Georgia Department of Public Health

GEORGIA DEPARTMENT OF PUBLIC HEALTH
POLICY # CO-12008
WORKPLACE BREASTFEEDING SUPPORT POLICY

Approval:	Yvette K. Daniels	5/8/13
	Yvette Daniels, Director of Health Promotion	Date
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	James C. Howgate, Chief of Staff	Date

1.0 PURPOSE

The Department of Public Health (DPH) advocates Breastfeeding Friendly Workplaces and designates itself as a benchmark for compliance. It is the policy of the Georgia DPH to encourage and support the practice of breastfeeding in DPH facilities by employees, volunteers, interns and visitors in compliance with federal and state law.

1.1 AUTHORITY – The Georgia Department of Public Health (DPH) Breastfeeding in the Workplace Policy is published under the authority of DPH and in compliance with the following:

1.1.1 **FLSA** § 7(r) (as amended by the Affordable Care Act, P.L. 111-148)

1.1.2 **Georgia Code** § 31-1-9

1.1.3 **Georgia Code** § 34-1-6

1.1.4 **Executive Order No.** EO-99-10

2.0 SCOPE

This policy applies to all of DPH to include, but not limited to, DPH employees, volunteers, interns and visitors.

3.0 POLICY

The policy of the Department of Public Health (DPH) is to encourage and support the practice of breastfeeding in DPH facilities.

3.1 ACCOUNTABILITY

3.1.1 Supervisors and breastfeeding employees will coordinate employee's work schedule to best support DPH mission and breastfeeding schedule.

3.1.2 Employees will be permitted to maintain a flexible schedule to accommodate pumping or breastfeeding in the workplace throughout the duration of the time they are breastfeeding their infant.

3.1.3 Employees who wish to express milk during work hours shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and DPH.

3.1.4 Lactation room "Consumer Rules" will be posted at each site. Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial solution to clean the pump and area around it. Employees are also responsible for keeping the general lactation room clean for the next user.

3.1.5 Employees should label all expressed milk with their name and date. Each employee is responsible for proper storage of her milk using a personal cooler, the lactation room refrigerator or a general-use refrigerator.

3.1.6 Supervisors, colleagues and employees will be surveyed as a component of lactation program evaluation.

4.0 DEFINITIONS

4.1 **DPH** – Georgia Department of Public Health

4.2 **FLSA** – Fair Labor Standards Act

5.0 RESPONSIBILITIES

5.1 The Chief of Staff shall ensure compliance to this policy.

5.2 DPH Office of the Chief of Staff, Worksite Wellness and Maternal and Child Health Section are responsible for issuing, updating and coordinating the procedures to implement this policy.

5.3 Program/Office Directors and direct supervisors/designates are responsible for enforcement of compliance with this policy.

5.4 DPH Division of Finance, Human Resources Section (HR) is responsible for providing information to employees on the Workplace Breastfeeding Support Policy through, no less than, the DPH Employee Handbook, New Employee Orientation, and Family and Medical Leave Act handouts.

5.5 DPH Division of Health Promotion, Maternal and Child Health Section (MCH) is responsible for providing education resources.

5.6 Division directors will work with facilities to identify adequate space within DPH facilities for breastfeeding or expressing of milk within a safe environment of care during normal work hours.

5.7 The division directors and employee supervisors/designees must ensure that employees are informed of and comply with this policy. Supervisors are responsible for alerting pregnant and breastfeeding employees about the DPH lactation support policy and for supporting policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

6.0 PROCEDURES

6.1. DPH should make every effort, within existing resources, to provide an employee lactation room or adequate space within its facilities (not a restroom) for employees, volunteer or visitors to express breast milk or breastfeed. The employee lactation area will include:

6.1.1. Privacy, such as a private office space with a locking door.

6.1.2. Suitable furnishings, such as an easy to clean, comfortable chair, table and waste receptacle.

6.1.3. Electrical outlet(s), with surge protection, for use with electric breast pump.

6.1.4. Adequate lighting.

6.1.5. A built-in sink and countertop when possible, or access to a nearby, clean and safe water source.

6.1.6. A refrigerator to store breast milk. To protect pumped milk, federal regulations prohibit the storage of breast milk in refrigerators or freezers that are used for laboratory specimens or consumer medications.

6.1.7. When possible, a microwave oven to be used for sanitizing pump kits after use.

6.1.8. A paper towel dispenser and cleaning supplies.

6.2. Breastfeeding employees shall be allowed a flexible schedule for nursing or pumping to provide breast milk for their child. Ordinarily, the time allowed should not exceed the normal time allowed for lunch and breaks. For time that may be needed beyond the usual break times, employees may use personal, annual or sick leave or may make up the time as negotiated with their supervisors.

6.3. Educational materials for breastfeeding support will be made available to prenatal and postpartum mother, fathers and other interested parties.

6.4. Pump kits will be made available, at cost, for purchase.

7.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	5/1/2013	Initial Issue
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8.0 RELATED FORMS

None