



Toolkit For

Breastfeeding

Friendly Organizations

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Introduction to Breastfeeding* Friendly Organizations

Human breast milk is the healthiest feeding source for all infants, including premature and sick newborns. The nutrients found in breast milk is unmatched by any baby formula or food on the market today. The American Academy of Pediatrics recommends that infants should only be breastfed for their first six months of life. After 6 months, caregivers should gradually start introducing solid foods and continue to supplement baby's diet with breastfeeding until they are at least one year old. The parent and baby can continue breastfeeding after one year. Breastfeeding does more than just provide needed nutrients to babies. It also decreases the risk of disease for babies, helps breastfeeding individuals recover faster from pregnancy and delivery, facilitates family bonding, reduces stress on the environment through decreasing waste and energy usage, and is better overall for public health.

Upon returning to work after leave, many breastfeeding individuals choose to discontinue breastfeeding because of workplace constraints. Rates of breastfeeding are higher among women who have longer maternity leave, work part-time rather than full-time, or have breastfeeding support programs in the workplace. Supporting breastfeeding employees by reducing worksite barriers will relieve stress on new parents ensuring breastfeeding will continue when the employee returns to work.

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 percent)*
- *Lower absenteeism rates (up to half the number of one-day absences)*
- *Improved productivity*
- *Increased employee morale and loyalty to the company*

Many parents are aware that breastfeeding is the healthiest option for their babies but choose not to breastfeed due to social stigma, embarrassment, and perceived inconvenience. Community organizations have the power to lead clients, as well as employees, to pursue breastfeeding as the primary feeding method for their infant by endorsing positive breastfeeding messages.

Breastfeeding Friendly Medical Practice

Healthcare providers are a key component in not only reaching the Breastfeeding Objectives set in Healthy People 2030, but also in helping the populations they serve reach their breastfeeding goals.

Providers who serve pregnant individuals (including obstetricians, nurses, midwives) are able to educate their clients on the many benefits of breastfeeding prior to delivery.

Although many parents initiate breastfeeding after delivery in the hospital once they are discharged and return home, breastfeeding may become more difficult. Many breastfeeding individuals discontinue breastfeeding within baby's 1st week of life because they experienced a complication and/or concern but they didn't have the appropriate support(s) in place to resolve their issue(s). As it is recommended for all newborns to have a pediatric exam within the first several days after hospital discharge (following their birth), this presents an opportunity to address any concerns new parents may have. Having staff educated on breastfeeding, and local breastfeeding resources available can aid breastfeeding families with encompassing support and have a positive impact on breastfeeding outcomes.

Breastfeeding Friendly Childcare Center

Childcare providers are in a unique position to promote breastfeeding and support a breastfeeding parent. The goal of most providers is to nurture and support the growing child—and childcare providers can accomplish this, in part, by offering support to breastfeeding families.

As most working parents will return to work within their baby's 1st year of life, with many returning within the 1st 6-8 weeks after their baby's birth, families need breastfeeding support from their childcare provider. If a caregiver is knowledgeable in the benefits of breastmilk & proper breast milk handling/storage, they can help to alleviate some concerns new parents have about having to return to work or school.

By supporting breastfeeding, your childcare establishment may:

- Benefit from word-of-mouth marketing between breastfeeding families
- Benefit financially, as meals containing breast milk are reimbursable by [Child and Adult Care Food Program](#)
- Breastfed babies are generally sick less often

This toolkit serves as a guide for community organizations to assist in providing accurate and consistent support to breastfeeding families that interact with the organization. By working together, organizations, their employees, and their clientele can create communities that support breastfeeding and reduce the health and economic burden of obesity and chronic disease.

Self-Appraisal Questionnaire

The Self-Appraisal Questionnaire 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 individuals and babies.

