



MISSISSIPPI WINS

Workplaces Improving
Nursing Support

Lactation Accommodation Implementation Checklist

- Form a team (to include current and previous nursing employees) to conduct a needs assessment to identify opportunities and gaps in lactation support.
- Develop a plan to address the needs identified by the team.
- Cultivate community partnerships (e.g., local hospital, public health department, WIC agency, or breastfeeding coalition) to support breastfeeding employees and assist with the plan as needed.
- Identify potential space for milk expression **that is not a bathroom**.
 - Must be private (free from intrusion from co-workers or the public).
 - Must be functional for expressing milk (e.g., comfortable chair, flat surface for the breast pump, electrical outlet, and near running water).
 - If a multi-use space is set up, each individual space must provide privacy.
- Identify time solutions for nursing breaks.
 - Arrange for “reasonable breaks” to express milk (the amount of time needed varies from woman to woman).
 - Consider coverage options (e.g., supervisor, co-workers, or floater staff).
- Review company policies and/or procedures for lactation support accommodations. Develop or revise as needed.
- Develop a communication and publicity plan to include:
 - Employee handbook
 - Family leave meeting prior to the baby’s birth
 - New employee orientation and onboarding
 - Employee benefits webpage and documents
 - Staff recruitment interview
 - Training for supervisors and coworkers on the laws and company policies/procedures
- Education and Support
 - Prepare a list of local and web-based breastfeeding support resources to share with breastfeeding employees.
 - Provide breastfeeding educational materials in identified spaces.
- Feedback
 - Seek ways to secure ongoing feedback from employees and supervisors.



Employer Resources for Workplace Lactation Support

Mississippi Resources

- CHEER Equity worksite resources and TOOLKIT: <https://cheerequity.org/resources/breastfeeding-baby-friendly-resources/workplace-resources/>
- CHEER free archived webinars : <https://cheerequity.org/resources/breastfeeding-baby-friendly-resources/>
- Mississippi Breastfeeding Coalition: <https://www.msbfc.org>

U.S. Department of Labor/Wage and Hour Division

- FLSA Protections to Pump at Work: <https://www.dol.gov/agencies/whd/pump-at-work>
- Fact Sheet #73 - FLSA Protections for Employees to Pump Breast Milk at Work: <https://www.dol.gov/agencies/whd/fact-sheets/73-flsa-break-time-nursing-mothers>
- Frequently Asked Questions - Pumping Breastmilk at Work: <https://www.dol.gov/agencies/whd/nursing-mothers/faq>

U.S. Department of Health and Human Services, HHS Office on Women's Health

- Supporting Nursing Moms at Work: <https://www.womenshealth.gov/supporting-nursing-moms-work/resources>
- Business Case for Breastfeeding: <https://www.womenshealth.gov/breastfeeding/breastfeeding-home-work-and-public/breastfeeding-and-going-back-work/business-case>

National Conference of State Legislators

- Breastfeeding state laws: <https://www.ncsl.org/health/breastfeeding-state-laws>

United States Breastfeeding Committee

- Online Workplace Guide: <https://www.womenshealth.gov/breastfeeding/breastfeeding-home-work-and-public/breastfeeding-and-going-back-work/business-case>
- PUMP Act Implementation Resources: <https://www.usbreastfeeding.org/pump-act-implementation-resources.html>



Sample Lactation Support Policy¹

[Name of Company] provides breastfeeding employees with the following:

Reasonable Time to Express Milk at Work

Supervisors/managers will work with employees and Human Resources [if applicable] 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 supervisors/managers.

Private Area for Milk Expression

Employees 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 area may be a space designated exclusively for the purpose of lactation. If this is not practical or possible, the employee will be provided with alternate space (e.g., a vacant office, conference room, employee break area, or other space) as long as it is free from intrusion from other workers while the employee is expressing milk. The space will:

- Be in close proximity to the employee's workstation, when possible.
- 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. If this is not possible, 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.

¹ Note: Although a policy is not required by law, it is, nonetheless, a valuable tool to help a company standardized support and equitable access for all employees. This sample policy can be modified to fit the needs of the company. Keep in mind that the policy must align, at a minimum, with the basic provisions of the FLSA.

Discrimination²

- No employee shall be discriminated against for breastfeeding or expressing milk during the work period.³
- 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 appropriate manager or Company contact.
- Sexual or other harassment of a woman who expresses milk will not be tolerated.

