877-4202.

10. Are there designated smoking areas on properties owned or leased by the county?

No. Shelters and ash canisters in existing smoking areas will be removed by March 1, 2015.

11. How is the law being enforced?

This law is designed to be enforced through signage and education. However, staff who violate the law may be subject to disciplinary action. As this law is a county law, Sheriff's deputies may also issue citations.

12. What should I do if I see someone smoking or using electronic smoking devices on property owned or leased by the county?

You can help make Contra Costa smoke-free.

- If you feel comfortable you may respectfully inform these individuals of the County law prohibiting smoking or using electronic smoking devices anywhere on the property. You may also hand them a "Smoke-free Policy Reminder Card" (to order cards, email tobaccopreventionproject@hsd.cccounty.us or call 888-877-4202). The cards will serve as a tool for individuals to notify smokers who are not familiar or in compliance with the policy.
- Individuals may also choose to engage Sheriff's deputies on the premises to address the situation as appropriate.

13. How should managers/supervisors talk to employees about the policy?

We recommend that managers/supervisors remind employees of this policy and seek their cooperation with compliance.

14. What should managers/supervisors do if one of their employees violates the policy?

A face-to-face meeting with the employee to discuss concerns is always the best place to start. The following tips can help:

- Begin with a verbal reminder of the policy. Emphasize that you don't expect or require the employee to quit smoking, but that the employee must comply with the smoke-free policy while in buildings, vehicles and on properties owned or leased by the County.
- If the employee indicates an interest in quitting, direct him or her to www.cchealth.org/tobacco/time-to-quit-smoking.php or call 888-877-4202 for information on how to quit.
- If verbal reminders have not worked: Provide a copy of the ordinance to the employee reminding and advising him/her of the ordinance.
- If the employee continues to violate the ordinance, contact your Personnel Analyst

15. I supervise several employees who smoke or use electronic smoking devices. How will they manage under the new policy?

Should they choose to do so, employees may use their allotted work breaks to travel off-the property to smoke or use electronic smoking devices. However, employees will not be given additional break time for smoking. Supervisors must be clear with employees on this matter.

16. How will you protect individuals who are helping to enforce this policy?

There will be no penalty against anyone seeking to enforce this policy in a courteous and respectful manner.

17. Do I have to quit using tobacco or electronic smoking devices?

No. The law does not require anyone to quit. However, this may be a good time to try to quit.

18. What resources are available to help me stop smoking?

If you would like support quitting tobacco or electronic smoking devices, go to www.cchealth.org/tobacco/time-to-quit-smoking.php for a list of local cessation resources.

In addition, California has a free helpline that offers ongoing one-on-one counseling and cessation materials in several languages.

English speakers	1-800- NO- BUTTS (1-800-662-8887)
Spanish speakers	1-800-45-NO-FUME (1-800-456-6386)
Mandarin and Cantonese	1-800-838-8917
Vietnamese	1-800-778-8440
Korean	1-800-556-5564
TDD/TTY	1-800-933-4TDD (1-800-933-4833)

19. If I choose to continue to smoke or use electronic smoking devices during work hours, but I do not have enough time to step off-campus to smoke, what am I supposed to do?

Nicotine is a highly addictive drug and waiting until lunch-time or after work to smoke may be difficult for some. FDA-approved nicotine replacement products such as gum or lozenges may help some smokers when it is inconvenient to smoke or use electronic smoking devices. Please work with your healthcare provider to determine if these products are appropriate for you.

20. This smoke-free law will force staff, patients, visitors and vendors to leave the property to smoke or use electronic smoking devices. What about their personal safety, especially when it is dark?

Everyone is encouraged to be mindful of their personal safety while on or off County property. If staff, patients, visitors or contractors need to meet nicotine needs without leaving county property they should speak with their healthcare provider to discuss medications such as the nicotine patch, gum, lozenge, nasal spray or inhaler.

21. What about neighbors next to properties owned or leased by the county?

Please help us maintain a positive relationship with our neighbors that border our properties. People who continue to smoke or use electronic smoking devices during work hours should not litter nor congregate on neighboring property.

23. Do smoke free policies really help?

Yes! According to the Centers for Disease Control & Prevention, smoking bans and restrictions lead to a reduction in the amount of daily smoking among employees and an increase in the number of individuals who stop smoking. Smoke-free properties and workplaces also reduce the risk of non-smokers developing heart disease and lung cancer due to secondhand smoke exposure.

