

**COUNTY BOARD OF HEALTH
POLICY # CO-12008
WORKPLACE BREASTFEEDING SUPPORT POLICY**

Approval:	 District Health Director	7/31/2020 Date
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Public Health
Prevent. Promote. Protect.

1.0 PURPOSE

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

2.0 AUTHORITY – The CBOH Workplace Breastfeeding Support Policy is published under the authority of CBOH and in compliance with the following:

- 2.1 FLSA § 7(r)** (as amended by the Affordable Care Act, P.L. 111-148)
- 2.2 Georgia Code § 31-1-9**
- 2.3 Georgia Code § 34-1-6**
- 2.4 Executive Order No. EO-99-10**

3.0 SCOPE

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

4.0 POLICY

The policy of the CBOH is to encourage and support the practice of breastfeeding in CBOH facilities.

5.0 DEFINITIONS

- 5.1 CBOH** – County Board of Health
- 5.2 DHD** – District Health Director
- 5.3 HR** – Human Resources

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5.4 FLSA – Fair Labor Standards Act

6.0 RESPONSIBILITIES

- 6.1 HR and Worksite Wellness are responsible for issuing, updating, and coordinating the procedures to implement this policy.
- 6.2 Direct supervisors/designates are responsible for enforcement of compliance with this policy.
- 6.3 HR, Worksite Wellness Section is responsible for providing information to employees on the Workplace Breastfeeding Support Policy through, New Employee Orientation, and Family and Medical Leave Act handouts.
- 6.4 HR is responsible for providing educational resources.
- 6.5 Nurse managers will work with facilities to identify adequate space within the health department facilities for breastfeeding or expressing of milk within a safe environment of care during normal work hours.
- 6.6 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.
- 6.7 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 in the lactation room refrigerator only.
- 6.8 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 CBOH 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.

7.0 PROCEDURES

- 7.1 CBOH 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:
 - 7.1.1 Privacy, such as a private office space with a locking door.
 - 7.1.2 Suitable furnishings, such as an easy to clean, comfortable chair, table and waste receptacle.
 - 7.1.3 Electrical outlet(s), with surge protection, for use with electric breast pump.

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- 7.1.4 Adequate lighting.
- 7.1.5 A built-in sink and countertop when possible, or access to a nearby, clean and safe water source.
- 7.1.6 A refrigerator to store breast milk. To protect pumped milk, federal regulations prohibit the storage of breastmilk in refrigerators or freezers that are used for laboratory specimens or consumer medications.
- 7.1.7 A microwave oven to be used for sanitizing pump kits after use. More detail on proper sanitation recommendations found in attachment.
- 7.1.8 A paper towel dispenser and cleaning supplies.
- 7.2 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.
- 7.3 Supervisors and breastfeeding employees will coordinate employee's work schedule to best support the CBOH mission and breastfeeding schedule.
- 7.4 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.
- 7.5 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 CBOH.
- 7.6 Educational materials for breastfeeding support will be made available to prenatal and postpartum mother, fathers and other interested parties.
- 7.7 Lactation room "Consumer Rules" will be posted at each site.
- 7.8 Pump kits will be made available to all CBOH employees through Worksite Wellness.

8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	May 1, 2013	Initial Issue
1	June 20, 2017	Annual Review and update
2	November 17, 2017	Revision 7.4
3	June 12, 2020	Annual Review and revision 1.0, 2.0, 3.0,4.0, 5.1, 5.2, 5.3, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 7.1, 7.3, 7.7, 7.8

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9.0 RELATED FORMS

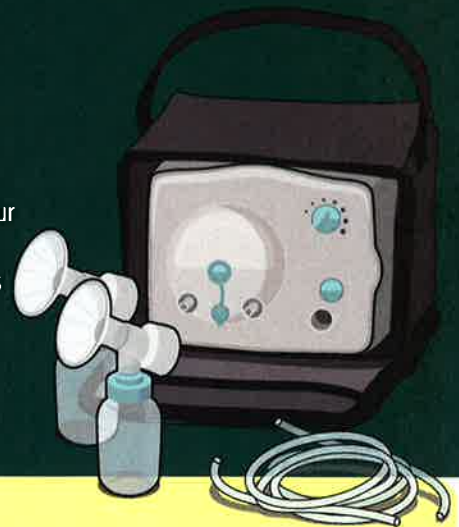
Attachment: *How to Keep Your Breast Pump Kit Clean*

CDC Link:

<https://www.cdc.gov/healthywater/hygiene/healthychildcare/infantfeeding/breastpump.html>

How to Keep Your Breast Pump Kit Clean

Providing breast milk is one of the best things you can do for your baby's health and development. Pumping your milk is one way to provide breast milk to your baby. Keeping the parts of your pump clean is critical, because germs can grow quickly in breast milk or breast milk residue that remains on pump parts. Following these steps can keep your breast pump clean and help protect your baby from germs. If your baby was born prematurely or has other health concerns, your baby's health care providers may have more recommendations for pumping breast milk safely. The steps outlined below are based on the available scientific literature and expert opinion on breast pump hygiene. However, more research is needed to answer some questions about how to best clean breast pump equipment.



