

BREASTFEEDING FRIENDLY EMPLOYER TOOLKIT

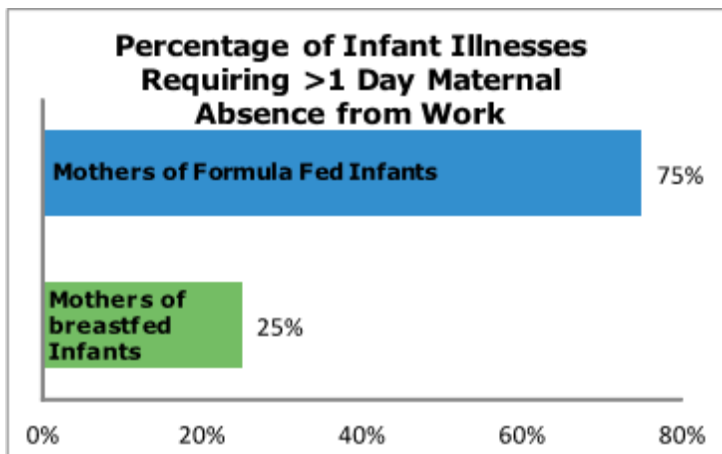
SMALL INVESTMENT YIELDS BIG RETURN

Supporting your breastfeeding employees saves money.

BUSINESSES SEE UP TO A \$3 RETURN FOR EVERY \$1 INVESTED IN WORKSITE LACTATION PROGRAMS.

1 BREASTFEEDING EMPLOYEES MISS WORK LESS OFTEN BECAUSE BABIES AND MOMS ARE HEALTHIER

- Formula feeding moms have 3 times as many one-day absences from work to care for sick children in the first year of life than breastfeeding moms

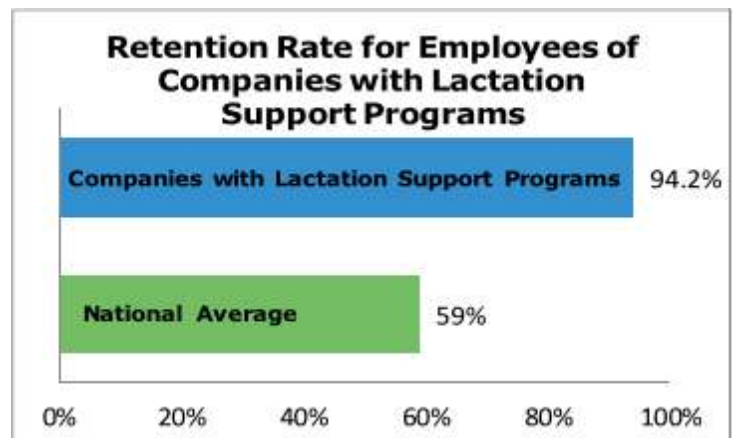


2 BREASTFEEDING LOWERS HEALTH CARE COSTS

- Infants who receive only their mothers' milk for the first three months incur \$331 less in health care costs over the first year of life
- If 90% of U.S. families followed guidelines to breastfeed exclusively for 6 months, the U.S. would save \$13 billion each year from reduced medical and other costs

3 LOWER STAFF TURNOVER

- Employers find that lactation support leads to improved staff productivity and loyalty, which helps retain talented employees
- Increased retention of experienced employees results in cost savings due to reduced turnover
- Employers supporting breastfeeding employees create a positive image of a family friendly employer



COMPONENTS OF A BREASTFEEDING FRIENDLY BUSINESS PROGRAM & POLICY

Supportive policies and practices enable women to successfully return to work and breastfeed which sends a message to all employees that breastfeeding is valued. Accommodations are temporary for each breastfeeding employee. Supporting your breastfeeding employees saves money, lowers healthcare costs, fosters better retention, and increases productivity and loyalty.

A comprehensive breastfeeding friendly business program includes time for expressing milk, a private space, and workplace support. Many businesses also incorporate educational materials for breastfeeding employees.

