

October 4, 2006

To: All City Employees

From: Robert W. Healy
City Manager

Re: New Non-Smoking Guidelines Around City Buildings To Reduce the Impact of Secondhand Smoke

In response to recommendations from the Cambridge Public Health Department, the City is adopting the following policy for City of Cambridge properties where city staff are employed.

The health and quality-of-life impact of indoor secondhand smoke on employees presents significant health effects. Outdoor smoke is significantly diluted and is not likely nor expected to pose nearly the same threat to health. However, it is certainly clear from working with residents and workers in Cambridge that smoking in areas immediately adjacent to buildings can cause discomfort to its occupants and to those entering and exiting these buildings.

Intrusion of secondhand smoke from areas just outside buildings is not likely to increase the risk of chronic illness or cancer for individuals working in those buildings. Nevertheless, employee comfort and avoidance of respiratory distress in at-risk individuals constitutes a reasonable impetus for adopting a "No Smoking Zone" policy for municipal buildings in Cambridge.

POLICY ON ESTABLISHMENT OF A “NO SMOKING ZONE” AROUND MUNICIPAL BUILDINGS

- A “no smoking zone” will be in effect outside all primary public or primary employee entrances to City of Cambridge buildings for a distance of 20 feet. This buffer will also be enforced within 20 feet of all ventilation air intakes. Doors and air intakes will be clearly marked with signage indicating that smoking is prohibited within this distance. Employees should not smoke within 20 feet of posted signs. Smoking within 20 feet of operable windows also presents potential problems, which will be evaluated on a case-by-case basis, going forward.
- Complaints of exterior smoke intruding on interior workspaces from outside the restricted 20-foot area will be dealt with on a case-by-case basis. If smoke from an exterior smoking area does intrude on an interior workspace, smokers may be asked to relocate to another more appropriate area. DPW will place cigarette butt receptacles at appropriate locations outside the restricted areas at selected sites.
- The Department of Public Works is responsible for posting signs at each major entrance stating this policy.
- Department Heads within each building or their designee(s) are responsible for posting and keeping staff informed of this policy and for assuring compliance.
- Employees affected by outdoor smoke entering through windows or other locations should bring the matter to the attention of their supervisor or department head or the Personnel Department for evaluation and resolution.
- Violations of this policy by city employees will be handled through the normal disciplinary process.
- This policy is effective October 10, 2006

Robert W. Healy
City Manager