



**BREASTFEEDING TOOLKIT
2017**

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Introduction to the Genesee County Breastfeeding Friendly Organization Toolkit

Human breast milk is the healthiest feeding source for all infants, including premature and sick newborns. The nutrients found in a mother's milk is unmatched by any baby formula or food on the market today. The American Academy of Pediatrics recommends that breastfeeding continue for at least the first 12 months of a baby's life, and thereafter for as long as mutually desired. Among employed mothers, studies have found lower initiation rates and shorter duration of breastfeeding. Rates of breastfeeding initiation and duration are higher in women who have longer maternity leave, work part-time rather than fulltime, and have breastfeeding support programs in the workplace.

The Genesee County Breastfeeding Friendly Organization Toolkit is designed as a resource for businesses, organizations, and individuals to create environments that support new mothers with the practice of breastfeeding. Breastfeeding is proven to have significant health benefits for children, including a reduced risk for both diabetes and obesity. Many women are aware that breastfeeding is the healthiest option for their babies but choose not to breastfeed due to social stigma, embarrassment, and perceived inconvenience (Office of the Surgeon General, 2011). Community organizations have the power to lead employees to pursue breastfeeding as the primary feeding method for their infant by endorsing positive breastfeeding messaging and promotion throughout their organization.

The Genesee County Breastfeeding Toolkit provides employers and businesses with pertinent information in order to create a healthier workplace environment by adopting breastfeeding-friendly policies and implementing a breastfeeding support program in their workplace. This toolkit is designed to help guide employers in successfully implementing a cost-effective breastfeeding support program by providing tools that can be easily modified to meet organizational requirements.

To assist employers in this endeavor, this toolkit includes:

- Genesee County Breastfeeding Resource Guide (developed by the Genesee County Breastfeeding Coalition)
- Self-Appraisal Questionnaire
- Steps to Create a Breastfeeding Friendly Organization
- Sample Breastfeeding Policy
- Lead and Breastfeeding
- The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly Worksite (developed by the U.S. Department of Health and Human Services: Health Resources and Services Administration)

This is an updated toolkit that was developed by the Greater Flint Health Coalition's (GFHC) Health Improvement Steering Committee as one component of the County Health Rankings Action Plan. This plan was adopted by the GFHC as a means to strategically improve the health behaviors and health outcomes of Genesee County and the City of Flint.

The Breastfed Baby

Immune system.

Responds better to vaccinations. Human milk helps to mature immune system. Decreased risk of childhood cancer.

Skin.

Less allergic eczema in breastfed infants.

Joints and muscles.

Juvenile rheumatoid arthritis is less common in children who were breastfed.

Throat.

Children who are breastfed are less likely to require tonsillectomies.

Eyes.

Visual acuity is higher in babies fed human milk.

Higher IQ.

Cholesterol and other types of fat in human milk support the growth of nerve tissue.

Endocrine system.

Reduced risk of getting diabetes.

Ears.

Breastfed babies get fewer ear infections.

Mouth.

Less need for orthodontics in children breastfed more than a year. Improved muscle development of face from suckling at the breast. Subtle changes in the taste of human milk prepare babies to accept a variety of solid foods.

Bowels.

Less constipation.

Urinary tract.

Fewer infections in breastfed infants.

Appendix.

Children with acute appendicitis are less likely to have been breastfed.

Kidneys.

With less salt and less protein, human milk is easier on a baby's kidneys.

Respiratory system.

Breastfed babies have fewer and less severe upper respiratory infections, less wheezing, less pneumonia and less influenza.

Digestive system.

Less diarrhea, fewer gastrointestinal infections in babies who are breastfeeding. Six months or more of exclusive breastfeeding reduces risk of food allergies. Also, less risk of Crohn's disease and ulcerative colitis in adulthood.

Heart and circulatory system.

Breastfed children have lower cholesterol as adults. Heart rates are lower in breastfed infants.



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Organizations promoting breastfeeding to employees benefits as follows:

- Lowered medical costs and health insurance claims for breastfeeding employees and their infants (up to three times less for breastfeeding employees)
- Reduced turnover rates (86-92 percent of breastfeeding employees return to work after childbirth when a lactation support program is provided compared to the national average of 59%)
- Lower absenteeism rates (up to half the number of one-day absences)
- Improved productivity
- Increased employee morale and loyalty to the company



Breastfeeding Friendly Organization Assessment

Breastfeeding Friendly Organization Assessment

The Breastfeeding Friendly Organization Assessment is designed to help organizations review existing breastfeeding friendly practices. It is an ideal tool to assess key areas where improvements may be necessary to support breastfeeding mothers and babies.