Employer Responsibilities

[Name of company or organization] 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 Company 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 company refrigerator, in a refrigerator provided in the lactation room, or in the employee's personal cooler.
- Provide feedback to the supervisor/manager and/or Human Resources regarding maintaining the space and any issues that might arise.

This policy shall be communicated to all current employees and included in new employee orientation.

² Note: The Pregnancy Discrimination Act amended Title VII of the Civil Rights Act of 1964 to prohibit sex discrimination "on the basis of pregnancy, childbirth, or related medical conditions." Lactation is considered a "pregnancy-related condition."

³ Employers should be aware of state law requirements when creating a policy. See the National Conference of State Legislatures at <https://www.ncsl.org/health/breastfeeding-state-laws>.



Workplaces Improving Nursing Support

Sample Lactation Accommodation Policy Announcement

Company Newsletter Announcement

[*Name of Company*] announces that lactation accommodations are available for breastfeeding employees upon return to work after the birth of a child. The accommodations are part of the Company's health and family-friendly benefit services. A new lactation policy outlines the support services available and can be accessed at [*list how to access*]. Support provides a private space and the ability to use established breaks and meal period for expressing milk during the work period. Milk expression areas are located [*give location(s)*]. The space(s) include(s) several amenities designed for comfortable milk expression, including [*list amenities provided*]. Pregnant and breastfeeding employees who request accommodations should notify their supervisor/manager or the Human Resource Department so accommodations can be made available.

[*Name of Company*] is proud to join thousands of businesses across Mississippi and the country that provide lactation support as part of their health benefits. We urge all supervisors/managers and employees to lend support to breastfeeding families as they merge the important priorities of family and work.



Workplaces Improving Nursing Support

Lactation Accommodations Feedback⁴

For Breastfeeding Employees

Thank you for continuing to breastfeed your baby after returning to work, and for participating in the company lactation support program. Please take a few moments to let us know how the program is meeting your needs and suggestions to improve the program. We hope you will continue to inform other pregnant and breastfeeding employees about the lactation support accommodations.

Name (optional) _____

Position/Title (optional) _____

Business Unit or Department _____

How old was your baby when you returned to work?

_____ Months _____ Weeks

How long did you breastfeed or provide expressed milk to your baby?

_____ Months _____ Weeks

How did you learn about the Company's lactation provisions? (Check all that apply)

- Human Resources during family leave meeting
- Supervisor/manager
- Other workers
- New employee orientation/tour
- Company policy manual or website
- Other _____

⁴ Adapted from the HHS *Business Case for Breastfeeding*, available at www.womenshealth.gov.

How valuable were the company's lactation services to help you meet your infant feeding goals? On a scale of 1 to 5 with 5 being "Extremely Valuable" and 1 being "Did not participate."

Milk Expression Space	Extremely Valuable 5	Valuable 4	Somewhat Helpful 3	Not Helpful 2	Did not participate 1
Company designated room					
My own office					
Other location (please indicate)					
Breastfed baby directly at work					

Nursing Breaks	Extremely Valuable 5	Valuable 4	Somewhat Helpful 3	Not Helpful 2	Did not participate 1
Established breaks and meal period					
Additional breaks taken					
Flexibility to make up extra time needed					

Milk Storage	Extremely Valuable 5	Valuable 4	Somewhat Helpful 3	Not Helpful 2	Did not participate 1
General company refrigerator					
Refrigerator in lactation area					
My own cooler bag or ice chest					

Breastfeeding Educational Materials	Extremely Valuable 5	Valuable 4	Somewhat Helpful 3	Not Helpful 2	Did not participate 1
List of local breastfeeding resources					
Breastfeeding Information given by HR					
Other (please explain):					

Support	Extremely Valuable 5	Valuable 4	Somewhat Helpful 3	Not Helpful 2	Did not participate 1
Support from supervisor/manager					
Support from coworkers					
Support from breastfeeding employees					

What support services did you find MOST helpful to you in meeting your breastfeeding goals?

What challenges made it difficult to reach your breastfeeding goals?

What recommendations should the company consider to further improve the support for other breastfeeding employees?

Other comments:



Considerations for Safe Worksite Lactation Spaces

From a Public Health Perspective

Although the CDC declared an end to the COVID-19 public health emergency on May 11, 2023,⁵ the many lessons learned have heightened awareness of ways to implement and sustain good public health practices in public settings, including worksites. These healthy practices can help avoid the spread of germs and bacteria to ensure a safe environment, including in milk expression areas.

Breastfeeding Matters!

