

Step 7: Provide and maintain effective lactation accommodation for all employees within the organization.

GUIDELINE	DESIRED OUTCOMES	ADVICE FROM THE FIELD	TOOLS & RESOURCES
<p>7A: Develop an organizational policy that complies with state and federal law and outlines lactation support practices for employees and their supervisors, including the following components:</p> <ol style="list-style-type: none"> 1. Purpose/Policy: Start with an affirmative statement that demonstrates support for breastfeeding women in your workplace. 2. Training: Specify how managers and supervisors will be trained to ensure implementation of the policy. 3. Communication: Communicate policies that describe employee rights prior to and upon returning from maternity leave and the process to request reasonable lactation accommodation. 4. Break time: Explain how lactation break time is scheduled and how additional lactation time will be accommodated. 5. Reasonable Space/Location: Define the space options and designated locations for lactation that are private and free from intrusion. 6. Equipment: Explain the process to acquire a breast pump 	<ol style="list-style-type: none"> 1. <i>The organization’s lactation accommodation policy will comply with all elements described in Guideline 7A.</i> 	<p>Worksite lactation support for employees, including quality breast pumps and supplies, should be part of employee health plan benefits.</p> <p>Community health centers have found flexible ways to accommodate worksite lactation, including temporary or shared space, depending on employee needs.</p> <p>When employers, especially health care providers, support patients and employees with breastfeeding, a culture of support and acceptance can be established.</p>	<p><i>Supporting Nursing Moms at Work: Employer Solutions</i> - USDHHS Office of Women’s Health</p> <p><i>Business Case for Breastfeeding</i> - HRSA Maternal & Child Health</p> <p><i>Break Time for Nursing Mothers Requirement</i> - US Dept. of Labor</p> <p><i>Breastfeeding & Healthy Living: Going Back to Work or School</i> - CDPH Children & Families</p> <p><i>FAQs about Affordable Care Act Implementation (Part XXIX) and Mental Health Parity Implementation</i> - US Department of Labor</p> <p><i>State of Breastfeeding Coverage: Health Plan Violations of the Affordable Care Act</i> - National Women’s Law Center</p>

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<p>(company provided and/or reimbursed by health insurance) and to safely store breastmilk.</p> <p>7. Education: Describe how pregnant and postpartum women will be offered breastfeeding education, information and access to lactation consultants to be successful in their return to employment while breastfeeding. Include information about successful pumping tips, sample pumping schedule, breastmilk storage and talking with the childcare provider about breastmilk.</p> <p>8. Atmosphere of Support: Ensure that breastfeeding does not constitute a source of discrimination or harassment in employment or in access to employment and ensure that procedures for reporting such actions are provided.</p>			
<p>7B: Train all employees on all aspects of the lactation accommodation policy developed under Guideline 7A.</p>	<p>1. <i>At least 80% of employee training records will show that staff is trained upon hire and updated periodically on the lactation accommodation policy.</i></p>	<p>Training for supervisors and staff greatly reduces miscommunication and challenges for clinic staffing and operations.</p> <p>Employees and their supervisor should discuss worksite lactation needs prior to maternity leave and</p>	

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		again before return to work.	
<p>7C: Conduct an annual review of the lactation accommodation policy, with special attention to changes in state and federal laws/regulations, as well as updates to lactation best practices and community lactation resources.</p>	<p>1. <i>Documentation will show that the lactation accommodation policy is reviewed annually and updated as outlined in Guideline 7C.</i></p>		