



## Employer Self-Assessment

A well-developed employee lactation support program is a win-win for both employers and employees.<sup>1</sup> The Connecticut Breastfeeding Coalition (CBC) wants to recognize employers who are following state and federal lactation accommodation laws and who ensure all employees who wish to are able to access lactation accommodations.

**To be recognized by the CBC as Chest/Breastfeeding Friendly, an employer must:**

1. Provide an accessible, private space (not a bathroom, shielded from view of public and co-workers, protected from intrusion) that an employee may use to chest/breastfeed<sup>2</sup> or express/pump human milk;
2. Provide employees flexible paid or unpaid break times to express/pump human milk; and
3. Have a written policy or enforceable procedure describing how the organization ensures all employees have access to the above supports.

Use the checklist on page 3 of this document to assess where your organization is currently meeting best-practices and assign champions who can make progress on areas that need improvement. To achieve the CBC recognition, follow the steps in the yellow “Chest/Breastfeeding Friendly” column.

In addition to providing time and space, there are other supports employers may choose to provide that will boost successful outcomes and your Return on Investment. These supports are indicated in the green “Chest/Breastfeeding Advocate” column and should be promoted by your organization in hiring new employees.

If your organization also has publicly accessible space, considerations for opening your space to traveling workers or visitors are outlined on page 4 of this document.

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<sup>1</sup> Business Case for Breastfeeding. Office of Women’s Health.

<https://www.womenshealth.gov/breastfeeding/breastfeeding-home-work-and-public/breastfeeding-and-going-back-work/business-case>

<sup>2</sup> Inclusive language terminology and information can be found via National Association of County and City Health Officials & United States Breastfeeding Committee. (2021). Continuity of Care in Breastfeeding Support: A Blueprint for Communities. [www.breastfeedingcontinuityofcare.org/blueprint](http://www.breastfeedingcontinuityofcare.org/blueprint); Appendix pg 71

Before you start, it may be helpful to assess your organization to determine the level of supports you may need once you implement a program.

**Human Resource Considerations:**

- Number of employees of childbearing age.
  - Birthing people (of any gender who would carry and birth the baby).
  - Partner/support people (who would take time off, might also be able to lactate/feed baby).
- Number of pregnancies among employees annually.
- Chest/breastfeeding rates of employees (if known).
- Current turnover rate among employees who take parental leave following the birth of a child.
- Current rates of absenteeism among new parents.

**Additional considerations as you develop your employee lactation support program:**

- Is there funding available to develop an employee lactation support program?
- What community resources and partners are available to assist in developing a lactation support program and/or to provide direct services to chest/breastfeeding employees?
- What in-organization promotion options are available? Do materials and messages represent the culture and diversity of employees? Are all levels of employees represented?
- Other amenities to provide for a comfortable lactation environment: A comfortable chair, a small table near the outlet, telephone, computer, a radio or other equipment to play music.

Visit the CBC website for links to additional resources and sample policy:

<https://www.breastfeedingct.org/work-sites.html>

<https://www.breastfeedingct.org/resources.html>



## CT Breastfeeding Friendly Worksite Self-Assessment Checklist<sup>3</sup>

**Policy:** A policy ensures that the lactation support program is accessible and available to all employees in every department and job class and is supported at all levels of the organization. Additional resources for developing your policy can be found on the CBC website: <https://www.breastfeedingct.org/work-sites.html>

Progressing	Chest/Breastfeeding Friendly	Chest/Breastfeeding Advocate
<ul style="list-style-type: none"> <li><input type="checkbox"/> No current chest/breastfeeding policy established.</li> <li><input type="checkbox"/> Informal policy that is not written or regularly communicated with employees.</li> <li><input type="checkbox"/> We have a written policy that is not regularly distributed or communicated.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We have a written chest/breastfeeding policy that is distributed at least once a year.</li> <li><input type="checkbox"/> Policy information is provided to all new hires</li> </ul>	<p>In addition to a written policy that is distributed annually and to all new employees;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> We provide Paid Leave, FMLA, or disability insurance for parental leave</li> <li><input type="checkbox"/> We have policies that allow for gradual return from parental leave                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Part-time employment</li> <li><input type="checkbox"/> Job-sharing</li> <li><input type="checkbox"/> Telecommuting</li> <li><input type="checkbox"/> Flextime</li> <li><input type="checkbox"/> Other</li> </ul> </li> <li><input type="checkbox"/> Employees have access to support from a Lactation Consultant.</li> <li><input type="checkbox"/> Employees have access to prenatal and chest/breastfeeding education such as written materials or formal classes.</li> </ul>