Date form completed _____

Name and title of person completing appraisal _____

7 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 progress in completing the steps to become “Breastfeeding Friendly”? ☐ Yes ☐ No
- Does the organization have a designated individual or group responsible for reviewing policies, procedures and protocols about breastfeeding? ☐ Yes ☐ No
- Does the organization have a designated individual or group responsible for ensuring staff receive orientation and clients receive education about breastfeeding? ☐ Yes ☐ No

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

- Does the organization have a written breastfeeding policy? ☐ Yes ☐ No
- Are all staff trained on the policy within six months of hire and do all staff follow the policy? ☐ Yes ☐ No
- Is the policy available for review by breastfeeding individuals and their families if requested? ☐ Yes ☐ No
- Does the policy state that breastfeeding employees are provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children? ☐ Yes ☐ No
- Does the policy state that breastfeeding employees and clients are provided a private and clean place to breastfeed their babies or express milk? ☐ Yes ☐ No

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 individuals continue breastfeeding when working or going to school? ☐ Yes ☐ No
- Are brochures, pamphlets and other resources about breastfeeding displayed for easy access? ☐ Yes ☐ No
- Does the organization offer information on the benefits of breastfeeding to all families with infants? ☐ Yes ☐ No

	<u>Yes</u>	<u>No</u>
STEP 4: Inform expectant families and visitors about your breastfeeding friendly policies.		
• Do staff members willingly tell clients about your breastfeeding policies, resources, and breastfeeding rooms?	<input type="radio"/>	<input type="radio"/>
• Does your organization display signs that inform breastfeeding individuals it is ok to breastfeed there?	<input type="radio"/>	<input type="radio"/>
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="radio"/>	<input type="radio"/>
• Does the organization offer opportunities for staff and clients to learn about the benefits of breastfeeding?	<input type="radio"/>	<input type="radio"/>
STEP 6: Provide a comfortable place for breastfeeding individuals to breastfeed or express milk in privacy.		
• Is a private, clean, quiet space available for individuals to breastfeed or express milk?	<input type="radio"/>	<input type="radio"/>
• Does this area have a comfortable chair, electrical outlet, and nearby access to running water?	<input type="radio"/>	<input type="radio"/>
• Does the organization provide refrigerator space for breastfeeding individuals to store expressed breast milk?	<input type="radio"/>	<input type="radio"/>
• Does the organization educate staff and families that a parent may breastfeed her child wherever they have a legal right to be?	<input type="radio"/>	<input type="radio"/>
STEP 7: Establish and maintain connections with community breastfeeding support resources.		
• Does the organization collaborate with local breastfeeding support resources such as Oakland County WIC, La Leche League, health care providers, local support groups, breastfeeding peer counselors, and lactation specialists?	<input type="radio"/>	<input type="radio"/>
• Are individuals with breastfeeding concerns referred to above community resources?	<input type="radio"/>	<input type="radio"/>
• Are current printed or electronic lactation resources available to breastfeeding clients and employees?	<input type="radio"/>	<input type="radio"/>

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

Planning is key to developing and implementing a breastfeeding friendly organization.

The following activities offer a manageable process:

- **Gain support from management and staff.**
 - The success of the program depends on both verbal and written support from all levels of management as well as commitment from staff members. Use staff meeting time to discuss the program and solicit both ideas and volunteers for a planning workgroup.
- **Determine the administrative home for the program.**
 - *Assemble a team.* Most organizations establish the administrative home for a breastfeeding support program within the human resources division or within an Employee Wellness Committee. It is best if the team includes both management and staff members.
 - *Designate a coordinator.* Although the team or workgroup can share program responsibilities, having one enthusiastic, goal-oriented person coordinating efforts increases the likelihood that the program will be well managed and implemented.
 - *Team meetings.* People working on the 7 steps will need to regularly meet and link to community resources (e.g., public health departments, lactation consultants, breastfeeding coalitions and breastfeeding support groups).
- **Use the Self-Appraisal Questionnaire to identify components for improvement.** Plan for sustainability to increase the likelihood of the program's success.
- **Develop an action plan to document program components identified from the Self-Appraisal Tool.** An action plan provides written guidance for implementing specific measures in becoming a breastfeeding friendly organization. Make sure plans are designed to meet the needs of employees and families served at the organization.
- **Evaluate the program regularly to determine what is working and what is not.** Evaluation tools may include:
 - *Usage logs:* A record kept in the lactation room for users to record the hours the room is in use and to communicate any needs that might arise.
 - *Standard User Satisfaction Surveys:* These include questions pertaining to the breastfeeding support program and typically measure satisfaction with the lactation room accommodations, availability of the room when needed, willingness of supervisors to provide needed flexibility for milk expression breaks for employees, and usefulness of resources or materials, as well as length of time the employee breastfed.
 - *Standard Staff Satisfaction Surveys:* A survey of staff can provide insight into how well the program is being accepted, and what concerns might need to be addressed.