BEFORE EVERY USE

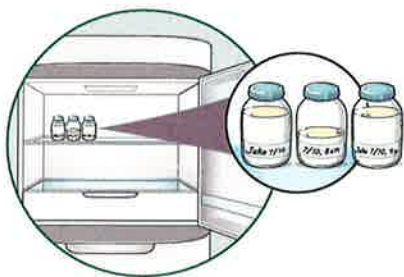


Wash your hands well with soap and water for 20 seconds.

Inspect and assemble clean pump kit. If your tubing is moldy, discard and replace immediately.

Clean pump dials, power switch, and countertop with disinfectant wipes, especially if using a shared pump.

AFTER EVERY USE



Store milk safely. Cap milk collection bottle or seal milk collection bag, label with date and time, and immediately place in a refrigerator, freezer, or cooler bag with ice packs.

Clean pumping area, especially if using a shared pump. Clean the dials, power switch, and countertop with disinfectant wipes.

Take apart breast pump tubing and separate all parts that come in contact with breast/breast milk.

Rinse breast pump parts that come into contact with breast/breast milk by holding under running water to remove remaining milk. Do not place parts in sink to rinse.

Clean pump parts that come into contact with breast/breast milk as soon as possible after pumping. You can clean your pump parts **in a dishwasher** or **by hand** in a wash basin used only for cleaning the pump kit and infant feeding items.

Follow the cleaning steps given on the next page.



Clean Pump Kit

CLEAN BY HAND



Place pump parts in a clean wash basin used only for infant feeding items. **Do not place pump parts directly in the sink!**

Add soap and hot water to basin.

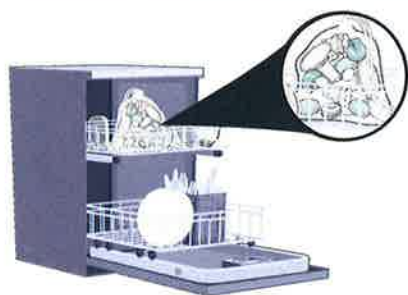
Scrub items according to pump kit manufacturer's guidance. If using a brush, use a clean one that is used only to clean infant feeding items.

Rinse by holding items under running water, or by submerging in fresh water in a separate basin.

Air-dry thoroughly. Place pump parts, wash basin, and bottle brush on a clean, unused dish towel or paper towel in an area protected from dirt and dust. Do not use a dish towel to rub or pat items dry!

Clean wash basin and bottle brush. Rinse them well and allow them to air-dry after each use. Wash them by hand or in a dishwasher at least every few days.

OR CLEAN IN DISHWASHER



Clean pump parts in a dishwasher, if they are dishwasher-safe. Be sure to place small items into a closed-top basket or mesh laundry bag. Add soap and, if possible, **run the dishwasher using hot water and a heated drying cycle (or sanitizing setting).**

Remove from dishwasher with clean hands. If items are not completely dry, place items on a clean, unused dish towel or paper towel to air-dry thoroughly before storing. Do not use a dish towel to rub or pat items dry!

After Cleaning

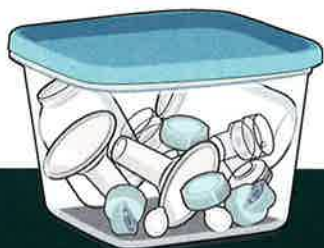
FOR EXTRA PROTECTION, SANITIZE



For extra germ removal, sanitize pump parts, wash basin, and bottle brush **at least once daily** after they have been cleaned. Items can be sanitized using steam, boiling water, or a dishwasher with a sanitize setting. Sanitizing is especially important if your baby is less than 3 months old, was born prematurely, or has a weakened immune system due to illness or medical treatment.

For detailed instructions on sanitizing your pump parts, visit www.cdc.gov/healthywater/hygiene/healthychildcare/infantfeeding.html

STORE SAFELY



Store dry items safely until needed. Ensure the clean pump parts, bottle brushes, and wash basins have air-dried thoroughly before storing. Items must be completely dry to help prevent germs and mold from growing. Store dry items in a clean, protected area.

Learn more about safe and healthy diapering and infant feeding habits at www.cdc.gov/healthywater/hygiene/healthychildcare.