**Upper Missouri District Health Unit**

**INFANT AT WORK POLICY**

**Section 1. Infant at Work Approval**

An employee may submit a request to the Executive Officer to care for his/her infant child by birth, adoption, or foster care, under the age of six months, at work during normal work hours. The executive officer shall consider and approve or deny such request (UMDHU Infant at Work Request form). The Infant at Work Program may be terminated at any time, and UMDHU reserves the right to terminate eligibility to participate in the program.

If the Executive Officer approves an employee’s request, the employee and other parent of the infant are required to sign a waiver of liability, indemnification, and medical release (UMDHU Infant at Work Waiver of Liability, Indemnification, and Medical Release).

If approved, the arrangement will be evaluated weekly by the Executive Officer. If the infant becomes ill or fussy for a prolonged period of time causing a distraction or preventing the employee or other employees from accomplishing work, alternate childcare arrangements must be made. If in the opinion of the employee’s supervisor or Executive Officer the infant’s presence is excessively disruptive in the work environment or negatively affects the productivity of the employee or other employees, the infant at work arrangement will be terminated.

At the conclusion of the infant at work duration, the supervisor shall complete the UMDHU Supervisor’s Infant at Work Review form.

**Section 2. Employee Responsibilities**

The employee must keep the infant in the employee’s workspace. For short periods of time, such as restroom breaks, the infant may be in another employee’s workspace if the arrangement is mutually agreed upon. The work environment must be safe for the infant at all times.

The employee is required to have the infant up to date on vaccinations or have a scheduled appointment, unless medically contraindicated or contrary to religious beliefs.

Traveling with the infant will be left to the employee’s discretion and risk.

The employee must provide appropriate furniture for the infant’s care, i.e. crib, playpen, swing, etc.

The employee must use discretion as to when and where the infant’s diapers are changed. Used cloth diapers must be stored in a closed container and taken home daily. Used disposable diapers must be wrapped appropriately and discarded in an appropriate container outside of office or meeting space.

**Section 3. Employer Responsibilities**

This workplace breastfeeding policy supports employees in providing their child with the healthiest food nature has to offer, their own mother’s breast milk.

1. Employer allows creative use of normal breaks and earned time/leave for nursing and pumping. Examples of creative use include: taking shorter meal breaks, using break times, coming in to work earlier or leaving work later, etc.

2. A clean, private space (not a toilet stall or restroom) will be available for pumping/nursing that includes:

a. accessible electrical outlets for an electric breast pump,

b. comfortable chair,

c. small table,

d. and enough space available to be adequate for the number of breastfeeding employees.

3. A clean water source for washing hands and rinsing out any breast pump equipment is available close to the private space.

4. A place for storing breast milk: a refrigerator or employee can bring in a small cooler or thermos.

5. All employees will be informed of this policy. This policy is a part of the employer’s written policies.