24. Whom do I contact if I have additional questions about the law?

For comments or questions regarding this law, contact the Tobacco Prevention Project at tobaccopreventionproject@hsd.cccounty.us, 1-888-877-4202 or visit SmokeFreeCC.org



SmokeFreeCC.org

Attachment 7

- Mock up of Smokefree CC property signs

24 in

12 in



WELCOME TO OUR SMOKE-FREE PROPERTY

Smoking, including use of e-cigarettes and all other electronic smoking devices, is prohibited in all buildings, parking lots and grounds.



Need help quitting? Call 888-877-4202 or visit SmokeFreeCC.org

Attachment 8

- “A Guide to Contra Costa County’s Secondhand Smoke Protections Ordinance” brochure
- “For Property Managers, Developers and Landlords in unincorporated Contra Costa: Information on Contra Costa County’s Secondhand Smoke Protections Ordinance” brochure.

In 2006, the California Air Resources Board (CARB) designated secondhand smoke as a toxic air contaminant that may cause or contribute to an increase in deaths or in serious illness or pose a hazard to human health, particularly in children.

Why is this Ordinance Important?

There is no safe level of exposure to secondhand smoke. This ordinance helps to protect everyone who lives and works in the unincorporated communities of Contra Costa County from the harmful effects of secondhand smoke.

Secondhand smoke causes as many as 53,000 deaths each year in the United States, approximately 6,000 of which occur in California. Health impacts of Secondhand Smoke (SHS) in California each year include:

- Over 400 lung cancer deaths
- Over 3,600 cardiac deaths
- About 31,000 episodes of asthma
- About 1,600 cases of low birth weights in newborns
- Over 4,700 cases of premature births

If you or someone you know would like to quit smoking, call
1-800-NO BUTTS
for free cessation services and more information.

Who do I call to make a complaint?

Any person may call the Contra Costa Health Services Tobacco Prevention Project at 888-877-4202.

What happens after a complaint is made?

A warning letter will be sent to the business owner about a possible violation of the ordinance. Failure to comply with the ordinance may result in fines.

Are there other remedies under the law?

Under the Americans with Disabilities Act, violators may be sued for \$50,000 for the first violation and \$100,000 for the second violation, plus attorney's fees, if a member of the public experiences damage to their health due to secondhand smoke exposure.

For more information or to order signage for your business, contact the Tobacco Prevention Project or visit our website.



CONTRA COSTA

HEALTH SERVICES

Contra Costa Public Health

Tobacco Prevention Project

597 Center Ave, Suite 125

Martinez, CA 94553

888-877-4202 Complaint line

925-313-6214 Office

925-313-6864 Fax

<http://www.cchealth.org/topics/tobacco>

Many services are covered by Medi-Cal. If you would like to receive information regarding Medi-Cal eligibility call the Social Services office: 1-800-709-8348.

August 2013

A Guide to Contra Costa County's Secondhand Smoke Protections Ordinance



About the Ordinance

New laws in Contra Costa County reduce secondhand smoke exposure among residents, visitors and workers in all unincorporated communities of Contra Costa County (County Ordinance Code Chapter 445-4).

Where Smoking is Prohibited

Smoking of any tobacco product or plant (including the use of a hookah pipe, medical marijuana or Electronic Nicotine Delivery System (ENDS) such as an e-cigarette) is prohibited in the following areas:

Indoor Areas

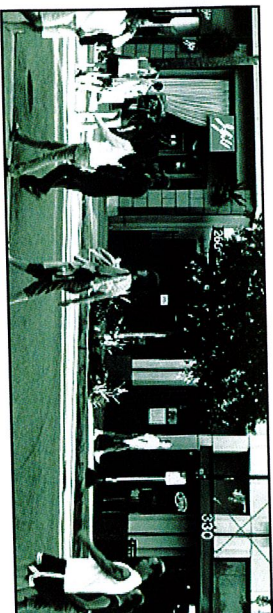
All workplaces and indoor areas open to the public, including tobacco shops, owner- or volunteer-operated businesses and hotel lobbies.

Outdoor Areas

- All areas within 20 feet of the doors, operable windows, air ducts, and ventilation systems of any enclosed worksite or enclosed places open to the public, except while passing on the way to another destination;
- Outdoor dining areas at bars and restaurants and outdoor lounges and dining areas at places of employment;
- Public parks and on public trails;
- Outdoor public service areas (e.g., ATMs, ticket lines, and bus stops); and
- Outdoor public events (e.g., fairs, festivals, concerts, and farmers' markets).

Health Care Campuses

- Smoking is prohibited on the campus of Contra Costa Regional Medical Center and all County-operated healthcare clinics.



