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| ***POLICY AND PROCEDURE*** | |
| **SUBJECT/TITLE:** | Breastfeeding Friendly Workplace Policy |
| **SCOPE:** | Employees of the Galion City Health Department (GCHD) |
| **CONTACT PERSON & DIVISION:** | Health Commissioner, Administration |
| **ORIGINAL DATE ADOPTED:** | 04/08/25 |
| **LATEST EFFECTIVE DATE:** | 04/08/25 |
| **REVIEW/REVISION DATE(S):** |  |
| **REVIEW FREQUENCY:** | Every 3 years, or as needed |
| **TOTAL # OF PAGES:** | 6 |
| **BOH APPROVAL DATE:** | 04/08/25 |

**PURPOSE**

The purpose of this directive is to establish a consistent breastfeeding message across all Galion City Health Department (GCHD) programs. GCHD is committed to promoting optimal health and safety for all infants and to reducing infant mortality. Improving breastfeeding initiation and duration rates can help to reduce infant morbidity and mortality and improve maternal and child health outcomes. The most common barriers to breastfeeding experienced by mothers include lack of accurate and timely information about the benefits of breastfeeding and the risks of not breastfeeding, lack of access to social support and support from healthcare providers, lack of availability or awareness of breastfeeding support programs, childcare or work constraints, and discomfort breastfeeding in front of others. Addressing these barriers at the community and policy level can help individuals achieve their breastfeeding goals and can improve population health by increasing the number of infants and children that breastfeed for the recommended length of time.

**POLICY**

It is the policy of GCHD to provide a positive work environment that recognizes new mothers’ responsibilities to their jobs and to their infants by acknowledging that, when an infant is breastfed, this benefits the baby, the family, the employer, and society. The GCHD Breastfeeding Friendly Workplace Program (“Program”) encourages eligible employees to return to work sooner by allowing a new mother to breastfeed or pump milk for the first six months after an infant is born, followed by continued breastfeeding/pumping as complementary foods are introduced, with the continuation of breastfeeding/pumping for two years or longer as mutually desired by mother and child.

**PROCEDURE**

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### **Reasonable Time to Express Milk at Work**

Supervisor/manager will work with employees and the Health Commissioner to arrange reasonable time to express milk while at work for up to a full year [or more, if employer desires to provide more than the minimum required by the FLSA] after the child’s birth. This time is available each time the employee needs to express milk. Employees should use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisor/manager.

### **Private Area for Milk Expression**

The lactating employee will be provided a private place that is not a bathroom to express milk. The space will be shielded from view and free from intrusion from co-workers and the public. The employee will be provided with alternate space (e.g., a vacant office, conference room, employee break area, or other space) free from intrusion from other workers while the employee is expressing milk. The space will:

* Be near the employee’s workstation.
* Contain at a minimum a comfortable chair and a small table or other flat surface for the breast pump, and an electrical outlet for the breast pump.
* Have a door with a functional lock to prevent intrusion OR the room will have a sign indicating the space is occupied and not accessible to other employees or the public.
* Be well lit and well ventilated.
* Ensure privacy with any windows covered with a curtain, blind, or other covering.
* Have no video surveillance cameras or, if unavoidable, the cameras will be turned off or covered while the employee is expressing milk.
* Ideally be near access to running water.

### **Discrimination**

* No employee shall be discriminated against for breastfeeding or expressing milk during the work period.
* Reasonable efforts will be made to assist employees with lactation needs while at work.
* Any act determined to be intentional that invades a woman’s privacy shall be treated as a disciplinary offense and reported to the Health Commissioner
* Sexual or other harassment of a woman who expresses milk will not be tolerated.

### **Employer Responsibilities**

Galion City Health Department will:

* Maintain the space allocated for the purpose of milk expression.
* Notify employees taking leave for the birth of their child of their rights under this policy. This notice may be provided individually to affected employees or to all employees through general posting, electronic or physical, in a central location.
* Promote an atmosphere of support for breastfeeding employees.
* Educate all supervisors and co-workers about the lactation policy.

### **Employee Responsibilities**

Breastfeeding employees utilizing lactation support services will:

* Give advance notice to supervisors regarding their need for time and private space to express milk. Ideally, the notice will be given before the birth to enable supervisors to make necessary adjustments. If notice is not given during the prenatal period, the employee will notify the supervisor upon return to work following the child’s birth.
* Follow all required GCHD procedures related to expressing milk in the workplace.
* Maintain the designated area by wiping surfaces with anti-microbial wipes after each use so the area is clean for the next user.
* Ensure the safekeeping of expressed milk stored in any refrigerator on the premises. Breastmilk can be stored in a general GCHD refrigerator or in the employee’s personal cooler.
* Provide feedback to the Health Commissioner regarding maintaining the space and any issues that might arise.

**CONTRIBUTORS**

The following staff contributed to the authorship of this document:

1. Andrea Barnes Health Commissioner, contributing author
2. Ohio Department of Health, policy
3. Mississippi WINS, CHEER, Center for Healthy Equity, Education & Research

**ATTACHMENTS**

[**https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/women-infants-children/media/discussion-questions-wic**](https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/women-infants-children/media/discussion-questions-wic)

**SIGNATURES**

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*Andrea Barnes, REHS Date*

*Health Commissioner*