



Workplace Support for Breastfeeding Employees

Original Effective Date:
April 12, 2012

Review / Revision Date:
June 22, 2017

Board of Health Resolution:
2017.06.082

Maintenance Steward: Supervisor of WIC

History: New Revised Archived

Organizational Scope:

Full Agency Administration Community Services Environmental Health Health Services

Frequency of Review:

Annually Biennially 5 Years As Needed Other:

Location:

G-Drive: G: → Users → Common → Policies & Procedures

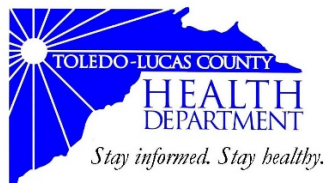
Website: www.lucascountyhealth.com/employee-login/

Hardcopy: TLCHD Policies & Procedures Manual, HR Office

Archived Version(s): G:→ Users → Common → Policies & Procedures→ Archived Versions

Requisite Signatures

<input checked="" type="checkbox"/>	 _____ Board of Health President	<u>6-22-2017</u> Date
<input checked="" type="checkbox"/>	 _____ Health Commissioner	<u>06-26-17</u> Date
<input checked="" type="checkbox"/>	 _____ Vacant	
<input checked="" type="checkbox"/>	 _____ Director of Administrative Services	<u>7/5/2017</u> Date
<input checked="" type="checkbox"/>	 _____ Director of Environmental Health & Community Services	<u>6/22/17</u> Date
<input checked="" type="checkbox"/>	 _____ Director of Health Promotion & Policy Integration	<u>6-27-17</u> Date
<input checked="" type="checkbox"/>	 _____ Director of Health Services	<u>6-27-17</u> Date
<input checked="" type="checkbox"/>	 _____ Director of Human Resources	<u>6-27-17</u> Date



Workplace Support for Breastfeeding Employees

I. Policy

The Toledo-Lucas County Health Department provides a supportive environment to enable breastfeeding employees to express their milk during work hours, including the lactation support program administered by the Women, Infants, and Children (WIC) program.

II. Scope

This policy applies to all breastfeeding employees.

III. Purpose

Breastfeeding provides many advantages to both mother and child. The purpose of this policy is to provide a safe, private, and supportive environment where breastfeeding employees can express their milk during work hours.

IV. Background

The WIC Breastfeeding Support Office maintains a hospital grade pump available for employee use.

It is to be noted that this equipment and the collection kits available are the property of the Lucas County WIC program and were not purchased nor maintained by the Toledo-Lucas County Health Department. Availability for use is subject to grant funding changes over time.

V. Employer Responsibilities

A. Milk Expression Breaks

1. Breastfeeding employees are to be allowed to breastfeed or express milk during work hours, up to 1 year after the child's birth, using their normal breaks and meal times.
2. For additional time that may be needed beyond established break times, employees may use vacation time as approved by their Supervisor.

B. Milk Expression Location

1. The **Breastfeeding Support Office** located in the 2nd floor hallway on the north-end of the building is to be made available for employee use.
2. Employees may alternatively breastfeed or pump in the privacy of their own office.

C. Breastfeeding Equipment

1. Employees may utilize the hospital grade pump maintained by the WIC Breastfeeding Support Office.
2. Collection kits shall be supplied by Breastfeeding Support personnel to each employee who wishes to use this pumping station.

D. Staff Support

1. Supervisors are responsible for alerting pregnant and breastfeeding employees about this policy and the department's lactation services.
2. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

VI. Employee Responsibilities

A. Communication

1. Employees wishing to express milk during work hours shall keep Supervisors informed of their needs to ensure appropriate accommodations can be made.
2. Employees are encouraged to work with the breastfeeding support staff to establish a normal schedule for which they will be pumping.

B. Maintenance of Milk Expression Location

1. Breastfeeding employees are responsible for keeping milk expression areas clean. This includes the Breastfeeding Support Office and all other areas where milk expression will occur.
 - a. Using anti-microbial wipes to clean the pump and the area around it
 - b. Maintaining general cleanliness of the lactation room

C. Milk Storage

1. Breast milk requiring storage on site must be labeled, dated, and placed in the designated refrigerator in the Breastfeeding Support Office.

VII. Access to the Breastfeeding Support Office

- A.** Members of the general public may request to use the breastfeeding support facilities offered by the Toledo-Lucas County Health Department.
- B.** Access for members of the public shall be contingent upon approval from the Supervisor of WIC and the Lactation Support Specialist and will be evaluated on a case-by-case basis.

VIII. Maintenance

A. Review

- 1. The *Workplace Support for Breastfeeding Employees* policy is to be reviewed biennially or when changes are made to WIC Grant Funding to ensure compliance with both agency and accreditation standards.

B. Revision

- 1. All changes made to this policy are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
- 2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

Record of Change

(Required for all policies)

Date of Change	Changes Made By	Changes Made/Notes	Approved By