Multi-Unit Housing (two or more units)

- Common indoor and outdoor areas;
- Within 20 feet of doors, windows, air ducts and ventilation systems of multi-unit housing residences, except while walking from one destination to another;
- On all balconies, patios, decks and in carports; and
- In 100% of all dwelling units of multi-unit housing residences that receive a building permit after January 1, 2011.

Multi-unit Housing Landlord Requirements

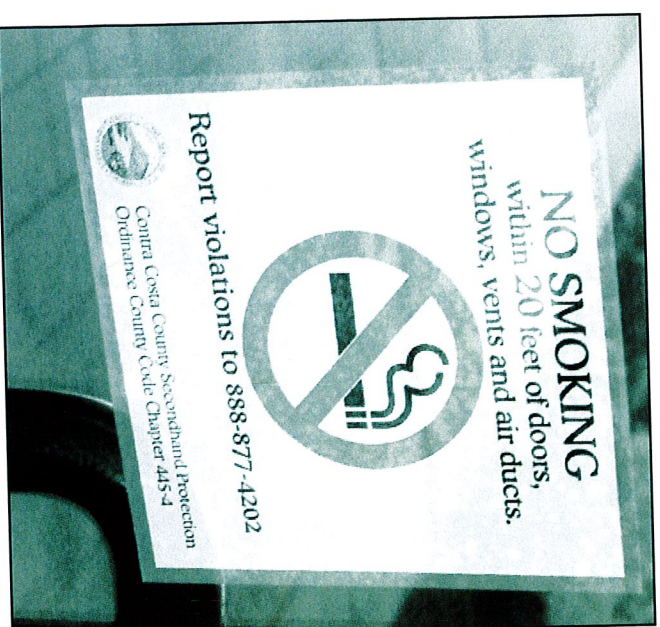
Under the law, landlords are required to:

- Maintain and keep on file at the premises: (1) a list of all designated non-smoking units at the residence; (2) a floor plan of the residence that identifies the location of all designated non-smoking units, any units where smoking is permitted and any designated outdoor smoking areas;
- Provide a copy of the list and floor plan, and a copy of any policy for addressing smoking complaints to each prospective tenant along with every new lease or rental agreement for the occupancy of a unit in a multi-unit residence; and
- Include lease terms with a clause stating it is a material breach of the lease to smoke in a non-smoking unit or in any indoor or outdoor common area where smoking is prohibited.

Landlord, Owner and Manager Requirements

In every building or other place where smoking is prohibited by law, the owner, operator or manager must:

- Post "No smoking" signs with letters of not less than one inch in height, or the use of the international "No Smoking" symbol (consisting of a burning cigarette in a red circle with a red bar across it), visibly in every building or other place where smoking is regulated by the owner, operator, manager or other person having control of the building or other place.
- Not allow ashtrays or other receptacles for disposing of smoking material where smoking is prohibited; and
- Not knowingly allow smoking in smoking prohibited areas. The owner, operator or manager must request that the person stop smoking and if the person fails to stop, ask them to leave the premises.



Landlord Liability

- Landlords are not liable for a tenant's breach of the smoking regulations if (1) the landlord has fully complied with all provisions of the law; and (2) upon receiving a signed written complaint regarding prohibited smoking, the landlord provides warning to the offending tenant. Upon receiving a second signed, written complaint against the offending tenant, the landlord may evict but is not liable for the failure to do so.

Penalties for Non-compliance with the Ordinance

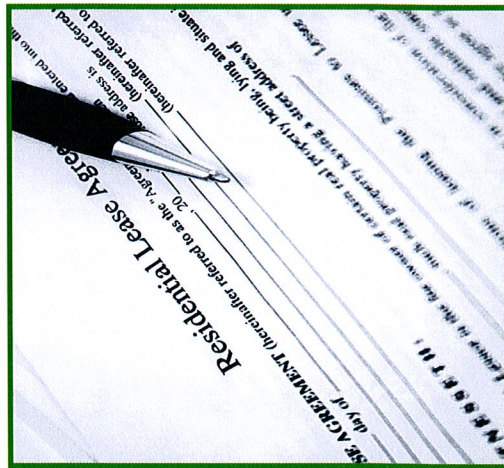
Failure to comply with the ordinance can result in administrative fines of \$100 for the first violation, \$200 for the second violation within a year and \$500 for each additional violation within a year. Landlords who fail to comply with this ordinance may be subject to other legal claims by tenants.

Why is this Ordinance Important?

