

Benton County Human Services-Public Health Unit

Policy Title:	Participation in Community Activities
Effective Date:	06/20/2016
Date Reviewed/Revised:	
Authorized By:	Nicole Ruhoff, BSN, Public Health Supervisor
Signature:	

PURPOSE:

The purpose of this policy is to promote breastfeeding among our employees, clients, partners and the general community.

POLICY:

In recognition of the well documented health advantages of breastfeeding for infants and mothers, Benton County Public Health provides a supportive environment to enable breastfeeding employees, clients, partners, and the general community to express milk. This includes a company-wide lactation support program; Benton County Public Health will provide a place to express milk, access to education, and staff support to breastfeeding employees.

PROCEDURE:

Benton County Public Health Unit subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation as well as with the community through multiple media outlets.

1. Public Health Responsibilities

Breastfeeding employees and visitors who occupy Benton County facilities shall receive:

- **Milk Expression Time**

Breastfeeding employees are allowed to breastfeed or express milk during work hours using their 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. See chapter 20 in personnel policies for break time use.

Visitors will be allowed time to express milk or to breastfeed as needed.

- **A Place to Express Milk**

A privacy room is available to breastfeed or express milk. The room is private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and has an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private office, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Employee's expressed milk can be stored in any refrigerator located in a staff break room. Visitors may consult with whom they are meeting to determine the best place to

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store their milk. The room may be utilized for general privacy; however, priority is given specifically to breastfeeding or lactation mothers per M.S. 181.939. Anyone using the room for purposes other than breastfeeding or lactation shall forfeit their use to accommodate a breastfeeding or lactating mother. Employees who utilize the room are responsible for completing the cleaning checklist, provided in the room, after each use. When more than one person needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs. If the provided privacy room is not a convenient location to your workspace, a portable lactation kit is available in the administration office to be checked out. Employees should communicate with their supervisor to determine the best location for the kit to be used.

Those who utilize the breastfeeding room are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the area used. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur. Members of the community are welcome to utilize the available breastfeeding room. Employees must check them in and out of the room and ensure they have completed the provided cleaning check-list.

- **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 for proper storage of her milk using refrigerators provided in employee break rooms.

- **Education**

Education is provided through community resources which can be found through the Central MN Breastfeeding Coalition: <http://www.centralmnbreastfeedingcoalition.org/resources/index.php>. This resource list includes consultation from nurses in the Benton County Public Health Unit. All mothers can be referred to appropriate individual support within the community by consulting with Public Health staff.

- **Staff Support**

Supervisors are responsible for alerting pregnant and breastfeeding employees about the lactation support program, and for negotiating policies and practices that will help facilitate each employee's infant feeding goals. Employees are expected to do the same for their clients and to assist in providing a positive atmosphere of support for breastfeeding coworkers and clients.

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.

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