Date form was completed _____

Name and title of person completing appraisal _____

Seven Steps to Successful Breastfeeding for Organizations

Yes **No**

Step 1: Designate an individual or group who is responsible for developing and implementing the breastfeeding friendly organization

- Does the organization have a designated individual or group responsible for initiating and assessing progressing completing the steps to become "Breastfeeding Friendly"?
- Does the organization have a designated individual or group responsible for reviewing policies, procedures and protocols about breastfeeding?
- Does the organization have a designated individual or group responsible for ensuring staff receive orientation and clients receive education about breastfeeding?

Step 2: Establish a supportive policy for breastfeeding staff members and clients

- Does the organization have a written breastfeeding policy?
- Are all staff trained on the policy within six months of hire and do all staff follow the policy?
- Is the policy available for review by women and their families if requested?
- Does the policy state that breastfeeding employees are provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children?
- Does the policy state that breastfeeding employees and clients are provided a private and clean place to breastfeed their babies or express milk?

Step 3: Train staff to carry out breastfeeding promotion and support activities

- Are all staff who have responsibility to care for infants and children able to provide breastfeeding information and resources to help mothers continue breastfeeding when working or going to school?
- Are brochures, pamphlets and other resources about breastfeeding displayed for easy access?
- Does the organization offer information on the benefits of breastfeeding to all families with infants?

Step 4: Inform expectant women, new families, and visitors about your breastfeeding friendly policies

- Do staff members willingly tell clients about your breastfeeding policies, resources, and breastfeeding rooms?
- Does your organization display signs that inform mothers it is ok to breastfeed there?

	<u>Yes</u>	<u>No</u>
Step 5: Create learning experiences for staff and clients with promotional and educational efforts about breastfeeding		
• Is breastfeeding information included in organizational education given to appropriate clients?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the organization offer opportunities for staff and clients to learn about the benefits of breastfeeding?	<input type="checkbox"/>	<input type="checkbox"/>
Step 6: Provide a comfortable place for mothers to breastfeeding or express milk in privacy		
• Is a private, clean, quiet space available for mothers to breastfeed or express milk?	<input type="checkbox"/>	<input type="checkbox"/>
• Does this area have a comfortable chair, electrical outlet, and nearby access to running water?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the organization provide refrigerator space for breastfeeding mothers to store expressed breastmilk?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the organization educate staff and families that a mother may breastfeed her child wherever they have a legal right to be?	<input type="checkbox"/>	<input type="checkbox"/>
Step 7: Establish and maintain connections with community breastfeeding support resources		
• Does the organization collaborate with local breastfeeding support resources such as Genesee County WIC, La Leche League, healthcare providers, local support groups, breastfeeding peer counselors, and lactation specialists?	<input type="checkbox"/>	<input type="checkbox"/>
• Are mothers with breastfeeding concerns referred to above community resources?	<input type="checkbox"/>	<input type="checkbox"/>
• Are current printed or electronic lactation resources available to breastfeeding clients and employees?	<input type="checkbox"/>	<input type="checkbox"/>

Breastfeeding Laws

Federal Law: Effective Marches 23, 2010, this federal law, part of Section 4207 of the Patient Protection and Affordable Care Act under the Fair Labor Standards Act (FLSA) of 2011, requires employers to provide break time and a place for hourly paid workers to express breast milk at work. The law states that employers must provide a “reasonable” amount of time and that they must provide a private space other than a bathroom. They are required to provide this until the employee’s baby turns one year old. Employers with fewer than 50 employees are not subject to the FLSA break time requirement if compliance with the provision would impose an undue hardship.

Michigan Law: Effective June 24, 2014, Michigan Public Acts, Act 197 or the Breastfeeding Antidiscrimination Act, prohibits discriminatory practices, policies, and customs in the exercise of the right to breastfeed and provides for enforcement of the right to breastfeed.



Breastfeeding Friendly Organization Sample Planning Worksheet

Sample Planning Worksheet

Use this sample planning worksheet to assist your business or organization with creating a breastfeeding friendly environment.

Recommendations: Describe the strategies selected from the Self-Appraisal Questionnaire.

Activities: List the activities required to meet the recommendation.

Materials, Resources and Personnel: List the individuals who will do the work and the resources and tools they need to get the job done.

Time Frame: When will implementation begin? How long will it take to finish?

Evaluation: How will you measure your success and/or misfortunes?