See APPENDIX B as listed in the table of contents

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

A supportive work environment can positively influence parents when they return to work. Breastfeeding employees need access to supportive individuals and safe environments to breastfeed comfortably. A positive, accepting attitude from upper management, supervisors, and coworkers helps breastfeeding employees feel confident in their ability to continue working while breastfeeding.

Support efforts may include:

- Incorporating information about the basic needs of breastfeeding employees in established training programs for managers and supervisors.
- Encouraging supervisors to offer breastfeeding employees the flexibility to adjust meeting times around their scheduled pumping sessions, and to provide positive feedback on their choice to breastfeed.
- Disseminating information about designated breastfeeding room, or any other aspects of support programs including any prenatal classes, support groups, etc.
- Establishing organizational policies that recognize the needs of breastfeeding individuals in the workplace.

A breastfeeding policy is designed to assist organizations in supporting breastfeeding individuals and infants and may address the following:

- Breastfeeding individuals are welcome to breastfeed at the organization.
- Families will receive accurate information about breastfeeding.
- Breastfeeding employees will be given flexible break and work options.
 - Duration and frequency of milk expression will vary from person to person.
- Staff will be trained to provide breastfeeding information and support to help breastfeeding employees continue to breastfeed.

See APPENDIX C as listed in the table of contents

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

All staff are oriented to the breastfeeding policy and appropriately trained within six months of hire.

- Breastfeeding is promoted and encouraged at the organization.
- Employees identify and promote the location of the breastfeeding room.
- All employees are aware of and encouraged to refer to community resources that support breastfeeding for both themselves and the clients they serve.

Organizations can create a culturally appropriate breastfeeding friendly environment by:

- Mentioning breastfeeding first in all written and verbal communication when educating families regarding infant feeding.
- Displaying posters and pictures of racially and ethnically diverse breastfeeding families.
- Using culturally diverse breastfeeding educational materials.

STEP 4: Inform expectant parents, new families and visitors about your breastfeeding friendly policies.

A clear message that the organization views breastfeeding as the normal and accepted way to feed babies and that providing a comfortable, welcoming environment for breastfeeding is important for all families, children, staff, and visitors who visit the organization.

- Include information on the organization's supportive breastfeeding policies in informational handouts for prospective families.
- Highlight supports to employees and clients breastfeeding, such as comfortable chair for nursing, refrigerator space for storing milk, and a listing of local breastfeeding resources.
- Post 'Breastfeeding is Welcome Here' messages or posters throughout the organization.

See APPENDIX D as listed in the table of contents

STEP 5: Create learning experiences for staff and clients with promotional and educational efforts about breastfeeding.

Promoting the Breastfeeding Program

Once the program is in place, widely promote with potential users including breastfeeding employees, breastfeeding clients, and employees whose partners may be pregnant, as well as colleagues, supervisors, and managers.

There are many ways to promote the program, including:

- On-site wellness or health fairs
- Staff meetings
- Open house for the breastfeeding room
- Articles in internal print or electronic newsletters
- Outreach tables set up in prominent areas with lactation consultants on hand to answer questions and distribute materials
- Promotional packets for pregnant employees, clients, and partners
- “Lunch and Learn” sessions for employees
- Baby shower for expectant employees and partners
- Posters and bulletin board displays
- Employee health benefits mailings
- Company-wide mailing or e-mail
- Paycheck stuffers promoting the program

STEP 6: Provide a comfortable place for parents to breastfeed or express milk in privacy.

Allocating a private, breastfeeding friendly space encourages parents to breastfeed at your organization. Many parents prefer a quiet, private, clean space with a comfortable chair to breastfeed. A restroom is not suitable as a lactation space as it is unsanitary, usually lacks appropriate electrical connections, and does not provide a place to comfortably operate a breast pump.

- *Amount of Space:* The amount of space needed for a lactation room is minimal. It does not require a full-sized office. The size can be as small as 4’ x 5’ to accommodate a comfortable chair and a small table or shelf for a breast pump.
- *Type of Space:*
 - A minimally used existing office space, storage area, or other room
 - Sectioning off a small corner of a room with either permanent walls or portable wall partitions
 - A walled-off corner or a lounge adjacent to the restroom
 - Adapting a “small unused space” that is not utilized well for other needs
- *Accommodations:* Ideally, assign a space that already provides an electrical outlet, can be locked from the inside, and is near a source of both hot and cold water for washing hands, pump attachments, and milk collection containers.

