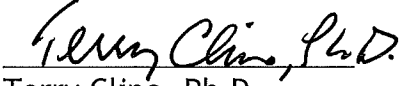




## OKLAHOMA STATE DEPARTMENT OF HEALTH ADMINISTRATIVE POLICIES AND PROCEDURES

**NUMBER:** 1-35  
**TITLE:** Worksite Breastfeeding Policy  
**RESPONSIBLE SERVICE:** Maternal and Child Health Service  
**APPROVED:**   
Terry Cline, Ph.D.  
Commissioner

### I. Purpose

The purpose of this administrative policy and procedure is to provide a work environment supportive of breastfeeding when employees return to work.<sup>1</sup>

### II. Procedure

The Oklahoma State Department of Health encourages activities that support breastfeeding and the health of all Oklahoma children. Because employees breastfeeding their infants need ongoing support in the worksite to provide breast milk for their babies, it is the policy of the Oklahoma State Department of Health that:

#### A. Breastfeeding Environment

A positive environment supportive of breastfeeding is maintained for employees. The Worksite Breastfeeding Policy is shared with all new employees during orientation and on the agency intranet.

#### B. Flexible Breaks

Employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.<sup>2</sup> If the time exceeds normal time allowed for lunch and breaks, employees may be allowed to adjust working hours.

#### C. Location to Breastfeed or Express Milk<sup>3</sup>

- Reasonable efforts are made to provide a private, secure, and sanitary room or other location (other than a restroom) in close

<sup>1</sup> Public Health Accreditation Board (PHAB) Standards and Measures, Domain 11.1.1A, page 223

<sup>2</sup> FLSA § 7 (r) (as amended by the Affordable Care Act, P.L. 111-148)

<sup>3</sup> Title 40, O.S. 435

proximity to the work area, where an employee can express her milk or breastfeed her baby who may visit during work hours

- The private room includes an electrical outlet to accommodate an electric breast pump, a comfortable chair, and access to a clean water source, soap and hand washing facility

#### **D. Employees Allowed to Use an Available Refrigerator**

Employees are allowed to use an available refrigerator for safe storage of expressed milk. Employees may use their own cooler packs to store expressed breast milk, or may store milk in a designated refrigerator/freezer. Employees will be required to provide their own containers, clearly labeled with name and date.

#### **E. Ensure Awareness of Workplace Resources**

Supervisors are responsible for making employees aware of this workplace policy when they are informed of the employee's pregnancy. Breastfeeding information and resources are readily available on the Breastfeeding Website <http://bis.health.ok.gov>.

Employees or worksite supervisors who have questions concerning breastfeeding, or who may need breastfeeding support, may contact Human Resources (HR) 405-271-4171, Maternal and Child Health Service (MCH) 405-271-4480, the Women, Infants and Children Service (WIC) 405-271-4676, or the Oklahoma Breastfeeding Hotline 1-877-271-6455.

#### **IV. Scheduled Review**

Maternal and Child Health Service is responsible for the review of this policy at least every thirty-six months or if there is a change in state law, administrative rule, or other regulation.

#### **V. Associated Forms**

No associated forms were identified.

## VI. Policy and Procedure Review History

The table below identifies the procedure review history regarding the origination date, review date(s) and revision date(s).

<b>Origination Date:</b>	<b>Review Date(s):</b>	<b>Revision Date(s):</b>
August 2007		June 2016 October 2013 October 2011