Example:

Recommendations	Activities	Materials Resources and Personnel	Time Frame	Evaluation
Step 1: Designate an individual or group who is responsible for developing and implementing the breastfeeding friendly organization	Team member gives report at staff meetings; write article for employee newsletter	Team leader or designated member	Monthly staff meetings; quarterly newsletters	Meeting minutes; copy of employee newsletter
Step 2: Establish a supportive policy for breastfeeding staff members and clients	Draft and implement a policy on breastfeeding for the organization	Staff input, management support, and sign-off	1 month- February	Policy in place
Step 7: Create a resource file	Inventory current resources; add new resources	Staff time; funding	2 months –January-February	Pre/Post listing of resources in file

Recommendations	Activities	Materials Resources and Personnel	Time Frame	Evaluation
Step 1: Designate an individual or group who is responsible for developing and implementing the breastfeeding friendly organization				
Step 2: Establish a supportive policy for breastfeeding staff members and clients				
Step 3: Train staff to carry out breastfeeding promotion and support activities				
Step 4: Inform expectant women, new families, and visitors about your breastfeeding friendly policies				
Step 5: Create learning experiences for staff and clients with promotional and educational efforts about breastfeeding				
Step 6: Provide a comfortable place for mothers to breastfeeding or express milk in privacy				
Step 7: Create a resource file				



Sample Policy for Supporting Breastfeeding Employees

Policy for Supporting Breastfeeding Employees

In recognition of the well documented health advantages of breastfeeding for infants and mothers, *[name of company]* provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a company-wide lactation support program administered by *[name of department]*.

[Name of company] subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

Company Responsibilities

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

■ Milk Expression Breaks

Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.

■ A Place to Express Milk

A private room (not a toilet stall or restroom) shall be available for employees 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 offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored *[in general company refrigerators/in designated refrigerators provided in the lactation room or other location/in employee's personal cooler]*.

■ Breastfeeding Equipment

[Name of company] *[provides/ subsidizes/ rents]* electric breast pumps to assist breastfeeding employees with milk expression during work hours. The company provides *[hospital grade pump that can be used by more than one employee/ or portable personal use electric breast pump that the employee retains]* throughout the course of breastfeeding for the employee. *[If using a standard hospital-grade pump, indicate whether the company provides/ subsidizes personal attachment kit or where the employee can purchase the kit.]* *[Indicate whether breast pumps are also available for partners of male employees.]*

- **Education**

Prenatal and postpartum breastfeeding classes and informational materials are available for all mothers and fathers, as well as their partners.

- **Staff Support**

Supervisors are responsible for alerting pregnant and breastfeeding employees about the company's worksite lactation support program, and for negotiating 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.

[List other components specific to your company's program]

Employee Responsibilities

- **Communication with Supervisors**

Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the company.

- **Maintenance of Milk Expression Areas**

Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump and area around it. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

- **Milk Storage**

Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her milk using *[company provided refrigerator/personal storage coolers]*.

- **Use of Break Times to Express Milk**

When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.



Genesee Health System Sample Policy for Supporting Breastfeeding Employees



SUBJECT: Breastfeeding-Friendly Workplace		POLICY #: 02-008-13	Page 1 of 2
SECTION: Human Resources		CHAPTER: Human Resources	
WRITTEN BY: Honor Potvin, MPH	TECHNICAL REVIEW BY: Tracey Malin, CRO	AUTHORIZED BY: Tisha Deeghan, COO	

I. APPLICATION

All GHS and PIHP Staff; All GCHC Staff; Contractors; Temporary Staff; Students; Volunteers

II. POLICY STATEMENT

Genesee Health System (GHS) recognizes the scientific evidence that breast milk is the optimal food for growth and development of infants and encourages employees and management to have a positive, accepting attitude toward working women who are breastfeeding. GHS promotes and supports breastfeeding and the expression of breast milk by employees who are breastfeeding when they return to work.

Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated by GHS.

It shall be the policy of GHS to provide:

A. Training and Support

The Breastfeeding-Friendly Workplace policy shall be disseminated to every incoming and current employee, contractor, temporary staff, student, or volunteer at GHS and GCHC.

Information about breastfeeding support after returning to work shall be provided to the staff named above prior to their maternity leave.

A peer support group will be established to provide activities in support of breastfeeding mothers in the workplace.

B. Time to Express Milk or Breastfeed (Lactation Time)

Lactation times shall be established for each employee based on her work schedule. If possible, the lactation time is to run concurrently with any break time already provided.

Lactation time beyond the regular break time will be negotiated between the employee and her supervisor, as GHS recognizes that the needs of each mother are unique.

C. Space for Expressing Milk or Breastfeeding

Employees shall be provided the use of a clean, comfortable space or "Lactation Area." A toilet shall not serve as the lactation area.

Each Lactation Area:

- is equipped with an electrical outlet.

