



**Breastfeeding and Family Friendly Workplace Guidance**

<b>Responsible Officer:</b>	<b>Director of Cooperative Extension in San Luis Obispo &amp; Santa Barbara Counties</b>
<b>Responsible Office:</b>	<b>UC Cooperative Extension SLO &amp; SB Counties</b>
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<b>Scope:</b>	<b>Director, Advisors, Supervisors, County and UC Staff</b>

<b>Contact:</b>	<b>UCCE Office Manager: (805) 781-5942</b>
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**I. POLICY SUMMARY**

UC Cooperative Extension of San Luis Obispo and Santa Barbara Counties (UCCE) is a breastfeeding friendly workplace for parents who choose to breastfeed. All supervisors should support an employee’s choice to breastfeed and/or express breast milk. In addition, UCCE recognizes parents and guardians may have occasional need to bring infants or children to work. An employee’s supervisor has the option to approve children at the work-site for specific periods of time.

In accordance with UC Policy (PPSM 84), UCCE will make private space available for lactation purposes and will provide lactation break periods for employees who are breastfeeding. UCCE shall provide an atmosphere of support regarding breastfeeding in the workplace at all times. Breastfeeding should not constitute a source of discrimination in employment or in access to employment (CA Labor Code section 1030). It is prohibited to harass a breastfeeding employee or exercise any conduct that creates an intimidating, hostile, or offensive working environment.

**II. PURPOSE**

The California Lactation Accommodation law<sup>1</sup> requires every employer to provide break times and a room other than a toilet stall for employees to express milk in private. Employer support is critical for successful breastfeeding and breastfeeding support can be a powerful contributor to worksite wellness.

<sup>1</sup> State of California Department of Industrial Relations. (June 2016). *Lactation Accommodation*. Available at: [https://www.dir.ca.gov/dlse/Lactation\\_Accommodation.htm](https://www.dir.ca.gov/dlse/Lactation_Accommodation.htm)

Helping women continue breastfeeding after they return to the workplace may result in<sup>2</sup>:

- Less employee absenteeism and turnover
- Lower utilization of employee health care benefits
- Improved employee morale and loyalty
- Improved image as family-friendly

### III. PROCEDURE

#### NOTIFICATION

1. All UCCE employees (including full or part-time, extra help, contract, interns, County, UC, faculty, staff and volunteers) will be notified by their supervisor during their employee orientation or in the first two weeks of employment, whichever comes first, that UCCE has a Breastfeeding Friendly Workplace policy.
2. All employees inquiring about maternity leave benefits will be reminded of the UCCE Breastfeeding Friendly Workplace policy and procedures by their supervisor.

#### BREAKS

3. All breastfeeding employees must be allotted reasonable amounts of break time to pump or breastfeed their infants based on their daily work schedule and in accordance with California Labor Code. Adequate time for pumping will be agreed upon by the supervisor and employee.
4. The lactation breaks can run concurrently with the employee's existing break periods. If it is not possible for the lactation break to run concurrently with the employee's existing break, a separate and unpaid break time must be made available for the employee.
5. Covered employees may use accrued vacation or sick time to cover the unpaid break time.
6. The supervisor and employee may also agree, based on the needs of service, to adjust the employee's work schedule to cover the unpaid break time.
7. Nursing employees are encouraged to discuss their needs, in terms of accommodations, as well as the frequency and timing of breaks, with their supervisors. These shared discussions will help nursing employees and supervisors arrange for mutually agreeable break times, typically 3-4 times a day.
8. Supervisors are encouraged to consider flexible schedules to support the needs of new and/or nursing parents.

#### SPACE

9. A private break area (or lactation room) will be available for breastfeeding or expressing milk. Access to a refrigerator nearby to store labeled, expressed breast milk and a safe water source with a sink to wash hands and breast pump parts will also be accessible near the lactation room.
10. For employees who work in a non-traditional worksite, the supervisor and employee shall enter into a good faith, interactive process to identify reasonable accommodations for the employee. Reasonable accommodation may include the option of a mobile lactation room that includes: an adaptor for plugging in lactation equipment, privacy screening, and cooler access.

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<sup>2</sup> Centers for Disease Control and Prevention. (2005). *The CDC Guide to Breastfeeding Interventions*. Available at: [https://www.cdc.gov/breastfeeding/pdf/BF\\_guide\\_2.pdf](https://www.cdc.gov/breastfeeding/pdf/BF_guide_2.pdf)

## INFANTS AND CHILDREN AT UCCE

UCCE employees may have the need to have an infant or child with them at UCCE events or worksites (meetings, trainings, etc.). The following are guidelines and expectations to promote a safe and productive work environment:

1. Employees will get advanced approval from their supervisors to the extent possible.
2. Infants and children are expected to be quiet and controlled while at UCCE events or worksites. Children are expected to stay with the parent/guardian while they are at the UCCE site.
3. It is never appropriate to bring a sick child or infant to the workplace. Employees should work with their supervisor to use their accrued sick leave or leave with out pay to care for a family member.

## **IV. REFERENCES AND SUPPORTING DOCUMENTS**

Enclosed supporting documents for employees and supervisors:

- Attachment 1: Milk storage and preparation tips
- Attachment 2: Lactation room etiquette
- Attachment 3: Tips for pumping/nursing at work
- Attachment 4: Map of location of lactation room
- Attachment 5: Description and location of mobile lactation room supplies

Guidance Adapted From:

- County of Santa Barbara Breastfeeding Friendly Workplace Policy 7/2/08
- County of Los Angeles Lactation Accommodation Program Policy #705
- University of California Policy - PPSM 84 Accommodations for Nursing Mothers
- MindBody SLO Office Lactation Guide

# Attachment 1

## Milk Storage and Preparation

Store expressed milk in a leak proof container in the refrigerator, freezer or cooler with ice packs.