In 2006, the California Air Resources Board (CARB) designated secondhand smoke as a toxic air contaminant that may cause or contribute to an increase in deaths or in serious illness or pose a hazard to human health, particularly in children. The U.S. Surgeon General has declared that there is no safe level of exposure to secondhand smoke. Secondhand smoke causes as many as 53,000 deaths each year in the United States, approximately 6,000 of which occur in California.

Secondhand smoke has been shown to move through light fixtures, through ceiling crawl spaces, and into and out of doorways and windows. This ordinance helps to protect people who live in multi-unit housing in the unincorporated communities of Contra Costa County from the harmful effects of secondhand smoke.

For more information or to order signage (available as supplies last) for your multi-unit housing residence, contact the Tobacco Prevention Project or visit our website.



Tobacco Prevention Project
Community Wellness and Prevention Programs
Contra Costa Public Health
597 Center Avenue, Suite 125 Martinez, CA 94553
888-877-4202 Complaint line 925-313-6214 Office
925-313-6864 Fax
<http://www.cchealth.org/tobacco>

Many services are covered by Medi-Cal. If you would like to receive information regarding Medi-Cal eligibility call the Social Services office: **1-800-709-8348**

For Property Managers,
Developers and Landlords
in unincorporated
Contra Costa

Information on
Contra Costa County's

Secondhand Smoke Protections Ordinance

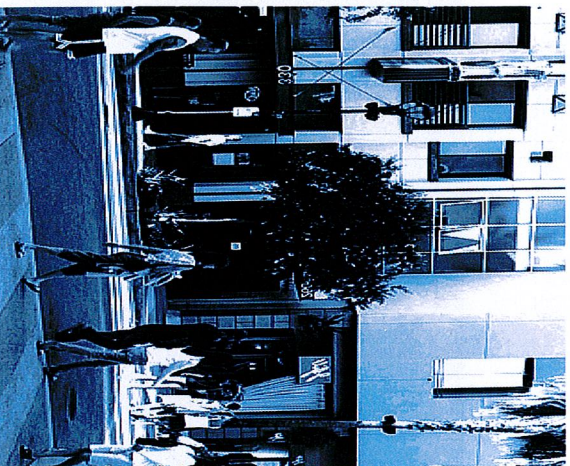


New Law in Effect

In March 2013, the Contra Costa County Board of Supervisors amended the County's Secondhand Smoke Protections Ordinance to include more protections for residents of multi-unit housing in unincorporated Contra Costa.

Smoking of any tobacco product or other plant (including the use of a hookah pipe, medical marijuana or Electronic Nicotine Delivery System (ENDS) such as an e-cigarette) is prohibited in the following areas of multi-unit housing with 2 or more units:

- Common indoor and outdoor areas;
- Within 20 feet of doors, windows, air ducts and ventilation systems, except while walking from one destination to another;
- On all balconies, patios, decks and in carports; and
- In 100% of all dwelling units of multi-unit housing residences that receive a building permit after January 1, 2011.



Landlord Responsibilities

Under the law, the Owner and Manager of a multi-unit housing building must:

- Post "No smoking" signs with letters of not less than one inch in height, or the international "No Smoking" symbol (consisting of a burning cigarette in a red circle with a red bar across it). The sign must be visibly posted in every building or other place where smoking is prohibited by law;
- Not allow ashtrays or other receptacles for disposing of smoking material where smoking is prohibited;
- Not knowingly allow smoking in smoking prohibited areas; and
- Comply with lease/rental agreement requirements outlined in the next section.



Lease/Rental Agreement Requirements

Under the law, the Owner and Manager of a multi-unit housing building must:

- Maintain and keep on file at the premises: (1) a list of all designated nonsmoking units at the residence; (2) a floor plan of the residence that identifies the location of all designated non-smoking units, any units where smoking is permitted and any designated outdoor smoking areas; and
- With every new lease or rental agreement for the occupancy of a unit in a multi-unit residence, include:
 - ◊ A copy of the list of nonsmoking units;
 - ◊ A copy of the floor plan;
 - ◊ Information indicating whether a policy for handling smoking complaints is in effect at the multi-unit residence, and if so, the terms of the policy; and
 - ◊ A clause stating it is a material breach of the lease to a) violate any law regarding smoking while on the premises; b) smoke in a non-smoking unit; or c) smoke in any multi-unit residence common area where smoking is prohibited. (The California Apartment Association's form 34.0 may be used for this purpose).

Under certain conditions, landlords may designate a common outdoor area of a multi-unit housing residence as a smoking area. For more information contact the Tobacco Prevention Project at 888-877-4202.