SUBJECT: Breastfeeding-Friendly Workplace		POLICY #:	Page 2 of 2
SECTION:		CHAPTER:	

- is in close proximity to the employee’s work area.
- contains comfortable seating.
- has a lock or other mechanism to ensure privacy.
- has a sink with hot water and soap for hand washing and cleaning of equipment.
- (ideally) has a small refrigerator for storage of expressed breast milk, depending on space available.
- has antibacterial wipes and gel.

Ideally, the Lactation Area will be near or co-located with a toilet.

D. Equipment for Expressing Milk or Breastfeeding

GHS’ health insurance carriers cover the cost of individual breast pumps as a part of women’s prevention services.

E. Direct Access for the Purpose of Breastfeeding

Direct access to children for the sole purpose of breastfeeding will be allowed. Direct access must occur in the Lactation Area, and only during regular break times.

F. Atmosphere of Tolerance

Breastfeeding should not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass a breastfeeding employee; such conduct unreasonably interferes with an employee’s work performance and creates an intimidating, hostile, or offensive working environment.

Any incident of harassment of a breastfeeding employee will be addressed in accordance with GHS policies and procedures for discrimination and harassment.

III. DEVELOPMENT AND EVALUATION

The GHS COO and the CRO will review this policy on an annual basis.



Fact Sheet: Break Time to Support Breastfeeding Employees (FLSA)

Fact Sheet #73: Break Time for Nursing Mothers under the FLSA

This fact sheet provides general information on the break time requirement for nursing mothers in the Patient Protection and Affordable Care Act (“PPACA”), which took effect when the PPACA was signed into law on March 23, 2010 (P.L. 111-148). This law amended Section 7 of the Fair Labor Standards Act (FLSA).

General Requirements

Employers are required to provide “reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child’s birth each time such employee has need to express the milk.” Employers are also required to provide “a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.”

The FLSA requirement of break time for nursing mothers to express breast milk does not preempt State laws that provide greater protections to employees (for example, providing compensated break time, providing break time for exempt employees, or providing break time beyond 1 year after the child’s birth).

Time and Location of Breaks

Employers are required to provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The frequency of breaks needed to express milk as well as the duration of each break will likely vary.

A bathroom, even if private, is not a permissible location under the Act. The location provided must be functional as a space for expressing breast milk. If the space is not dedicated to the nursing mother’s use, it must be available when needed in order to meet the statutory requirement. A space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient provided that the space is shielded from view, and free from any intrusion from co-workers and the public.

Coverage and Compensation

Only employees who are not exempt from section 7, which includes the FLSA’s overtime pay requirements, are entitled to breaks to express milk. While employers are not required under the FLSA to provide breaks to nursing mothers who are exempt from the requirements of Section 7, they may be obligated to provide such breaks under State laws.

Employers with fewer than 50 employees are not subject to the FLSA break time requirement if compliance with the provision would impose an undue hardship. Whether compliance would be an undue hardship is determined by looking at the difficulty or expense of compliance for a specific employer in comparison to the size, financial resources, nature, and structure of the employer's business. All employees who work for the covered employer, regardless of work site, are counted when determining whether this exemption may apply.

Employers are not required under the FLSA to compensate nursing mothers for breaks taken for the purpose of expressing milk. However, where employers already provide compensated breaks, an employee who uses that break time to express milk must be compensated in the same way that other employees are compensated for break time. In addition, the FLSA's general requirement that the employee must be completely relieved from duty or else the time must be compensated as work time applies. See [WHD Fact Sheet #22, Hours Worked under the FLSA](#).

FLSA Prohibitions on Retaliation

Section 15(a)(3) of the FLSA states that it is a violation for any person to “discharge or in any other manner discriminate against any employee because such employee has filed any complaint or instituted or caused to be instituted any proceeding under or related to this Act, or has testified or is about to testify in any such proceeding, or has served or is about to serve on an industry committee.”

Employees are protected regardless of whether the complaint is made orally or in writing. Complaints made to the Wage and Hour Division are protected, and most courts have ruled that internal complaints to an employer are also protected.

Any employee who is “discharged or in any other manner discriminated against” because, for instance, he or she has filed a complaint or cooperated in an investigation, may file a retaliation complaint with the Wage and Hour Division or may file a private cause of action seeking appropriate remedies including, but not limited to, employment, reinstatement, lost wages and an additional equal amount as liquidated damages.

For additional information, visit our Wage and Hour Division Website:

<http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

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Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
[Contact Us](#)

Why Commit to Fit?

Commit to Fit! is an ongoing health behavior improvement initiative that seeks to mobilize employers, schools, residents, neighborhoods, churches, and the community at-large to support and utilize a common message focused on healthier, more active lifestyles. Thus, the healthy messages of Commit to Fit! are reinforced throughout the community, across settings where residents live, learn, work, and play.



Greater Flint Health Coalition

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