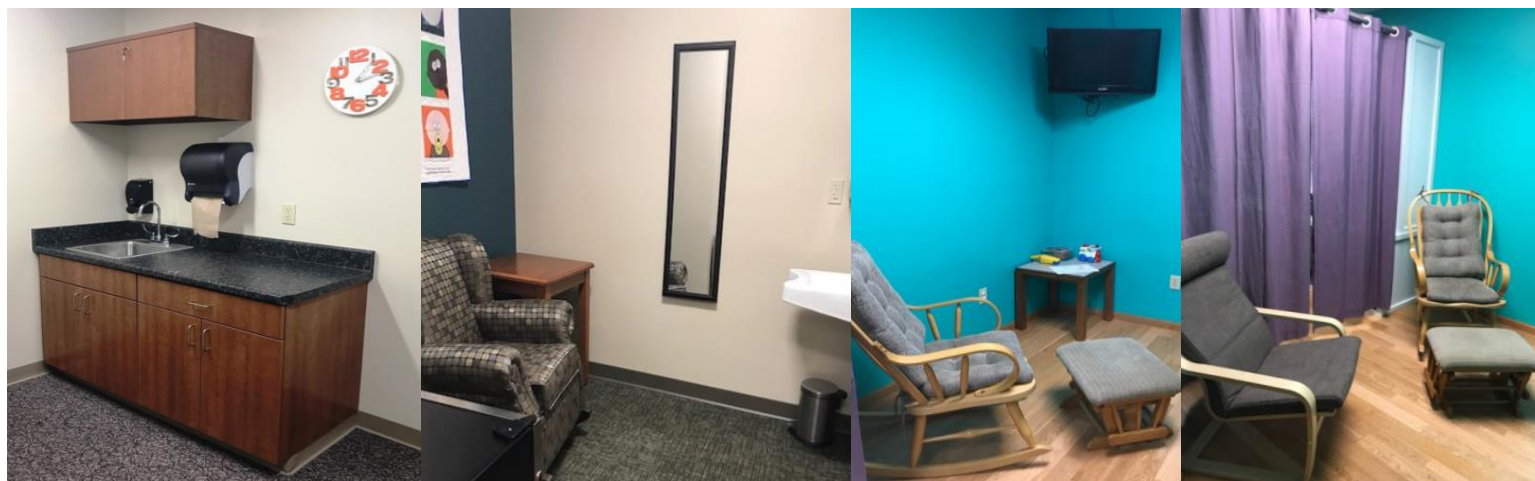
1. TIME

TIME TO EXPRESS MILK

- Milk expression usually takes around 15 minutes plus the time to get to and from the lactation room. Break frequency should be individualized to meet the needs of the employee, typically this is about every 3 hours which amounts to two or three breaks throughout the day.
- Breaks can easily be divided between usual paid breaks and the meal period. Many employers allow women the flexibility to come in early or stay late to make up time. Some employers allow women to adjust their meal break to make up time. Others do not track the extra time.

FLEXIBLE BREAKS AND OPTIONS MAY ALLOW FOR:

- Gradual transition back to work.
- Working part-time or from home for a few weeks before resuming full-time work.
- Allowing employees to go home or to their child care providers to nurse their baby.
- Allowing return to work after maternity leave on a Thursday or Friday. This minor schedule change can help the employee use the weekend to so that returning to work for the entire week goes smoothly.



COMPONENTS OF A BREASTFEEDING FRIENDLY BUSINESS PROGRAM & POLICY

2. SPACE

PRIVACY DURING MILK EXPRESSION

It is important to establish a private location where a breastfeeding employee can comfortably and safely express milk during the work period. This can be a woman's private office or an onsite, designated space with an electrical outlet. Simple lactation rooms can be created out of existing space. The cost is usually a one-time expenditure and the return on investment is continuous since many breastfeeding women can make use of the room over a long period of time.

SPACE SOLUTIONS

Designating a space is crucial and basic lactation rooms can be created with little space and be as simple or elaborate as desired. A lactation room can be:

- As small as 4' x 5' to accommodate a chair and a small table or shelf
- A clean, infrequently-used existing office space, lounge, closet or small enclosed storage area
- Any "small unused space" that is currently not well-utilized works too

BREASTFEEDING EMPLOYEES SHOULD NEVER BE EXPECTED TO EXPRESS IN A RESTROOM! RESTROOMS ARE UNSANITARY, LACK APPROPRIATE ELECTRICAL CONNECTIONS, AND DO NOT PROVIDE A PLACE TO COMFORTABLY EXPRESS BREASTMILK.

