# LACTATION SUPPORTIVE ENVIRONMENTS INITIATIVE – ASSESSMENT

🞏 Worksite \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 School Dist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Region \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 Low Income

Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# General Information and Demographics

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|  | UCSD OFFICE USE ONLY Comments |
| **1.Total number of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **2. Number of female employees ages 18-44: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **3. Number of female employees ages 18-44 employed full-time: \_\_\_\_\_\_\_** |  |
| **4. Number of employees who take maternity leave annually: \_\_\_\_\_\_** |  |
| **5. Turnover rate (% within a year) among women who take maternity leave: \_\_\_\_\_\_\_** |  |
| **6. Rate of absenteeism among new mothers: \_\_\_\_\_\_\_\_\_\_\_** |  |

# Lactation Support Policies and Programs

1. **Are you aware of federal and state laws regarding lactation accommodate and support in the workplace?**

* No
* Yes

California Labor Code **§ 10**30-1033 and the Patient Protection and Affordable Care Act amended the Fair Labor Standards Act to require employers to provide an employee who is breastfeeding with reasonable break time and a private, non-restroom place to pump breast milk.

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|  | UCSD OFFICE USE ONLY Comments |
| 1. **Does [COMPANY/DISCTRICT] have a policy regarding break time for pumping/expression of breast milk?**  * No * No, but there are plans to develop policy * Yes |  |
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| 1. **Which of the following best describes how lactation break scheduling is done at [COMPANY/DISCTRICT]:**  * Employees take usual lunch and break times to pump; extra time needed is considered unpaid leave time. * Extra time needed to pump is made up as part of a flexible schedule worked out between employees and their managers or supervisors. * Break time is considered paid time, whether the employee goes over the allotted break time or not. * Don’t know |  |
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| 1. **Does [COMPANY/DISCTRICT] provide new mothers with a private, non-restroom space to pump/express breast milk?**   (Examples of spaces available for pumping may include: a personal office, a designated lactation room, an unused office space, a closet or other small space, or a room created within another room)   * No * No, but there are plans to do so * Yes | |  |
|  | |  |
| 1. **If a non-restroom, designated space is available for new mothers to use to pump, please answer yes or no to the following questions.**   **If a space is NOT available, please check box here 🞏** | |  |
| Is the space at least 4’x5'? | Yes No |  |
| Is the space private? | Yes No |  |
| Can the space be locked from the inside? | Yes No |  |
| Does the space have an available electrical outlet? | Yes No |  |
| Is a sink located in or near the space? | Yes No |  |
| Is the space furnished with a comfortable chair and a table or flat surface to hold the breast pump? | Yes No |  |
| Is a small refrigerator to store breast milk in or near the space? | Yes No |  |
| Are disinfectant, anti-microbial wipes, or spray provided in the space? | Yes No |  |
| Does the space have educational resources? | Yes No |  |
| Does the space have a bulletin board for posting baby photos and notes of support? | Yes No |  |
| Does the space have a telephone available for employees to use? | Yes No |  |
| Is a multiple-user hospital-grade breast pump available for lactating employees to use? | Yes No |  |

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|  | | UCSD OFFICE USE ONLY Comments |
| 1. **How do new mothers get breast pump equipment?** | |  |
| Employees use their own breast pump equipment | Yes No |  |
| Company/district/school purchases hospital-grade electric breast pumps | Yes No |  |
| Company/district/school rents hospital-grade electric breast pumps | Yes No |  |
| Company/district/school provides/subsidizes portable personal use pumps | Yes No |  |
|  | |  |
| 1. **How do employees currently store breast milk if they express milk during work hours?** | |  |
| Employee-provided cooler packs | Yes No |  |
| Company-provided cooler packs | Yes No |  |
| Small refrigerator designated for breast milk storage | Yes No |  |
| Public shared refrigerator | Yes No |  |
| Don’t know | Yes No |  |
| Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes No |  |
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| 1. **Does [COMPANY/DISCTRICT/SCHOOL] or health insurance offered by [COMPANY/DISCTRICT/SCHOOL] subsidize or provide the following?** | |  |
| Personal portable electric breast pumps or milk collection kits | Yes No |  |
| Small coolers for lactating employees to store their breast milk | Yes No |  |
| Prenatal educational classes on pregnancy and breastfeeding | Yes No |  |
| Access to lactation consultants | Yes No |  |
| Other benefits or resources (eg, discounts, etc) | Yes No |  |

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| 1. **Does [COMPANY/DISCTRICT/SCHOOL] offer new mothers gradual return to work options following family leave (part-time employment, telecommuting, job sharing, flextime, etc.)?**  * No * Yes |  |
| **Are return to work options and arrangements discussed with employees before they go on family leave?**   * No * Yes |  |

# Communication, Outreach and Education

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|  | UCSD OFFICE USE ONLY Comments |
| 1. **How are worksite lactation accommodations communicated to employees? Check all that apply:**   🞏 Company website  🞏 Employee benefits package  🞏 Memos/Emails  🞏 Company newsletter  🞏 Employee manual  🞏 New hire orientation  🞏 Other :\_\_\_\_\_\_\_\_\_\_\_\_  🞏 none of the above |  |

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|  | | UCSD OFFICE USE ONLY Comments |
| 1. **What educational materials are currently available for pregnant and breastfeeding employees?** | |  |
| Prenatal/postpartum classes | Yes No |  |
| Pamphlets | Yes No |
| Books | Yes No |
| Videos | Yes No |
| [COMPANY/DISCTRICT/SCHOOL] website/intranet | Yes No |
| Information about community resources | Yes No |
| None | Yes No |
| Other | Yes No |
|  | |  |
| 1. **Are you aware of the following community resources that provide direct services to breastfeeding employees?** | |  |
| Hospital/private clinic nurses | Yes No |  |
| Lactation consultants at the hospital or in private practice | Yes No |
| WIC program | Yes No |
| La Leche League group | Yes No |
| San Diego County Breastfeeding Coalition | Yes No |

# ADDITIONAL NOTES/COMMENTS