- Breastfeeding remains important for infants and parents, especially during a public health emergency such as a pandemic, natural disaster, or other emergency. Human milk is the best source of nutrition for most infants and provides anti-infective properties to protect against many illnesses and diseases.⁶
- Breastfeeding can help mitigate some of the health disparities among vulnerable infants and children. Suboptimal breastfeeding poses a greater burden of disease among African American and Hispanic populations.⁷

General Workplace Safety Considerations

- Inspect facility ventilation systems and update or improve as needed. If the milk expression area is located in a closet or small storage area, assure that the space is well-ventilated.⁸
- Assure safe space within multi-user lactation areas.
 - Assure appropriate distancing 6 feet apart between each user in a multi-user lactation space. Consider physical shields between lactation stations, staggering lactation schedules, and encourage telework.⁹
- Urge employees to practice good hygiene at work by washing hands frequently or using hand sanitizer that is at least 60% alcohol. Consider installing touchless hand sanitizing stations.

⁵ Centers for Disease Control and Prevention. End of the Federal COVID-19 Public Health Emergency (PHE) Declaration. Updated May 5, 2023. <https://www.cdc.gov/coronavirus/2019-ncov/your-health/end-of-phe.html>.

⁶ Centers for Disease Control and Prevention. Care for Breastfeeding People. Updated Feb. 25, 2022. Website: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/care-for-breastfeeding-people.html>

⁷ Bartick M, Jegier B, Green B, Schwarz E, Reinhold A, Stuebe A. Disparities in breastfeeding: impact on maternal and child health outcomes and costs. *Pediatrics*. 2017;181:49-55.

⁸ Centers for Disease Control and Prevention. Ventilation in Buildings. Updated May 12, 2023. <https://www.cdc.gov/coronavirus/2019-ncov/community/ventilation.html>

⁹ Centers for Disease Control and Prevention. Care for Breastfeeding People, 2022.

- When constructing a new milk expression area, consider a location along the plumbing line in the facility to install a sink. Breastfeeding employees can use this to wash their hands before and after expressing milk, and to keep breast pump parts clean and sanitary.
- Include hand sanitizer and anti-bacterial wipes in all milk expression areas.
- Limit using office spaces of other employees to express milk, if possible, and consider safer alternatives, such as unused office space, a well-ventilated storage room, or a space with appropriate barriers.
- Consider virtual technologies for staff meetings and group education for new parents returning to work.

Cleaning and Disinfecting¹⁰

- Limit the spread of germs and bacteria in the workplace,¹¹ including the milk expression area.
 - Housekeeping can conduct routine cleaning of the milk expression areas, wiping doorknobs, keypads, and other surfaces within the milk expression area.
 - Consider providing a milk expression chair that can easily be wiped clean. Provide antibacterial wipes and ask employees to wipe the chair before and after use.
 - Follow CDC guidelines on how to keep breast pumps clean and sanitized.¹² Urge breastfeeding employees to wipe the outside of their breast pump before and after use (especially if it is a multi-user pump shared between employees). Wipe the outside surface of the pump, power switch, and controls that the employee touches. Wipe the flat surface or countertop the breast pump is on.
 - Keep breast pump and parts clean and sanitized.¹³ Clean pump parts that come into contact with the breast or breastmilk as soon as possible after pumping. Rinse all pump flanges, tubing, and collection containers after use. Wash in hot soapy water in a separate basin used only for cleaning infant feeding items. They may also be washed in a dishwasher. For extra germ removal, sanitize the pump parts, wash basin, and bottle brush daily. This can be done using the dishwasher sanitize cycle, by steam, or by bringing the items to a boil and removing with tongs to dry on a clean, dry towel.

¹⁰ Centers for Disease Control and Prevention. Care for Breastfeeding People, 2022.

¹¹ Centers for Disease Control and Prevention. when and How to Clean and Disinfect a Facility. Last updated Nov. 2, 2022. Available at <https://www.cdc.gov/hygiene/pdf/breastpumpkit-clean-508.pdf>. (Note: more stringent cleaning requirements may be needed in healthcare or other settings.)

¹² Centers for Disease Control and Prevention. How to Keep Your Breast Pump Kit Clean. <https://www.cdc.gov/healthywater/hygiene/healthychildcare/infantfeeding/breastpump.html>. Last updated February 21, 2023. PDF in English and Spanish also available.

¹³ Centers for Disease Control and Prevention, How to Keep Your Breast Pump Kit Clean, 2020.