Furnishing a Breastfeeding Room

The following chart provides information for furnishing a breastfeeding room.

ACCOMMODATIONS	BASIC	MODEST	LUXURIOUS
Chair	X	X Footstool Included	X Recliner
Running water	X Nearby sink	X Nearby sink or in room	X In room
Refrigerator	X Nearby public-use fridge or storage space for small cooler	X Nearby or in room, used exclusively for breast milk	X In room, used exclusively for breast milk
Private room with a lock on door	X	X	X
Electrical outlet	X	X	X
Small table to hold breast pump	X	X	X
Waste basket	X	X	X
Disinfectant wipes	X	X	X
Tissues	X	X	X
Clock	X	X	X
Breastfeeding information	X	X	X
Hand sanitizer	X	X	X
Towel dispenser		X	X
Mirror		X	X
Appealing art for walls		X	X
Microwave		X Nearby or In Room	X In Room
Radio/cassette/CD player			X
Telephone			X
Breast pump			X
Hand lotion			X
Lending library of breastfeeding resources			X

Designing a Breastfeeding Room

There are several additional factors to consider when designing the breastfeeding room at your organization:

- *Scheduling Room Usage.* If the breastfeeding room is a multi-purpose room, how the room will be used must be considered. Methods for scheduling room usage include:
 - Electronic sign-in: A computerized room schedule that allows breastfeeding individuals to log their preferred pumping times daily or weekly.
 - Sign-in sheet or dry-erase board kept in the room or by the person who has the key to the room.
 - E-mail notices sent to employees who are using the room.
 - First-come, first-served basis, with an “Occupied” sign outside the door (this is effective if there are only a few breastfeeding individuals needing the room).
 - Alternatively, breastfeeding “suites” can be created by installing partitions or curtains in the room to accommodate multiple users at one time.
- *Lactation Room Procedures and Policies.* They can be posted in the room or given to breastfeeding individuals upon use of the room.
- *Placement of tables/chairs.* Place tables/chairs to ensure privacy and modesty of breastfeeding individuals (i.e. facing chair away from the door when possible).
- *Breastfeeding equipment.* What will your organization provide and what are breastfeeding individuals expected to provide?
 - Some breastfeeding individuals will own their own breast pump, but an organization may choose to purchase a breast pump for the lactation room. If a breast pump is purchased, it must be hospital-grade so it can be safely used by more than one user. When providing purchased hospital-grade electric pumps, each breastfeeding employee will also need her own milk collection kit.
 - If a breast pump is not provided, consider purchasing extra parts for standard breast pumps that mothers may use in case parts are broken or forgotten while at your organization.
- *Storing breast milk.* Some options to assist parents in storing expressed breast milk include:
 - The breastfeeding individuals can elect to use her own personal cooler in a shared fridge space.
 - Provide a small “college dorm room”-sized refrigerator in or near the lactation room.
- *Cleaning the room.* Breastfeeding program policies should stipulate who is responsible for keeping the room clean.
 - Disinfectant, anti-microbial wipes, or spray should be provided so that each user can clean the room when she is finished. Wastebasket contents should be removed daily.

See APPENDIX E as listed in the table of contents

STEP 7: Establish and maintain connections with community breastfeeding support resources.

A breastfeeding information resource file can be a great asset to a breastfeeding individual. Stock this file with contact names and information about local breastfeeding professionals and breastfeeding peer support groups. If possible, provide a computer with internet access and a phone. Employees can have personal access to this information and also direct clients when necessary.

A variety of community experts can also assist breastfeeding individuals or assist with designing a program that will address needs of the organization, its employees, and its clients. These include:

- Women, Infants & Children (WIC)
- Breastfeeding Coalitions
- La Leche League International

Contact information for local chapters of the above organizations can be found online or in Appendix F.