ROOM AMENITIES

- Comfortable chair
- Electrical outlet
- Lock on the door for privacy
- If a lockable door is not possible, provide door signage to prevent others from entering
- A sink is ideal, but if not available, put the room close to a sink to wash breast pump parts
- Small table or shelf for the breast pump and supplies and a trash can



HANDLING EXPRESSED MILK

- Human milk is food and can be stored in a company refrigerator or the employee's personal cooler.

COMPONENTS OF A BREASTFEEDING FRIENDLY BUSINESS PROGRAM & POLICY

3. EDUCATION

- Employer-provided information and resources available through the worksite during pregnancy and after the baby is born help prepare women for balancing breastfeeding with their job responsibilities. Refer to the box below for contact information for community support services that provide breastfeeding information and resources to breastfeeding employees.

4. SUPPORT

SUPPORT FROM MANAGEMENT, SUPERVISORS, & CO-WORKERS

- Implement a written employee breastfeeding policy
- Incorporate information about the basic needs of breastfeeding employees into orientation and other company training programs
- Create a breastfeeding friendly environment by ensuring a positive, accepting attitude from management, supervisors and co-workers
- Provide information about the designated room to all employees



IDENTIFY SUPPORT SERVICES IN THE COMMUNITY FOR MOTHERS

- **Green County Public Health/Green County WIC**
Certified Lactation Counselors available Monday-Friday 8am-4:30pm by appointment (608) 328-9390
- **Monroe Clinic/SSM Health Pediatrics**
Certified Lactation Help available Monday-Friday 8am-5pm by appointment (608) 324-2648
- **A Breastfeeding Class and A Child Birth Education Class** are offered at Monroe Clinic/SSM Health. For more information call: (608) 324-1725 or (800) 337-0785

SAMPLE TEMPLATE LACTATION POLICY

SAMPLE POLICY FOR SUPPORTING BREASTFEEDING EMPLOYEES

In recognition of the well documented health advantages of breastfeeding for infants and mothers, *[name of company]* provides a supportive environment to enable breastfeeding employees to express their milk during work hours. *[Name of company]* subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

COMPANY RESPONSIBILITIES

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

- ☐ **MILK EXPRESSION BREAKS**
Breastfeeding employees are allowed to breastfeed or express milk during work hours using normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.
- ☐ **A PLACE TO EXPRESS MILK**
A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored *[in general company refrigerators/in designated refrigerators or in employee's personal cooler]*
- ☐ **EDUCATION**
Green County Public Health provides breastfeeding resources including where to access a Certified Lactation Counselor (CLC) for breastfeeding questions and support.
- ☐ **SUPERVISOR AND STAFF SUPPORT**
Supervisors are responsible for alerting pregnant and breastfeeding employees about the company's worksite lactation support program and for following 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.
[List other components specific to your company's program]

EMPLOYEE RESPONSIBILITIES

- ☐ **COMMUNICATION:** 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.
- ☐ **MAINTENANCE OF AREA:** Breastfeeding employees are responsible for keeping milk expression areas clean by using anti-microbial wipes to the area and by keeping the lactation room clean.
- ☐ **MILK STORAGE:** Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible proper storage of her milk using *[company provided refrigerator/personal storage coolers]*.

REFERENCES

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<https://www.co.dakota.mn.us/HealthFamily/HealthServices/WIC/Documents/BreastfeedingFriendlyHealthDepartmentToolkit.pdf>

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<https://www.publichealthgreybruce.on.ca/Portals/0/xBlog/uploads/2016/6/1/BreastFeeding%20Friendly%20Business%20Toolkit.pdf>

Making It Work: For Employers

<http://www.breastfeedingpartners.org/images/pdf/ForEmployersFINAL.pdf>

Slavit, W. (2009). Investing in workplace breastfeeding programs and policies: An employer's toolkit.

Washington, DC: Center for Prevention and Health Services, National Business Group on Health.

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Texas Mother-Friendly Worksite Program: <http://texasmotherfriendly.org/>

U.S. Department of Health and Human Services, Health Resources and Services Administration, Maternal and Child Health Bureau.

(2008). The business case for breastfeeding: steps for creating a breastfeeding friendly worksite

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This Breastfeeding Friendly Employer Toolkit was originally created by Wood County Health Department.



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Green County Public Health

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