**Year**

Lactation Supportive Environments (Worksite Name) Implementation Plan

Insert Workplace Logo

**OBJECTIVES AND RECOMMENDATIONS**

*(Modify or add your own. See below example)*

The initiative aims to:

* Increase the number of businesses in San Diego County with policies and procedures (including Workplace Lactation Accommodation) that promote breastfeeding initiation and continuation.
* Reduce the barriers to initiating and maintaining exclusive breastfeeding.
* Increase breastfeeding rates and promote healthier moms, babies and future adults.

**Site Profile**

*Brief history/background of site. Demographics of site (ex. # of employees/students, females of child-bearing age, full-time vs. part-time, # of employees/students that take maternity leave annually). Current lactation accommodations (policies, spaces, communication, resources, etc.)*

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| --- | --- | --- |
| Lactation Accommodation Policy | Guidelines | Support/Recommendations |
| Lactation accommodation policies are good for everyone – children, parents, employers, and society. Breastfeeding reduces the risk of obesity, as well as infections and illnesses in infants, and lowers the risk of breast cancer and osteoporosis for mothers. Providing a breastfeeding-friendly environment doesn’t only make sense for babies and moms, it also makes business sense. Businesses with lactation policies enjoy lower turnover rates, lower healthcare costs, less absenteeism and higher employee productivity and morale. Institutions with LA policies for students…..Additionally, treating diseases and conditions preventable by breastfeeding costs insurers at least $3.6 billion each year.  | * Organizational policy/procedure

Policy/Procedure should include the following:* Purpose
* Training
* Communication
* Break Time
* Reasonable Space/Location
* Equipment
* Education
* Atmosphere of Tolerance
 | Provide:Materials: |
| NOTES:  |

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| Space | Guidelines | Support/Recommendations |
| A private room (not a restroom) shall be available for employees and students 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 office, or in other comfortable locations agreed upon in consultation with the employee’s supervisor. | * NOT A RESTROOM
* 4x5 minimal space
* Private space
* Electrical outlet
* Locked from inside
* Sink located near space
* Furnished with comfortable chair and table to hold pump
* Small refrigerator to store milk
* Disinfectant, anti-microbial wipes or spray provided
* Educational resources
* Bulletin board
* Mirror
* Hospital grade pump
 | Provide:Suggestions: |
| NOTES:  |

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| Equipment | Guidelines | Support/Recommendations |
| Access to breast pumps is an important piece to supporting new mothers in meeting their breastfeeding goals. Knowledge of the Affordable Care Act benefits for breastfeeding equipment and support is critical. In addition providing information on insurance carrier and WIC benefits is also recommended.  | * Provide information on ACA and WIC breastfeeding support benefits
* Explore breast pump options through employer insurance
* Communicate benefits to employees/students
* Provide resources for obtaining pumps
* Explore options for employees to store breast milk
* Provide hospital grade pumps for multi-use with pump kits for purchase on campus
 | Provide:Suggestions: |
| NOTES:  |

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| Education and Resources  | Guidelines | Support/Recommendations |
| Employer/student-provided information and resources accessible through the workplace/campus during pregnancy and after the baby is born help prepare women for balancing the requirements for breastfeeding with their job or school responsibilities. This information is also beneficial for expectant fathers. Institutions that provide lactation information and support have lower absenteeism rates and lower health insurance claims.  | * Prenatal information on breastfeeding
* Prenatal and postpartum breastfeeding classes
* Informational materials for both mothers and fathers
* Company contract with a lactation expert to provide education and assistance
 | Provide:Suggestions: |
| NOTES:  |

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| Communication | Guidelines | Support/Recommendations |
| Communicate support for your employees and students. Promoting your lactation accommodation support, policy and services is especially important when you first launch, but must also be maintained after launch. Communication helps women in the organization make informed decisions  | * Plan a coordinated approach to announce and promote the program
* Inform departments heads, mangers, supervisors, staff, faculty, students and student services about the program
* Conduct a brief training and orientation about the program with current and future staff, faculty, and students
* Communicate new program through company website, handbook, bulletin boards, etc.
 | Provide: Suggestions:  |
| NOTES:  |

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| Signage | Guidelines | Support/Recommendations |
| Displaying breastfeeding-friendly signage letting students, staff, faculty and guests know your University is breastfeeding-friendly.  | * Post signage indicating your workplace is breastfeeding friendly
* Provide signage for designated lactation rooms so they are clearly identifiable
 | Provide:Suggestions: |
| NOTES:  |

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| Support | Guidelines | Support/Recommendations |
| Supporting nursing mothers in the workplace and at school brings bottom-line benefits that help all! This includes such benefits as lower absenteeism and turnover. While other employees may need to help out with coverage from time to time, it is easier to schedule around breaks than to deal with unexpected absences due to illness. Many businesses find that involving other employees in the initial planning helps bring about teamwork and a sense of fairness for all. Students who are accommodated are more likely to continue with school and miss less class.  | * Support from company managers, supervisors and co-workers
* Mother-to-mother support
* Worksite lactation support policy
* Training for supervisors and co-workers
* Support groups
 | Provide:Suggestions: |
| NOTES:  |

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| Evaluation | Guidelines | Support/Recommendations |
| Indicators of satisfaction and perceptions related to workplace lactation programs can help employers improve their support and accommodations for breastfeeding employees. Several studies indicate that support for lactation at work benefits individual families as well as employers via improved productivity and staff loyalty; enhanced public image of the employer; and decreased absenteeism, health care costs, and employee turnover. | * Conduct pre/post employee surveys
* Establish a feedback system for breastfeeding employees, co-workers, and supervisors in order to gather ongoing input to help streamline the program.
* Communicate with supervisors and managers regarding the impact of the program.
* Review company absenteeism and turnover rates periodically to track the potential impact of the program.
 | Provide:Suggestions: |
| NOTES:  |