APPENDICES

APPENDIX A: Breastfeeding Laws

Federal Law	<p>Effective March 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. See Fact Sheet #73 below for more information.</p> <p>The Fairness for Breastfeeding Mothers Act of 2019 "requires certain public buildings to provide a shielded, hygienic space other than a bathroom, that contains a chair, working surface and an electrical outlet for use by members of the public to express milk."</p>
Michigan Law	<p>Effective June 24 2014, Mich. Pub. Acts, Act 197 or the Breastfeeding Anti-Discrimination Act, "prohibits discriminatory practices, policies, and customs in the exercise of the right to breastfeed and provides for enforcement of the right to breastfeed."</p> <p>Michigan Comp. Laws § 41.181 and § 117.4i (1994, 2017) state that a woman breastfeeding a child in public does not violate public nudity laws.</p> <p>Effective 2014, Mich. Comp. Laws § 750.335a states that a mother breastfeeding or expressing milk is not considered indecent or obscene conduct.</p>

Laws for additional states can be found at www.ncsl.org/research/health/breastfeeding-state-laws.aspx.

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.

Additional Resources

- [Request for Information on Break Time for Nursing Mothers](#), Federal Register 75: 80073-80079, (2010, December 21): This notice is a request for information from the public regarding the recent amendment to the FLSA that requires employers to provide reasonable break time and a place for nursing mothers to express breast milk for one year after the child's birth. The Department seeks information and comments for its review as it considers how best to help employers and employees understand the requirements of the law.

- [Questions and Answers about the Request for Information](#)

- [Presidential Memorandum for the Director of the Office of Personnel Management](#)

- [OPM Guidance on Nursing Mothers in the Federal Workforce](#)

- [Supporting Nursing Moms at Work: Employer Solutions](#)
- [CDC Healthier Worksite Initiative, Workplace Lactation Support Program Toolkit](#)
- [EEOC Enforcement Guidance: Unlawful Disparate Treatment of Workers with Caregiving Responsibilities](#)
- [National Conference of State Legislatures Compilation of State Breastfeeding Laws](#)
- [U.S. Breastfeeding Committee, Workplace Support and Coalitions Directory](#)
- [International Lactation Consultants Association, Worksite Lactation Support Directory](#)
- [The Surgeon General's Call to Action to Support Breastfeeding](#)

For additional information, visit our Wage and Hour Division Website:
<http://www.dol.gov/whd> 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.

U.S. Department of Labor
 Frances Perkins Building
 200 Constitution Avenue, NW
 Washington, DC 20210

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

APPENDIX B: Sample and Blank Action Plans

Planning Worksheet

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 successes and/or misfortunes?

Recommendations	Activities	Materials, Resources and Personnel	Time Frame	Evaluation
Step 1: Promote work of breastfeeding friendly team to staff and families in organization	Team member gives report at staff meetings; write article for parent newsletter	Team leader or designated member	Monthly staff meetings; quarterly newsletters	Meeting minutes; copy of parent newsletter
Step 2: Assure all staff are aware of and follow a breastfeeding policy	Draft and implement a policy on breastfeeding for the organization	Staff input, management support, and sign- off	1 month January	Policy in place
Step 3: Create a resource file	Inventory current resources; add new resources	Staff time; funding	4 months January – April	Pre/Post listing of resources in file

Blank Planning Worksheet

Duplicate this page for planning purposes as needed.

Recommendations	Activities	Materials, Resources and Personnel	Time Frame	Evaluation

APPENDIX C: Sample Policy

[Policy Title]
Effective on [date]

[Organization Name] recognizes that breast milk promotes optimum growth in infants and is, therefore, committed to providing ongoing support to breastfeeding individuals. [Organization Name] subscribes to the following policy:

- 1) Organization will provide support to breastfeeding individuals.
 - a. Supervisors will make breastfeeding individuals aware of [organization name]'s breastfeeding policy. Staff will assist in providing a positive atmosphere for breastfeeding individuals
- 2) Breastfeeding individuals, including employees and clients, shall be provided a private place (other than a restroom) to breastfeed or express their milk.
 - a. [Describe designated area. If possible, the private space will be easy to access for employees and clients and will include an electrical outlet for the use of an electric breast pump, a comfortable chair, privacy screens, and access to water for washing.]
 - b. A refrigerator will be made available for storage of expressed breast milk. Parents should provide their own containers, clearly labeled with name and date.
- 3) Breastfeeding employees shall be provided flexible and consistent breaks to accommodate breastfeeding or milk expression.
 - a. Breastfeeding individuals may need to breastfeed or express milk at the same time, multiple times every day. Employers will use flexible scheduling to accommodate this.
 - b. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in earlier or leave later to make up the time.
- 4) Breastfeeding promotion information will be displayed.
 - a. Information on breastfeeding, including the names of area resources, will be available.
 - b. Positive promotion of breastfeeding will be displayed.
- 5) Breastfeeding employees are responsible for informing supervisors of their breastfeeding needs so appropriate accommodations can be made.
- 6) [Describe additional services provided beyond the minimum requirements above, if available.]