### Storage:

- Room temperature – 4 hours
- Insulated cooler with ice packs – 24 hours
- Refrigerator (store at back, away from door)
  - Fresh milk – 3-8 days
  - Thawed milk – 24 hours
- Freezer (store at back, away from door/sides)
  - Compartment inside refrigerator – 2 weeks
  - Self-contained freezer unit of refrigerator – 3-6 months
  - Separate freezer / deep freeze – 6-12 months

### Other tips:

- To avoid waste and for easier thawing and warming, store milk in 1-4 ounce portions.
- Label and date all milk before storing.
- Milk from different pumping sessions/days may be combined in one container.
  - Cool new milk before combining with chilled milk.
  - Use the date of the first milk expressed.
- Thaw milk in the refrigerator.
- Warm breast milk in a warm water bath or bottle warmer.
- Do not microwave breast milk
- Do not refreeze breast milk.
- It's ok to refrigerate milk and transfer to the freezer later.
- Do not place warm breast milk right next to cold breast milk.
- Use the oldest milk first.
- Purchase a cooler and ice packs to transport breast milk home from work.
- Smell or taste breast milk if you're unsure of quality.

## Attachment 2

### Lactation Room Etiquette

The lactation room may be used by multiple employees. We encourage you to not only communicate on your schedules but also form a support network. Many parents face similar challenges returning to work and breastfeeding.

Here are some lactation room etiquette tips which with to comply:

1. If there are multiple employees breastfeeding, book your time in the room on the designated calendar.
2. Knock and wait to confirm vacancy before entering.
3. Close the door and post the "Do not disturb" sign on the door.
4. Wipe up any splatters or spills with a paper towel and a Clorox wipe.
5. Remove all pump parts and pump from the area when done.
6. Place all trash in the trash can.
7. Take all personal items with you.
8. Label your milk before putting in the refrigerator or keep it in a labeled storage carrying case.
9. If using the refrigerator make sure it is completely closed before leaving.

## Attachment 3

### Tips for Pumping/Nursing at Work

- Meet with a lactation consultant before returning to work to help you learn proper pump techniques and ideal pumping frequency.
- Pump in the morning before coming to work.
- A hands free bra is great for holding the flanges in place, but you may still need to occasionally use your hands for massage to help get the most out of your pump session.
- Set up a slideshow of your baby/babies on your phone to play and watch while pumping.
  - One option is an app called [Tiny Beans](#) – watching the pictures and videos helps with milk letdown and reminds you why you are doing this.
- Being a working mother and breastfeeding is hard and rewarding! When you're in a meeting and you feel your breasts getting harder, you are distracted as you're reminded of your baby. This can be uncomfortable, and maybe sometimes emotional, but it's all normal. Do your best, and keep pumping as long as makes sense for your family. You are paving the way for future mamas!
- Talk through challenges with other pumping moms. Ask for help when you need it.
- Figure out how often and how long you need to pump and then book recurring appointments in your calendar. This helps with a few things:
  - Your calendar is blocked off ahead of time so you won't get double booked or let other meetings interfere with this time.
  - You can name this recurring appointment something neutral so you aren't embarrassed when the calendar reminder pops up in a large meeting.
- Moving your pumping time by 30 minutes shouldn't affect your supply. Usually every 3-4 hours is ideal.
- Lay your milk bags down flat in the freezer at night to save space and keep them organized.
- Communicate with your supervisor about your needs and share the lactation guide. Know your rights, and if you feel they are not being honored, talk with your supervisor or Department Head and ask how you can work together to improve it. Approach it as a partnership not an offense. Most people simply don't know and aren't trying to do anything wrong.

## **Attachment 4:**

### **Location of Lactation Room**

#### **San Luis Obispo**

2156 Sierra Way Ste C  
San Luis Obispo, CA 93401

Advisor and County Director Offices in SW  
corner of the office.

Contact Office Manager or your Supervisor to  
reserve.

#### **Santa Barbara**

7127 Hollister Ave, Suite 7  
Goleta, CA 93117

Vacant office

Contact Office Manager or your Supervisor to  
reserve.

Our lactation rooms do not have sinks or refrigerators. Please feel free to clean and sanitize lactation supplies in the employee break rooms. For milk storage, feel free to leave sealed and labelled breastmilk in the employee refrigerator, or (in San Luis Obispo) in the downstairs refrigerator. Since none of these refrigerators are locked or monitored closely, you may prefer to bring your own cooler bag with ice packs.

## **Attachment 5:**

### **Description and location of mobile lactation room supplies**

Many options are available for supporting nursing mothers who work in outstations or non-UC owned settings. If you feel comfortable, ask the location if they have a private room for you to express breastmilk. You may also consider discussing this issue with your supervisor. They may be able to help you find an appropriate location.

When other options are not available or not preferred, mobile options can be considered for private space to express milk. Milk can be stored in the mother's personal cooler. Nearby access to water is optimal, if possible, for hand washing. Water might be available in a nearby restroom facility. Hand sanitizer is another option.

Mobile lactation room supplies available for check-out:

- **Privacy screen**
- **Adapter for electric pump**
- **Cooler bag with ice pack**
- **Hand sanitizing wipes**
- **Clorox wipes for wiping down car before and after**

If possible, employee should discuss the need for a mobile lactation kit with their supervisor as far in advance as possible but no less than 3 business days. This ensures that all supplies will be clean, ready, and prepared for the employee when they are needed. The employee can elect to keep the kit as long as needed and maintain all supplies in clean working order.