

## **SUPPORTING BREASTFEEDING EMPLOYEES**

In recognition of the well documented health advantages of breastfeeding for infants and mothers, the Olympia School District provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

### **District 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 a reasonable amount of time to breastfeed or express milk during work hours. "Reasonable" will be defined by the employee, based on their individual experience and needs. To the extent feasible, employees will breastfeed or express milk using their normal breaks and meal times. Supervisors will provide additional break time on an as-needed basis.

### **A Place to Express Milk**

A private room (not a toilet stall or restroom) will 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 may be stored in shared refrigerators, designated refrigerators provided in the lactation room, in employee's personal cooler, or another appropriate location.

### **Staff Support**

Supervisors are responsible for alerting pregnant and breastfeeding employees about this lactation support policy, ensuring breastfeeding employees milk expression breaks are uninterrupted, and for providing the necessary accommodations to 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.

## 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 district. Employees are not required to provide supporting documentation from a medical provider (“doctor’s note”).

### Maintenance of Milk Expression Areas

Breastfeeding employees are responsible for keeping milk expression areas clean, using antimicrobial 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 their milk.

### 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.

Legal References:	RCW 43.10.005	<i>Workplace Pregnancy Accommodations</i>
	P.L. 111-148	<i>Patient Protection and Affordable Care Act</i>
	29 U.S.C. 207(r)	<i>Fair Labor Standards Act</i>

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