Signature

Title

Name of Organization

Date

APPENDIX D: Breastfeeding Posters

Breastfeeding Posters

Consider printing these [posters](#) or purchasing additional posters to invite breastfeeding individuals to use the breastfeeding room.

APPENDIX E: Breastfeeding Room Resources

Breast Milk Safety Storage Information

Consider posting information about [breast milk safety storage guidelines](#) for parents using the breastfeeding room.

Sample Breastfeeding Room Rules and Procedures

[Organization Name] Lactation Room Procedure and Rules

- Place the "Please do not disturb" sign on the outside of the door prior to use, and remove from door after use is complete. Be sure to leave the sign in the room after use.
- Please use the sign-in sheet to record the amount of time spent in the lactation room per visit (for evaluation purposes).
- The lactation room's sole intent is for the purpose of expressing breast milk. Any other purpose is in violation of the room intent and policy.
- Please maintain cleanliness of this room, and do not leave any items in the room for storage after use. Leave the room in the same condition you found it, or better. [Organization name] is not responsible for any lost or stolen items.
- Please report any maintenance issues with the room to [contact name and number] immediately.
- The room may be reserved as needed, based on availability and space. Reservations are for a 30-minute time frame.
- Feel free to use the white board to communicate and share ideas with other breastfeeding individuals using the room. The bulletin board is there for you to post your baby photos.
- Anything left in the room may be used by other breastfeeding individuals. Some items are intentionally left for all to share.

Refrigerator Rules

- The sole intent for this refrigerator is to store expressed milk during the work day.
- All breast milk should be labeled with parent's name and date, and taken home daily.
- Any milk remaining at the end of the work week will be disposed of.
- Please maintain the cleanliness of the refrigerator, and wipe any spills that may occur.

APPENDIX F: Local and Online Resources

Please note: resource listing, fees, etc. subject to change.

Local Resources:

BREAST PUMP RENTALS

Most insurance plans provide breast pumps including Medicaid plans. Contact your insurance company for more information.

Beaumont Home Medical Equipment

- Rental and Sales: 248.743.9100

Binson Medical Supply - Royal Oak

- Call 248.288.0440

Medela

- Visit www.medela.us/breastfeeding/services/breast-pump-rental

LACTATION CONSULTANTS, CLASSES, SUPPORT GROUPS, AND BREASTFEEDING AND NUTRITION EDUCATION

Ascension Providence Hospitals

Rochester

- Breastfeeding classes and services: 248.652.5919
- Virtual & in-person instruction: \$ - \$\$\$
 - Sign-up: healthcare.ascension.org/Events
- Individual consultations are available by appointment for a fee
 - Call 248.601.7572
 - Email mary.faifer@ascension.org or stephanie.bauer@ascension.org

Novi Campus

- Breastfeeding services: 248.465.3880
- Virtual instruction: \$\$
 - Sign-up: healthcare.ascension.org/Events

Beaumont Health System

- Virtual instruction: \$\$
 - Sign-up: beaumonthealth.digitalsignup.com
- Private class option
 - Call 248.551.4232
 - Email parentingeducationandsupport@beaumont.org

Beaumont Hospital, Farmington Hills - Botsford Campus

- Breastfeeding classes and services: 248.471.8471

Beaumont Rochester Hills Family Physicians

- Breastfeeding services: 248.710.3040

Beaumont Hospital, Royal Oak

- Breastfeeding classes and services: 248.898.0599

Beaumont Hospital, Troy

- Breastfeeding classes and services: 248.964.6455

Black Mothers' Breastfeeding Association

- Call 800.313.6141 extension 3
- Visit blackmothersbreastfeeding.org

Detroit Medical Center**DMC Huron Valley-Sinai Hospital**

- Breastfeeding classes: www.dmc.org/events/huron-valley-child-birth-preparation-classes
- Virtual instruction: \$

Henry Ford Health**Henry Ford West Bloomfield Hospital**

- Breastfeeding classes and services: 248.325.0037
 - Medicaid or HAP clients, register at 800.746.9473 for online classes
- Virtual instruction: \$\$
 - Sign-up: www.henryford.com/calendar

La Leche League

- Groups in Oakland County are located in Ferndale/Royal Oak/Oak Park, Lake Orion, Rochester, and Waterford. For location details, visit llusa.org/locator/
- Call 313.438.1015

Medela

- Submit questions at www.medela.us/mbus/ask-the-lc

National Breastfeeding Helpline

- Call 800.994.9662
- Breastfeeding peer counselors available in English and Spanish
- Available Monday-Friday, 9 a.m. - 6 p.m.

