

Procedure for Supporting Breastfeeding Employees

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, EVMS provides a supportive environment to enable breastfeeding employees to express their milk during work hours. EVMS subscribes to the following worksite support procedure (please also refer to the EVMS Breaks and Meal Periods Policy):

EVMS Responsibilities:

Milk Expression Breaks

Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave, make up the time, or take unpaid leave with their supervisor's approval.

A Place to Express Milk

A private room (not a toilet stall, restroom, or employee break room) shall 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. The room will be available on a first come first serve basis. 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 can be stored in designated refrigerators provided in the lactation room or in employee's personal cooler.

Breastfeeding Equipment

Some lactation rooms contain electric breast pumps to assist breastfeeding employees with milk expression. For those employees who choose to use the electric breast pumps provided, a personal breast pump attachment kit will be provided and the cost will be charged to the employee's department.

Education

Prenatal and postpartum breastfeeding classes and informational materials are available for all mothers and fathers, as well as their partners. For more information please contact Human Resources at 757-446-6043 or EVMSHR@EVMS.EDU.

Staff Support

Supervisors are responsible for alerting pregnant and breastfeeding employees about the company's worksite lactation support program, and working with Human Resources, to administer policies and practices that will help 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 company.

Maintenance of Milk Expression Areas

Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial 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. There is to be no eating or drinking in these rooms.

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 her milk using an EVMS provided refrigerator or personal cooler. The refrigerators are for storage of breastmilk ONLY. Any other items stored in these refrigerators will be discarded immediately.

I agree to the conditions outlined in this and will be utilizing the lactation areas on campus.

Signature

Date

Printed Name

Department
