**PURPOSE:**

 In recognition of the well-documented health advantages of breastfeeding for infants and mothers, District Health Department No. 2 (DHD2) provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes an agency-wide lactation support program administered by the human resources manager.

DHD2 subscribes to the following workplace breastfeeding support policy. This policy complies with lactation accommodation requirements laid out by the U.S. Patient Protection and Affordable Care Act (P.L. 111-148, known as the “Affordable Care Act”) enacted in March 2010, which amended the Fair Labor Standards Act (FLSA). This policy shall be communicated to all current employees and included in new employee orientation training.

**POLICY:**

**Employer Responsibilities**

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

**Reasonable Break Time to Express Milk**

Employees shall be provided reasonable time to express milk while at work for up to three (3) years following the child’s birth each time the employee has need to express milk. Employees should use usual break and meal periods for expressing milk, when possible. For home visiting staff, additional time between visits may be granted by supervisor if needed. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors. DHD2 supervisors will work with each individual to help meet their need for pumping beyond those identified above.

**A Private Area to Express Milk**

Employees will be provided with a private place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, to express breast milk. The room can be a designated space for lactation. If this is not practical or possible, a vacant office, conference room or other small area can be used so long as it is not accessible or visible to the public or other employees while the nursing employee is using the room to express milk. The room or space will:

Be near the employee’s work station when possible

* Have a door equipped with a functional lock or, if this is not possible, the room will have a sign advising that the room or location is in use and not accessible to other employees or the public
* Be well-lit
* Ensure privacy by covering any windows with a curtain, blind or other covering
* Contain at a minimum a chair and a small table, counter or other flat surface
* Ideally include an electrical outlet and nearby access to clean water

**Pumping Equipment**

DHD2 health insurance provides subscribers with an electric breast pump to assist lactating women with milk expression during work hours.

**Education**

Prenatal and postpartum breastfeeding informational materials are available for all mothers and fathers, as well as their partners through our lactation support staff.

**Staff Support**

Supervisors are responsible for:

Alerting pregnant and breastfeeding employees about the company’s workplace breastfeeding support program

* Notifying employees returning to work following the birth of a child - either individually to affected employees or to all employees generally through posting in a central location - of their rights under the federal workplace lactation accommodation law in the U.S. Patient Affordable Care Act
* Negotiating policies and practices that will help facilitate each employee’s infant feeding goals

**Breastfeeding-Friendly Environment**

No employee shall be discriminated against for expressing milk during the work period, and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work.

It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees. Any act found to be intentional that invades a breastfeeding employee’s privacy shall be treated as a disciplinary offense and reported to the appropriate supervisor.

**Employee Responsibilities**

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall participate in:

**Communication with Supervisors**
Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the company. Supervisors should be given notice of the need for lactation accommodations, preferably prior to the employee’s return to work following the birth of the child.

This will allow supervisors the opportunity to establish a location and work out any scheduling issues.

**Maintenance of Milk Expression Areas**

Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump (if provided) and area around it. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

**Distribution**

* Public Health Director (Directors) 1 copy
* Denise Bryan, Health Officer 1 copy
* Dr. Russell Bush, MD Medical Director 1 copy
* Human Resources 1 copy
* Breastfeeding Staff 1 copy