Oakland County Health Division

Community Nursing and Nutrition Department

- International Board Certified Lactation Consultants (IBCLCs) and Certified Lactation Counselors (CLCs) are available to provide breastfeeding support to the public.
- For a breastfeeding support referral, contact Nurse on Call at 800.848.5533 or noc@oakgov.com

WIC (Women, Infants & Children)

- Free [support groups and classes](#) for clients
- Business hours breastfeeding peer number: 248.858.1272 or toll free 888.350.0900
- After hours breastfeeding peer number: 248.520.8513 (Monday-Friday, 5-9 p.m. and Saturday, 9 a.m.-2 p.m.)

Saint Joseph Mercy Health System

Saint Joseph Mercy Oakland

- Lactation office and breastfeeding classes: 248.858.6455
- Virtual instruction: \$\$
 - Sign-up: www.stjoeshealth.org/health-and-wellness/classes-and-events/

BREASTFEEDING WEB RESOURCES

General Breastfeeding Information

- **Baby Gooroo:** Website of educational resources, which includes “Feeding Times,” a free, quarterly, email newsletter focusing on specific breastfeeding topics. babygooroo.com/
- **Text 4 Baby:** Free text messages to help moms a from pregnancy through baby's first year. Enroll online at www.text4baby.org or text BABY (BEBE for Spanish) to 5114111
- **Breastmilk Counts:** Education and support for families on their breastfeeding journey. www.breastmilkcounts.com/
- **First Droplets:** Advice for families on the "ABCs" of breastfeeding. firstdroplets.com/
- **Kellymom:** General breastfeeding information and resources. www.kellymom.com
- **La Leche League:** An international organization of support for breastfeeding, including breastfeeding information and support groups. Local La Leche League meeting schedules may be found through contacting local leaders through the website. www.lalecheleague.org
- **March of Dimes:** Information on breastfeeding including solutions to breastfeeding discomforts and problems. www.marchofdimes.org/baby/feeding-your-baby.aspx
- **24-Hour Cribside Assistance:** Advice for new dads on how to support their partners’ choice to breastfeed. www.newdadmanual.ca

Breastfeeding and Employment

- **CDC Breastfeeding and Employment:** Specific for workplace accommodations
 - blogs.cdc.gov/niosh-science-blog/2019/02/11/breastfeeding-work/
- **La Leche League:** Specific topics on working and breastfeeding
 - www.llii.org/breastfeeding-info/working-and-breastfeeding/
- **Office on Women’s Health:** Supporting Nursing Moms at Work
 - www.womenshealth.gov/supporting-nursing-moms-work
- **United States Breastfeeding Committee:** Workplace Breastfeeding Support
 - Federal nursing/break time law: www.usbreastfeeding.org/workplace-law

Resources for Becoming a Breastfeeding-Friendly Childcare Center

- **Sample Breastfeeding-Friendly Childcare Center Plan**
 - sph.unc.edu/wp-content/uploads/sites/112/2017/10/CGBI_BFCC-Sample-Policy-SW.pdf
- **Toolkit for Becoming a Breastfeeding-Friendly Childcare Center**
 - bfanwi.org/wp-content/uploads/Ten-Steps-to-BF-Friendly-Child-Care-Centers.pdf
- **U.S. Department of Agriculture - Child and Adult Care Food Program**
 - www.fns.usda.gov/cacfp

Resources for Becoming a Breastfeeding-Friendly Medical Practice

- **American Academy of Pediatrics**
 - publications.aap.org/aapnews/news/11076
 - www.tchd.org/DocumentCenter/View/3788/AAP-HaveFriendlyPractice
- **The Academy of Breastfeeding Medicine**
 - abm.memberclicks.net/assets/DOCUMENTS/PROTOCOLS/14-breastfeeding-friendly-physicians-office-part-1-protocol-english.pdf

