



To Protect and Promote the Health and the Environment of the People of Kittitas County

PH-DEPT-007

Accommodation for Lactating Employees

I. Purpose

It is the purpose of this policy to support employees of Kittitas County Public Health Department (KCPHD) who choose to breastfeed/chestfeed by providing reasonable break times and private space for milk expression. As public health professionals, we promote breastfeeding/chestfeeding as a benefit to both infant and maternal/parental health and follow workplace pregnancy accommodations outlined in RCW 43.10.005.

II. Policy

- A. Practices mentioned within this policy can be found in *The Business Case for Breastfeeding Tool Kit*, which is supported by the U.S. Department of Health and Human Services and Health Resources and Services Administration (HRSA).
- B. This policy shall be communicated to all current employees and included in new employee orientation training. Supervisors will remind their pregnant and breastfeeding/chestfeeding staff of these policies, as needed.
- C. Supervisors will negotiate the best procedures and practices to help each employee meet their infant feeding goals.
 1. Breastfeeding/chestfeeding employees will receive flexible milk expression breaks and private space(s) to express milk.
 2. All KCPHD staff will foster a workplace culture of support for breastfeeding/chestfeeding and pumping employees.

III. Procedures

- A. The procedures for implementing these accommodations for lactating employees are as follows:
 1. Breastfeeding employees will receive:
 - a. **Milk Expression Breaks:** Breastfeeding employees are allowed to breastfeed/chestfeed or express milk during work hours using their normal paid and unpaid break times. If the employee needs more time beyond the usual break periods, arrangements can be made with the employee's supervisor to make up the time.
 - b. **Private Area to Express Milk:** A lockable room that is not a toilet stall or restroom will be available for workers to breastfeed/chestfeed or express milk. KCPHD will designate a lactation area, or "lactation station," in a private location, as needed. If space at KCPHD is not available, the employee and their supervisor will work to find a suitable location and milk expression schedule that will accommodate



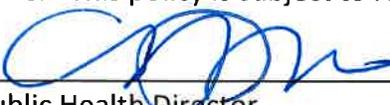
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their needs. Sinks are available in the downstairs kitchen as well as each restroom in the building for hand washing and pump part washing. In accordance with the HRSA recommendation, the "lactation station" will be no less than 4 feet by 5 feet in area, will be private and sanitary, and will have an electrical outlet. If employees prefer, they may breastfeed/chestfeed or express milk in their own private offices or in other comfortable locations, such as clinic room #1(Wellness Room), as agreed upon with supervisors. Expressed milk can be stored in an employee's personal cooler or clearly labeled in the staff refrigerator.

2. Other considerations include:
 - a. **Breastfeeding/chestfeeding Equipment Storage:** As needed, storage areas will be provided for employees' breastfeeding/chestfeeding equipment, such as breast pumps and pump parts. This location will be sanitary, safe from theft, and agreed upon with supervisors.
3. Employee responsibilities include:
 - a. **Communication with Supervisors:** Employees who wish to express milk during the work period shall keep supervisors informed of their needs to ensure appropriate accommodations can be made to satisfy the needs of both the employee and their employer.
 - b. **Maintenance of Milk Expression Areas:** Breastfeeding/chestfeeding employees must keep lactation areas clean and sanitary. After each use, the lactation room must be ready for the next user. This responsibility applies to the "lactation station" and any other shared area where expressing milk will occur.
 - c. **Milk Storage:** If storing expressed milk in the shared refrigerator, employees will clearly label containers. Each employee is responsible for the proper storage of their milk.

IV. Applicability

- A. This policy applies to all employees, interns, and volunteers of KCPHD.
- B. This policy is effective on the date both the Public Health Director and the Health Promotion Supervisor have signed.
- C. This policy is subject to review at least every five years.


Public Health Director _____ Date 6/29/23


Health Promotion Supervisor _____ Date 6/29/23