**Time:** Workplace flexibility: paid or unpaid break times.

Progressing	Chest/Breastfeeding Friendly	Chest/Breastfeeding Advocate
<ul style="list-style-type: none"> <li><input type="checkbox"/> There are significant barriers to employees scheduling break times to allow time to chest/breastfeed, express, or pump milk during the workday.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> There are few or no barriers to employees scheduling break times to provide time to chest/breastfeed, express, or pump milk during the workday.</li> </ul>	<p>In addition to no scheduling barriers for breaks to pump during work hours,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Employees can bring chest/breastfeeding babies to work with them</li> <li><input type="checkbox"/> Childcare is available and accessible to employees and accommodates chest/breastfeeding.</li> </ul>

**Space:** Accessible, private space other than a bathroom

Progressing	Chest/Breastfeeding Friendly	Chest/Breastfeeding Advocate
<ul style="list-style-type: none"> <li><input type="checkbox"/> There are no designated lactation spaces available</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A lactation space has been identified and is available as needed</li> <li><input type="checkbox"/> There is an electrical outlet in the lactation space available for use.</li> <li><input type="checkbox"/> Employees have access to sink near the lactation space.</li> <li><input type="checkbox"/> The lactation space is wiped down using sanitizing spray by the employee after each use and is included in the regular rotation of cleaning by designated janitorial staff.</li> </ul>	<p>In addition to the designated lactation space(s),</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Refrigerator space is prioritized for human milk storage and is in proximity to the location space.</li> <li><input type="checkbox"/> Chest/breastfeeding-friendly messaging and/or graphics are around the workplace.</li> <li><input type="checkbox"/> The organization provides an electric breast pump for use on site.</li> <li><input type="checkbox"/> Additional amenities have been added to the lactation space to create a comfortable environment.</li> </ul>

<sup>3</sup> Adapted from Colorado Breastfeeding Coalition

## Public Space Lactation Accommodations

Some worksites also have public spaces where traveling workers and other members in the community who need a lactation/pumping space could be welcomed. Please consider offering such an opportunity to workers such as State Police, Emergency Medical Technicians, Home Visiting staff, employees of other organizations, or any others who may be on site for meetings or other work-related activities or may be traveling through your community for work. Some considerations to make space available for pumping:

1. **Designate space.** Will it be the same space your employees are using, or will it be a different space? Will the space be solely for lactation accommodations or multi-use/flexible space?
  1. Space should be shielded from view and free from intrusion by others (e.g., have a lock).
  2. Space cannot be a restroom or bathroom stall.
  3. Space should have an outlet, comfortable seat, and a flat surface to place equipment on.
2. **Maintain sanitary conditions.** How will the space be cleaned and sanitized between users? Who will be responsible for the cleaning? Will you provide sanitizing wipes for the table? Is there a sink nearby that users can access to wash their hands and clean their equipment? Will you provide hand sanitizer?
3. **How will visitors access the space?** Will reservations be needed, or will it be first-come, first-served or drop-in? Who will assist in reserving the space and showing the visitor how to access it?
4. **How will potential users know about the space and the amenities available (e.g., sink, or reservation options)?** In-house promotion options as defined in the employee lactation support program should be used to ensure all employees are able to support the use of the space. Outside promotion to traveling workers and families in your community may include sharing your program with local chest/breastfeeding coalitions, newspapers, on social media, and Mom's Pump Here app.
5. **Will the space be included in your organization's lactation policy?** Consider developing a space use policy to ensure equitable access to the space.

Remember that visitors have the right to chest/breastfeed their baby in public. CT law guarantees the right to chest/breastfeed in any public space. A designated lactation space is meant to support those who need to pump milk for their baby or may request a private space in which to feed their baby. **Families cannot be required to feed their babies in the designated space if they prefer to feed in the public space.** Please visit <https://www.breastfeedingct.org/laws.html> for more information about federal and state lactation laws.