

To: CVG Airlines and Tenants  
Subject: Employee Smoking Areas Reminder  
Date: 04/17/ 2023

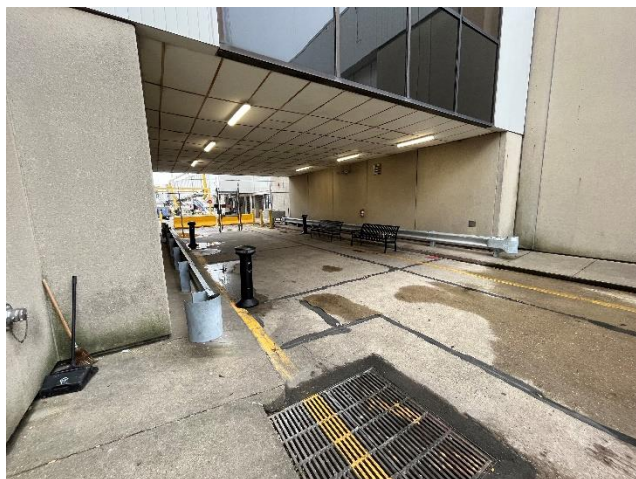
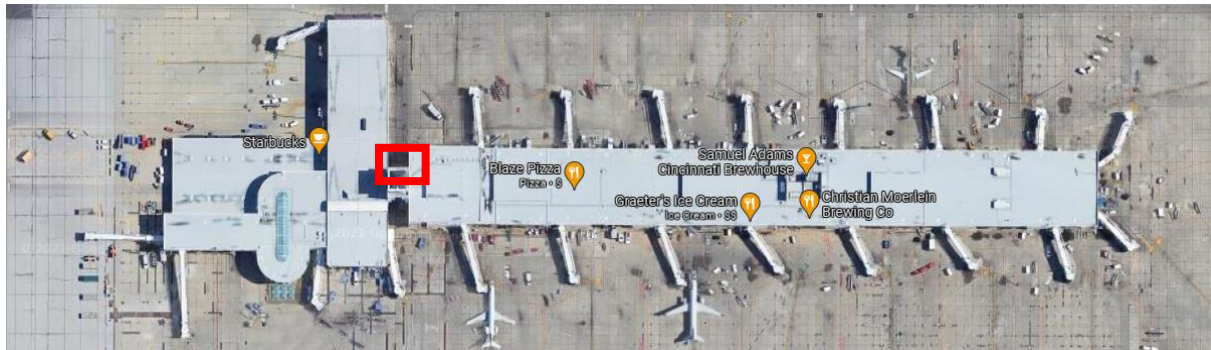
## EFFECTIVE IMMEDIATELY

As a reminder, there are 7 designated smoking areas available for use, with one available in each concourse specifically for employees **only**. The areas in the concourses are accessible via the employee's SIDA badge. These 7 areas, as detailed below, are the only appropriate smoking and vaping areas for people on our campus. Please note that urns should be used at each of these areas in order to minimize waste and reduce litter.

For information about locations of these smoking areas, please see the images below:

### CONCOURSE A:

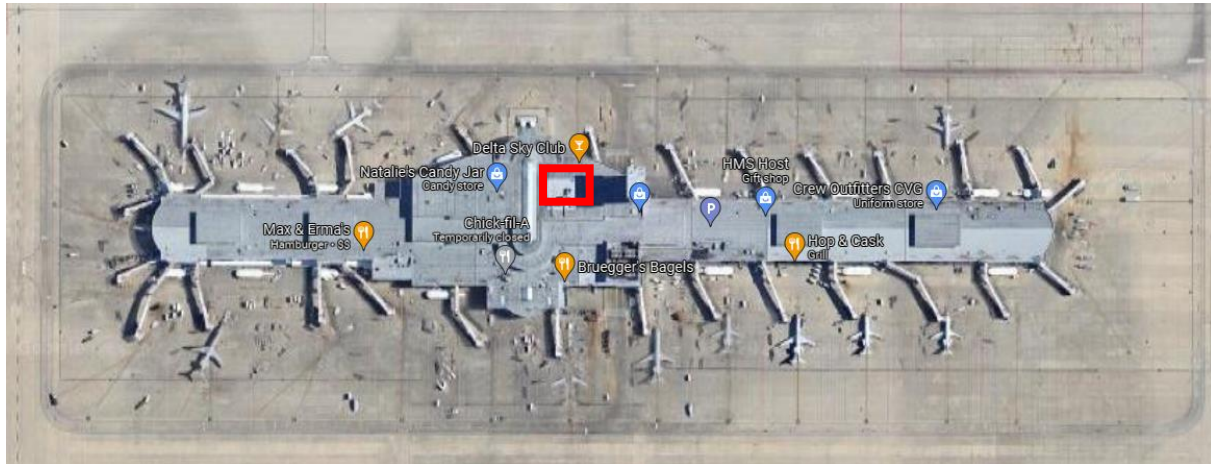
The Concourse A designated smoking area is located near gate A4, across from Cork n Bottle at ramp level. **This area is for employees only and may be accessed via your SIDA badge.**



See smoking area in Concourse A,  
accessible via SIDA badge for  
employees only.

## CONCOURSE B:

Concourse B designated smoking area is located between gates B13 and B15, on ramp level, near Customs. **This area is for employees only, and may be accessed via your SIDA badge.**



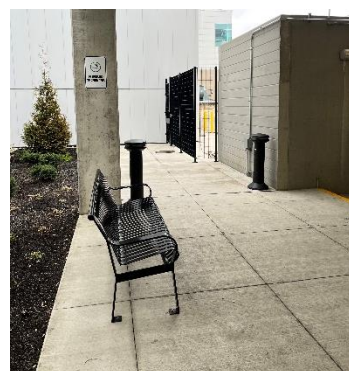
See doors to smoking area in  
Concourse B, accessible via SIDA  
badge for employees only.





## MAIN TERMINAL: BAGGAGE CLAIM LEVEL

***There are 4 designated smoking areas on baggage claim level available for employees and passengers.*** Near Passenger Pick-Up poles 1B and 4B, Ground Transportation East (Past the employee shuttle pickup), as well as Ground Transportation West (near Long – Term Parking Pick – Up area). Please see referenced images below.



## MAIN TERMINAL: TICKETING LEVEL

On the departures level, there is one designated smoking area available to both passengers and employees on Level C entrance of the Terminal parking garage.



Please ensure that doors are not propped open and security measures continue to be followed. Urns have been provided to properly dispose of cigarette butts, and trash cans are in each smoking area for proper trash disposal **for non-smoking waste**. Smoking, to include vaping, inside airport buildings is prohibited, as well as smoking near the sliding glass doors on Ticketing and Baggage Claim levels.

As a final reminder, **smoking is only permitted in these specific designated areas ONLY, as smoking or vaping beyond these designated areas is strictly prohibited.**

KCAB Employees can also refer to General KCAB Policy Number 4014: Smoke-Free Workplace Policy.

Regardless of employer, Rules and Regulations, 307.00 states, *“No Person shall smoke or carry lighted cigarettes, cigars, pipes, matches or any open flame, or use any electronic cigarette in or upon the public areas of any building on the Airport, except in designated smoking areas.”* **Violation of this Rule and Regulation may and can result in an issued citation.**

Thank you for your cooperation.